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23/8/17

05Board of the Trustees
07/06/17

Action

45 ATTENDANCE

45.1 Present

Grace Anderson (Officer Trustee), James Barlow (External Trustee), Tanya Curry (External Trustee), Richard Halderthay (External Trustee), Kirran Khan (Student Trustee), Janice Maclean (External Trustee), Paul McHugh (External Trustee), Precious Nwanze (Officer Trustee), Leigh Rooney (Officer Trustee), Daryl Sharpe (Student Trustee), Jamie Smith (Officer Trustee), Kathleen Vanderpuye (Student Trustee), Kathryn Younger (Officer Trustee)

In Attendance

Georgia Elderkin (Minute Taker), Matthew Ensor (Chief Executive), Sue Dickenson (HR & People Operations Manager)

45.2 Apologies

Melanie Digney (External Trustee)

45.3 Absent

None

45.4 Declaration of Interest

It was noted that some conflict of interest would arise for any member who was also an employee during the reserved business item 47.1 Job Evaluation.

Campus Tour & Workshop: Presentation on Attitudinal Segmentation

A presentation on attitudinal segmentation was given. It was noted that the process of embedding attitudinal segmentation surveys within the registration task will be a challenge and a cultural change for the university. Following the presentation Trustees were invited on a campus tour to see the progress of the ongoing construction of Peter Taylor House.

46 ACCEPTANCE OF PREVIOUS MINUTES

46.1 Accuracy

35 – Chief Executive Report – VCG Strategic Planning - it was requested that the officer-led phrase is clarified to accurately reflect the officer involvement with VCG. LC

44 – SUSS – it was noted that there was no action to complete.

The previous minutes were accepted as a true record.

46.2 Matters Arising

35 – Chief Executive's Report – the staff organogram has been updated to include officers, the updated version would be taken to the next meeting. ME

41 – Life Membership – a paper will be produced on the guidelines and structure of the process of awarding life membership. To be raised at the next Appointments and Governance committee with a deadline of November 2017. ME

ITEMS FOR APPROVAL/DISCUSSION

48 BUDGET 2017-18

The Board debated additional expenditure of the budget as there were concerns that the forecast surplus was higher than the budgeted surplus. Over the previous few years the Union has produced large surpluses. The trustees recognised the need for the Union to deliver smaller surpluses than in previous years to maximise the Union's use of the available funds. It was noted that the University predict an ever more challenging student recruitment environment and recognise the pressure that this may put on the University's budget.

It was advised that a precedence is set with the Vice Chancellor to reveal the outcome of the Union's financial bid sooner, to avoid difficulties in planning of the Unions' budget in future. This will be raised at the next meeting between the Officers and the Vice Chancellor.

LR

The SUSS three year lump sum contribution was deliberated. The benefits of paying the lump sum would be a discount in the long term. The Union would realise a saving of £4809 against paying the deficit contributions on a monthly basis over the same period.

The budget 2017-18 was APPROVED.

49 The SUSS three year lump sum contribution was APPROVED.

THE STUDENTS' UNION AT ARU LONDON

The Chief Executive presented the plans to build an SU presence at ARU London. It was noted that from a student experience perspective this is a great opportunity for the Union. Concerns were raised in relation to working on a satellite campus, the role of Students' Union Co-ordinator on the Peterborough campus faced a variety of difficulties.

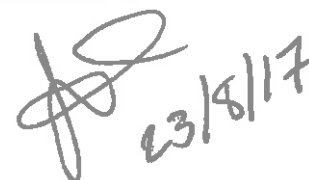
It was advised that a new risk assessment specific to ARU London should be created to include the added risks of the area in central London.

A&G

There were some concerns relating to governance structure and the status of the new London based officer as a trustee. It was suggested that an ARU London bye law should be considered at the next Appointments and Governance committee.

It was noted that this project requires commitments from Union staff at a time of change. Clear guidelines will be provided regarding the resources extended to ARU London to ensure staff are not overwhelmed.

