



## **02 Board of the Trustees**

**9/12/2014**

**Action**

### **16 ATTENDANCE**

#### **16.1 Members Present**

James Barlow (External trustee), Megan Bennett (Officer trustee), Aisha D'Souza (Officer trustee), Aisha Gaido (Student trustee), Sarah Haider (Officer trustee), Paul McHugh (External trustee), Janice Maclean (External trustee), Evalyn Oloo (Student trustee), Daryl Sharpe (Officer trustee), Kathleen Vanderpuye (Student trustee)

#### **In Attendance**

Louise Bryan (Representation Co-ordinator), Linda Collett (Minute taker), Jo Harbrow (Head of Student Opportunities & Services), Debbie Paradise (Head of Student Advice & Academic Quality), Gill Thompson (Chief Executive)

#### **16.2 Apologies**

Ola Adetola (Officer trustee), Gail Cottage (Student trustee), Claire Sharples (External trustee),

#### **16.3 Absent**

#### **16.4 Declaration of interest**

None

### **17 ACCEPTANCE OF PREVIOUS MINUTES**

#### **17.1 Accuracy**

The previous Minutes were accepted as a true record.

#### **17.2 Matters Arising**

67.2 – Student newspaper – This was to be taken forward by the Student Activities team and an update would be brought to the next meeting.

4.2 – Recruitment of external trustee – An external trustee with HR experience had now been recruited and would be ratified at the next Student Council meeting.

5 – Financial report – It was noted that the format of the accounts had reverted to the original.

6 – Officers' reports – The University's solicitors had worked on the failure to deliver to contract over the Railyard issue and as it had been confirmed that all students who had been affected were now satisfied with the outcome, a report from the SU would not now be necessary.

9 – Risk register – The agreed amendments had been made to the risk register.

10 – Articles of Association – The proposed amendments had been agreed by Union Council and the Board of Governors.

12 – SUSS update – It was confirmed that only one year's data had been uploaded by Experian because this covered the period from the incorporation of the Union as a new entity, but this had been checked by GT and was correct.

**SH**

**18 AUDITED ACCOUNTS 2014**

It was noted that the accounts showed a surplus for the year. The letter of representation from the auditors noted that statements were made on the basis of the Union being a going concern for the next twelve months, and whereas there was no guarantee that this would be the case, there was no reason to think that the University would not continue to fund the Students' Union as previously.

The accounts were **APPROVED** – see items 20 and 21 below regarding reserves.

**19 ASSETS POLICY**

The Assets policy was presented and it was noted that items valued at less than £1,000 would not be depreciated. The Policy was **APPROVED**.

**20 RESERVES POLICY**

It was noted that 2013-14 was the first year in which there had been a positive reserve recorded. A discussion took place about the policy which was then **APPROVED**.

**21 DESIGNATED RESERVES POLICY**

The designated reserves policy was presented and questions and comments taken. It was noted that the budget should be spent before the reserve. The Board **AGREED** that it was an indicative list but that details should be confirmed and a report regarding the shop refit should be brought back to a later meeting. A draft would be sent to the auditors so that they could advise on the wording and complete the Annual Accounts.

GT

**22 FINANCIAL REPORT**

The financial report and management accounts were presented. It was noted that it was not expected to make such a large surplus as the previous year.

**23 NEW CHIEF EXECUTIVE CPD REQUEST**

The new CEO's CPD request was presented and **APPROVED**. JM to take forward.

JM

**24 SCHEME OF DELEGATED AUTHORITY – INTERIM MEASURES DURING NEW CEO PROBATIONARY PERIOD**

It was noted that it was usual for new employees not to be a signatory during the probationary period. However, in the case of the CEO, this would be unworkable. It was agreed that there would be an external trustee signatory for amounts over the new CEO's limit on each campus for the duration of the probationary period and that JB would take the lead. The interim measures were **APPROVED**.

**25 AMENDMENTS TO ARTICLES OF ASSOCIATION AND CREATION OF NEW BYE-LAW**

It was noted that these had been approved by Union Council and the Board of Governors. Congratulations were extended to DS for ensuring that this had happened in a timely manner. The changes would take place for the year 2016/17. The amendments were **APPROVED**. This must now be approved by Special Resolution at the Annual Members Meeting.

**26 POLICY PROPOSAL RE LIVING WAGE**

The proposal was presented. It was agreed that the student who had put forward the

proposal be advised that the Board had debated the proposal and that information regarding the potential cost to the Union should be taken with the policy to Student Council. It was noted that the proposal would have an impact on staff wages and the extra cost would need to be found from within the budget – for this year that would create a deficit. The Board indicated their support for the living wage but it was noted that if the policy were to be approved by Student Council, final approval would still be needed from the Board.

DS

## 27 OFFICERS' REPORTS

Officers' reports were presented and questions from the Board taken. Congratulations were extended to DS for her nomination for a CAMFM award. The full report on Books+ would be circulated to trustees.

## 28 STUDENT TRUSTEE FEEDBACK

KV extended congratulations to the officers on their plans for the International festival, but noted that more promotional material was needed. She also noted that students had requested an ATM machine on campus – officers to take this request to the appropriate University meetings as this was not a Board matter.

Officers

AG reported on the World AIDS day campaign and thanked all those involved. Congratulations were extended to AG on her Rep of the Month award.

EO raised an issue regarding appeals and mitigation – it was agreed that this would be addressed outside the meeting as was not a Board matter.

Officers

## 29 STUDENT COUNCIL REPORT

Although the recent Student Council meeting had not been quorate, it had been reasonably well-attended and had generated some good debate. There had been sufficient online votes and the amendments to the Articles of Association had been passed

## 30 POLICY UPDATE

The following policies were debated by Student Council:

No Platform Policy  
Trans participation in Sport  
Lower Accommodation Costs  
It's Time to Talk Mental Health  
Full & Part-time Officers Accountability

All except the Full & Part-time Officers Accountability had been passed: full details are available on the website.

## 31 ELECTIONS REPORT

The elections report was presented and questions taken from the Board. Congratulations were extended to KV on her election as International Rep.

**32 SUSS UPDATE**

The Board **RECEIVED** the SUSS update.

**33 CHIEF EXECUTIVE'S REPORT**

The CEO's report was presented. It was agreed that an external trustee with commercial marketing skills be sought but that the candidate with HR skills had agreed to be kept as a reserve. The website would be amended accordingly.

GT

It was noted that appointments for both Democracy & Representation Manager and Venues, Entertainment & Events Manager had now been made.

**34 STRATEGIC PLANNING MEETING WITH VCG – DRAFT SUBMISSION**

The draft submission was presented and questions taken from the Board. This will be finalised and submitted.

GT

**35 DEPARTMENTAL ONE PAGE PLANS**

The Departmental one page plans were presented and it was requested that any questions be forwarded to GT.

**36 ENVIRONMENTAL UPDATE**

The Green Pitch competition had been launched to students and staff were taking part in the University's Green Love competition. There was no update on the environmental activity action plan.


**37 ANY OTHER BUSINESS**

**37.1 UKIP**

The background to the visit of political parties to the Cambridge campus and the subsequent issues that some students had had with UKIP was noted. It was further noted that the question of whether or not UKIP should be banned from campus could go either to Students' Council or to a Referendum. The Board agreed that in the interests of democracy it would be good to ask students what they want, but that if UKIP was to be banned it may have a detrimental effect on the Students' Union.

**DATE AND TIME OF NEXT MEETING**

**Wednesday 11 February – 4.00-7.00 pm by video conference**



O. SHARPE

11/2/15