

02Board of the Trustees

29.11.17

Action

ATTENDANCE

7.1 Present

James Barlow (Lay trustee), Tanya Curry (Lay trustee), Laura Douds (Officer trustee), Richard Halderthay (Lay trustee), Kirran Khan (Officer trustee), Johanna Korhonen (Officer trustee), Janice Maclean (Lay trustee), Eliza Torres (Officer trustee)

In Attendance

Linda Collett (Minute taker), Matthew Ensor (Chief Executive),

7.2 Apologies

Melanie Digney (External trustee), Jamie Smith (Officer trustee)

7.3 Absent

None

7.4 Declaration of interest

Officer trustees declared an interest in item 9.1 (Employment of past officers)

It was noted that Daryl Sharpe had resigned as a student trustee and the Board extended their thanks for her contribution over her time in office.

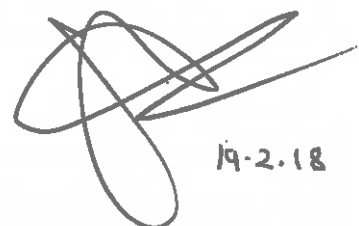
A presentation was given on space redevelopments on both campuses. The Board was advised of the issues that had been encountered with the budget for the Chelmsford redevelopment and the subsequent value engineering that had been required. Board members expressed concern over the delays and challenges that had presented and the impact these would have on the future activity of the Union. It was agreed that a letter would be drafted to the University expressing these concerns.

JM

ACCEPTANCE OF PREVIOUS MINUTES

8.1 Accuracy

The previous Minutes were accepted as a true record.



19-2-18

8.2 Matters Arising

35 – CEO report - The minute regarding the Vice Chancellor's Group (VCG) had been amended.

41 – Life membership – A paper had been taken to the November meeting of the Appointments and Governance sub-committee.

48 – Budget 2017-18 – The final budget would not be confirmed until after the Board of Governors' meeting in July.

49 – ARU London – A full review of the bye laws was now taking place.

- 59.1 – Staff feedback – JS had circulated an email to staff following the last Board meeting.
- 4.1 – Organogram – Item regarding level of risk and succession planning to be included on the agenda for the February meeting of the HR and Employee Engagement subcommittee.
- 4.3 – Minutes from sub committee meetings – LC arranging for chairs of sub committees to receive minutes prior to circulation to Board.
- 6 – Charity governance code – This forms part of the development plan.
- 6 – Future away days – A date for the next Board away day had been set for Thursday 6 September 2018 – venue to be advised.

ET/LC

ITEMS FOR APPROVAL/DISCUSSION

9.1 Employment of former full time officers

The Board considered a paper and agreed that the Union will not normally consider applications from a former ARU Students' Union full-time officer who was in post at any time in the 24 months prior to the deadline for applications to that particular role. It was also agreed that a policy would be written using the 24 months rule but with discretion for the Chair of Appointments and Governance and the CEO to make exception by unanimous written agreement in the event of exceptional circumstances. In the event of such circumstances the Board would be made aware in advance of any offer of employment being made.

TC/ME

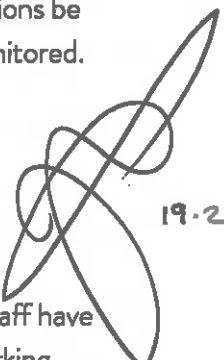
9.2 Let's be honest report

KK provided background to the report and explained that it was the culmination of two years of officer teams' priority campaigns. There would be a launch event in Cambridge on 6 December to which members of the Board and the University Corporate Management Team (CMT) were invited.

He went on to note that some recommendations were already in progress and that the report would be used as a lobbying force to move them forward.

The Board noted that it was an ambitious project and requested that the recommendations be prioritised and tracked using the traffic light system in order that progress could be monitored. It was also noted that the report provided evidence of the Union living up to its values, particularly regarding relevance and the personal SU.

KK



19.2.18

STANDING ITEMS

10.1 Chief Executive's report

In order to support the whole staff team manage the current challenges they face, all staff have been involved in conversations regarding prioritisation of workloads. Managers were working with their teams. The Board thanked staff for their commitment during the office moves and noted that the last few months had provided the opportunity to develop the Union's resilience when under pressure.

Board members were requested to send any outstanding profiles in order that the handbook could be completed.

10.2 Financial report

It was noted that the first draft of the audited accounts had now been received. Thanks were extended to budget holders for their efforts in ensuring the Union delivered the targeted small surplus in the last financial year.

The current year's forecast figures would be amended to properly reflect the revised income from the bar/café in Chelmsford given the delays to the project thus far. These are to be included in the December forecast and circulated to the Board.

ME

It was requested that the finance training slides be circulated to members.

JB

10.3 To receive minutes of the sub committees

- **Appointments and Governance**

Headlines from the committee included trustee attendance at sub-committees, date for the next trustee away day (6 September 2018), employment of past officers and Board effectiveness review to take place early next year (currently researching providers).

- **Finance and Risk**

As the annual accounts would need approval at the next meeting (Wednesday 10 January 2018), it was vital that this meeting be quorate. It was agreed that using video conference or Skype for sub-committees under certain circumstances may be beneficial.

- **HR and Employee Engagement**

No meeting had taken place and all business would be carried forward to the next meeting on 28 February 2018.

- **Executive committee**

Schedule 7 was noted.

11 ITEMS TO NOTE

11.1 Autumn elections' report

It was noted that there had been challenges in obtaining data for Peterborough students

ANY OTHER BUSINESS

None.

DATE AND TIME OF NEXT MEETING

Full Board

Monday 19 February 2018 – 3.00-6.00 pm – venue to be arranged.

Finance and Risk

Wednesday 10 January 2018 – 3.00-5.00 pm – Cambridge Peter Taylor House

Appointments and Governance


Friday 26 January 2018 – 11.00-1.00 – Cambridge Peter Taylor House



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HR & Employee Engagement

Wednesday 28 February 2018 – 3.00-5.00 pm – Chelmsford Mar 214



19.2.18