50 The Students' Union at ARU London was APPROVED.



SENSIBLE DRUGS POLICY WITHDRAWAL

The sensible drugs policy was presented to Student Council on 4th April 2017. Concerns were raised by officers and staff concerning the legality and practicality of this policy, as there is a potential danger of exposing the Union to undue legal and reputational risk. As a result the Executive committee, having considered the detail of the policy, had recommended that the trustees agree to withdraw it.

The trustees accepted the Executive committee recommendation and the sensible drugs policy withdrawal was APPROVED.

STANDING ITEMS

51 CHIEF EXECUTIVE'S REPORT

Staffing

Bethan Dudas was appointed to the role of Advocacy and Engagement Director and will join the Union on 12 June. It was noted that the recruitment for student trustees has been unsuccessful, further recruitment will be advertised early in the next academic year.

Trustees on Committees

It was noted that Grace Anderson and Kat Younger are currently members of Board committees and will finish their term of office on 30 June. Jamie Smith will begin her ex-officio appointment to each committee on 1 July. This results in a number of vacancies on the committees.

The Finance and Risk committee must appoint two new trustee members before the next meeting. Richard Halderthay was appointed to the Finance and Risk committee.

The Chair was actioned to appoint officer trustees to the relevant vacancies from the incoming team.

LR

Legislation Update

The potential risk of the changes to the GDPR and the impact on the SU sector were highlighted. NUS and other legal experts have provided advice and support.

52 FINANCIAL REPORT

The cash flow forecast and management accounts were noted.

The challenging financial climate facing the University was raised and there were concerns that the Union would not receive the small inflation on the block grant.

An expenditure of up to £40k has been approved by Finance and Risk committee. This expenditure will prioritise non-capital items to support the imminent office move in Cambridge, this includes IT peripherals and other equipment to support a more mobile working philosophy.

53 MINUTES OF SUBCOMMITTEE

53.1 Appointment and Governance


The minutes of the Appointment and Governance committee were noted.

53.2 Finance and Risk

The minutes of the Finance and Risk committee were noted.

53.3 HR & Employee Engagement

The minutes of the HR and Employee Engagement committee were noted. It was advised that this committee should be utilised to its full potential in the future to avoid lengthy discussions in Board of Trustees.


23/8/17

ITEMS FOR DISCUSSION/TO NOTE

54 STUDENT COUNCIL REPORT

The minutes of the Student Council and Annual General meeting were noted. The

structure of this meeting and proxy voting were clarified for the Board.

55 EXECUTIVE COMMITTEE MINUTES

The minutes of the Executive committee were noted.

56 ENVIRONMENTAL UPDATE

The Board extended their thanks to Linda Collett for her diligence and commitment to Green Impact. It was noted that the Union has won the University's staff ARU Green competition for 2016-17.

A query was raised regarding the increase in travel expenditure. This is due to availability of drivers insured on the pool car and more staff have moved over into cross campus roles.

57 POLICY UPDATE

The Chair presented the policy update to the board.

58 DEPUTY CHAIR DISCUSSION

Janice Maclean is coming to the end of her term, a new deputy chair should be appointed. Janice will provide mentoring support to the new Deputy Chair. An email will be circulated to offer more information and for trustees to register their interest.

ME

59 ANY OTHER BUSINESS

59.1 Teeside Feedback

It was noted that some staff at Anglia Ruskin SU had fed back that they did not feel informed of the work and people involved in the trustee Board. It was noted that Teeside SU send out a brief email after every meeting to inform staff on what was discussed and approved.

ME/JS

59.2 Remuneration Committee

Janice Maclean, Tanya Curry, Richard Halderhay and Paul McHugh were appointed to the remuneration committee. It was agreed that the officers' pay would be reviewed before 1st August 2017.

ME/TC

Tanya Curry was appointed as chair of this meeting. It was decided that this discussion will be carried out by email.

59.3 Kathleen Vanderpuye & Paul McHugh

It was Kathleen and Pauls' final meeting. The Board extended their thanks to Kathleen and Paul for their commitment to this committee and wish them the best in their future endeavours.

DATE AND TIME OF NEXT MEETING

Wednesday 23 August – 10am start. A development and team building day, including a formal meeting of the Board of Trustees. Venue to be advised.

Wednesday 29 November – 3.00-7.00 - Chelmsford

