

**02 Board of the Trustees**

5.12.19

**Action**

**7 ATTENDANCE**

**7.1 Present**

Matt Hayes - Chair	Officer Trustee
Amanda Campbell White	Officer Trustee
Siobhan Fouché	Officer Trustee
Fraser Luther-Yarwood	Officer Trustee
Teresa Jordan	Lay Trustee
Richard Halderthay	Lay Trustee
Jason Snowdon	Lay Trustee
Nick Worrall	Lay Trustee

**In Attendance**

Linda Collett	Governance Clerk – Minute taker
Bethan Dudaš	Advocacy & Engagement Director (A&ED)
Jo Harbrow-Harris	Activities & Operations Director (A&OD)
John Valerkou	Chief Executive (CEO)

**7.2 Apologies**

Mary Copsey	Officer Trustee
Tanya Curry	Lay Trustee

**7.3 Absent**

None

**7.4 Declaration of interest**

None

The meeting was preceded by a minute's reflection following the loss of past student and member of student staff, Saskia Jones who lost her life in the recent London attack.

**ACCEPTANCE OF PREVIOUS MINUTES**

**8.1 Accuracy**

It was requested that details of the Chair be included in future attendance lists, and that the position of the Chair signing the previous minutes should be noted alongside the signature and date.

**LC**

The previous Minutes were accepted as a true record.

## 8.2 Matters Arising

19.1 – ARU community – SU information was now being included in the University newsletter but the impact of this had yet to be evaluated.

5.2 – Exec meetings – Suggestions to improve engagement at Executive meetings had included holding meetings less frequently and changing the budget application process. Further work would be carried out on this issue.

6.1 - Each officer had now arranged a lay trustee buddy.

It was requested that for future meetings there should be a clear indication of who would be responsible for which action and that there should be integrity over the deadline dates.

LC

## 9 ITEMS FOR APPROVAL/DISCUSSION

### 9.1 Spotlight – Activities

The Student Activities Manager and Course Based Societies Co-ordinator presented a spotlight on the Activities team.

The Board commended the team on the work carried out by the team so far and extended their congratulations on the increase in society numbers, particularly in view of the fact that it had been proven that there was a correlation between membership of societies and retention and a better degree outcome.

### 9.2 Officer pay

It was agreed that this item would be discussed at the next Appointments and Governance (A&G) meeting in January.

FLY

It was also agreed that the Chair of the HR and Employee Engagement committee would review the terms and conditions of the current full time officer contract before the A&G meeting on 24 January.

NW

## 10 STANDING ITEMS

### 10.1 Chief Executive and SMT update

It was confirmed that the analysis of the strategy research would be completed with no risk to current workloads in time for the next phase of the strategy planning in January. The Board requested that output from stage two be brought to the Board meeting on 27 February.

JS/MH/JV

It was noted that the bid for a Peterborough University was now in critical phase and would only be submitted if it was right for ARU. Concern was expressed that the SU had not been originally been included in the planning stage of the bid but the Union had been assured that this had been an oversight. Further information about the bid would be available in January.

Concern was expressed about the possibility of survey fatigue but it was noted that Speak Week had been a post card campaign which had only required a one sentence response.

The Board noted that the weekly CEO email and commercial updates were very useful in giving an insight into the operational side of the Union.

## 10.2 Year end management accounts and variance report 2018-19

It was noted that these were not audited accounts and so would not show the final figures.

Thanks were extended to the two Directors and the whole staff team for ensuring that the accounts showed a better picture than anticipated earlier in the year.

It was noted that the CEO would be working with the Commercial team on producing a clear business plan which would include feedback from students on what they want from the proposed new bar space.

## 10.3 Management accounts and cash flow forecast to 31 October 2019

The management accounts and cash flow forecast were noted.

## 10.4 To receive minutes and executive summaries from the sub committees

- **Appointments and Governance**

Main items from the agenda were:

1. Proposed changes to the recruitment policy – This would be sent to the Chair of the HR&EE for circulation to the committee via email.
2. Student trustee recruitment.
3. Proposed minor change to the bye laws – This had not been agreed by the Executive committee as the last meeting had failed to reach quoracy, but would be taken to the next meeting for agreement.

TC

BD

It was also noted that the A&G committee should review the committee experts to ensure that their roles and responsibilities were correct and that the right expert was a member of the appropriate sub-committee.

TC

- **Finance and Risk**

The main points from the agenda were:

1. Risk appetite statement and process – This was not yet ready to be brought to the Board but good progress had been made.
2. GDPR breaches – A small number of administrative breaches had taken place, but none had been reportable.
3. Accident claim from an ex-student, claiming to have been a member of the Cheerleading society – The insurance company were currently being supplied with the relevant details.

- **HR and Employee Engagement**

The main points from the agenda were:

1. Turnover and sickness figures – It was noted that there were good reasons for the upturn in the figures and it was currently felt that there was no cause for concern, although a watching brief would be kept.
2. Staff survey temperature check – This was due to take place in January/February.

The President was also congratulated on the introduction of drug harm reduction kits.

## 10.5 Update on officer campaigns

President – Some kits had already been given out in Cambridge and survey responses were

currently awaited.

VP AHSS – Following the Raise the Bar campaign, the proposal from the working group had been taken to the Board of Governors who had given their approval for it to go ahead. The University would be providing a separate £750,000 budget to refurbish the ground and first floors of the Coslett building. The venture would not be a partnership but would be entirely run by the Students' Union. The commercial team would now meet with the Director of Estates to formulate a project plan.

VP BL – Report taken as read.

VP SE – Survivors' campaign - the blog had been put on hold but all branding was now on display. Students were very appreciative of the campaign.

A meeting would be held with Laurie Butler next week to discuss accessibility to the Marconi building and Compass House.

VP HEMS – Continuing to work with the University on their draft Sustainability strategy and was hoping to include a sustainability strand in the new Union strategy.

## 11 ITEMS FOR DISCUSSION OR TO NOTE

### 11.1 To note report from interim Executive meetings

The minutes from the Executive meetings in September and October were noted.

## 12 CEO OBJECTIVES UPDATE

The Board noted the CEO objectives update (Separate paper).

## ANY OTHER BUSINESS

None

## DATE AND TIME OF NEXT MEETING

Thursday 27 February 2020 – 4.00-7.00 pm – venue TBA

Signed .....

Role .....*PRESIDENT*.....

Date: *27-2-20*