



*L. Rooney*  
15.12.16

Board of the Trustees

Minutes of the meeting held on 19 October 2016

Action

10 ATTENDANCE

10.1 Present

Grace Anderson (Officer trustee), Melanie Digney (External trustee), Precious Nwanze (Officer trustee), Leigh Rooney (Officer trustee), Jamie Smith (Officer trustee), Kathleen Vanderpuye (Student trustee), Kathryn Younger (Officer trustee)

In Attendance

Georgia Elderkin (Minute taker), Matthew Ensor (Chief Executive)

10.2 Apologies

James Barlow (External trustee), Paul McHugh (External trustee), Janice Maclean (External trustee)

10.3 Absent

None.

10.4 Declaration of Interest

None.

11 ACCEPTANCE OF PREVIOUS MINUTES

11.1 Accuracy

The previous Minutes were accepted as a true record.

11.2 Matters Arising

None.

12 CHIEF EXECUTIVE'S REPORT

**Staffing changes**

Jordan Lewis had rejoined temporarily to support the Rep elections and start to the new academic year. Interviews had taken place to fill the ALSS Representation Co-ordinator role with a permanent employee and the panel would be contacting the successful candidate shortly. The Board expressed their thanks to Jordan and the Rep Team for the commitment demonstrated throughout the October elections.

**Freshers' 2016**

The full time officers were thanked for their dedication throughout the Freshers' period.

**Peter Taylor House**

The offer to move the majority of SU space to Peter Taylor House had been accepted by LR in an email to the members of VCG. Some trustees had been given a tour of the building with the

proposed plans. A change to the previously shared plans had been suggested by ARU Estates and the Union had provided feedback. The latest drawings will be shared with Trustees at the next meeting.

ME

### **Tindal Building**

The plans for the Tindal building were progressing. Draft two includes a commercial space, possibly a barista-style coffee outlet and bar space on the ground floor. The first floor of the Tindal building would then be converted to provide student space for clubs and societies and SU offices. The next version of plans would be brought to the next meeting.

ME

### **VCG Strategy Presentation**

The date has been set as 7<sup>th</sup> February 2017. It was noted the officers would like coaching support on presenting the papers for VCG in advance of the meeting.

ME

### **IT Services**

It was noted that senior managers were due to start trialling hot desking and laptop usage in preparation for the move to PTH.

### **Till System Upgrade**

The board approved the release of capital and unbudgeted funds of up to £13,550 to upgrade or replace till hardware and software. This would greatly improve reporting capabilities, including measuring student engagement in commercial outlets.

ME

## **13 FINANCIAL REPORT**

### **2015-16 financial year**

The last financial year had ended with a surplus of £128,393. It was noted that the successful insurance claim had been intentionally excluded from the forecast. Nonetheless the forecast surplus increased by over £20,000 between month 11 and year-end forecasts. The audit process is almost complete and so far the Union is not aware of any concerns raised.

### **2016-17 financial year and cashflow forecast**

The Board noted that the Union was forecasting to achieve a small budget surplus and that forecasting accuracy will improve in future months. It was also noted that the block grant payments from ARU had been delayed at the start of the financial year for two successive years. Assurances have been provided that this is resolved for future payments and no further delays are expected.

It was agreed that a written breakdown will be included in future appendices to the financial report to highlight any variances alongside the diagrams.

ME

## **14 OFFICERS' REPORTS**

Officers activities to date were summarised, which included the following:

- Rep elections

*L. Rooney*

- The launch of Let's be Honest mental health campaign
- Induction talks and rep lecture visits
- Freshers' Fairs
- Meeting the Deans of relevant faculties
- Meeting with Daniel Zeichner (Cambridge MP)
- Upcoming NUS Zone conferences
- Preparation for Students' Council
- Meeting with the VC

The reports were received and noted.

15 **STUDENT TRUSTEES' UPDATE**

No update was given.

16 **GOVERNANCE UPDATE**

**Trustee and Committee expert recruitment**

The Board noted the content of the proposed Bye-Law 8, the previously circulated Board Effectiveness Review implementation paper and the results of the Trustees' skills audit. It was AGREED to recruit one External Trustee with skills and experience in charity governance or with a legal background. A second External Trustee would be sought with commercial experience, preferably in Retail, Cafes or Licenced Trade.

The Board questioned if the Union could use internal recruitment channels to save costs. LR expressed concern that volunteers might not stay and the Union might therefore invest in recruitment for short-term appointments for a voluntary positions.

It was agreed that, in light of the findings of the Board Effectiveness Review and Skills Audit, the Union should invest in recruiting External Trustees and ensure suitably qualified experts are appointed to the Committees of the Board. Appointing external experts was most likely to result in successful recruitment. The allocation of up to £10,000 of reserves to fund this was agreed.

ME

**Scheduling of future Board meetings**

The Board agreed to hold future committee and Board meetings on Wednesday afternoons and agreed to the proposed timetable, expected to commence in January 2017.

ME

**Quorum for Trustee Board Meetings**

The Board expressed concerns about the quorum at future meetings with the ongoing appointment of new student trustees. The Board noted its responsibility to ensure it is able to meet and make decisions and that it was likely that Student Trustees would be recruited prior to the next meeting in December. Full time officers agreed to use their networks to support the promotion of the roles.

Officers

It was agreed that a contingency plan should be put into place in the event of unsuccessful recruitment. The board agreed to relax the quorum requirement for one student trustee to be in attendance until the successful recruitment of three student trustees had taken place

## 17 Strategic Risks Workshop

The board considered the strategic risks to the Union over the next ten years. The risks were categorised into the following areas for future discussion:

### Internal Strategic Risks

- Funding
- Staying Relevant – Changing student needs and demographics

### External Strategic Risks

- Government Policy – HE Policy (particularly TEF and NSS), Non-HE Policy;
- University Strategy – Recruitment success & Funding
- Legislative Framework – with reference to Charity Law

## 18 ANY OTHER BUSINESS

The Chair was actioned to invite Iain Martin to the next meeting to present the forthcoming University Strategy.

LR

### DATE AND TIME OF NEXT MEETING

Thursday 15 December – 4.00-7.00 pm Chelmsford

Note: Trustees will be invited to attend from 3pm and transport from Cambridge can be arranged if necessary.

