

06 Board of the Trustees
7/9/15

Action

79 ATTENDANCE

79.1 Members Present

Grace Anderson (Officer trustee), James Barlow (External trustee), Gail Cottage (Student trustee), Sarah Haider (Officer trustee), Paul McHugh (External trustee), Janice Maclean (External trustee), Sophie May (Officer trustee), Leigh Rooney (Officer trustee), Kathleen Vanderpuye (Student trustee), Sammi Whitaker (Officer trustee)

In Attendance

Linda Collett (Minute taker), Matthew Ensor (Chief Executive), Daniel Login (Democracy and Representation Manager), Tom Manville (Venues, Entertainments and Events Manager), Alun Minifey (Student Opportunities Manager), Debbie Paradise (Head of Student Advice and Academic Quality), Guy Stepney (Head of Student Engagement and Communication) (Managers for items 81 and 82 only)

79.2 Apologies

Melanie Digney (External trustee)

Claire Sharples (External trustee)

Evalyn Oloo (Student trustee)

79.3 Absent

None

79.4 Declaration of interest

ME declared an interest in agenda item 83.

80 ACCEPTANCE OF PREVIOUS MINUTES

80.1 Accuracy

After a discussion it was agreed that the italicised sections of the draft minutes were a repetition of the other sections, and so it was agreed that these should be deleted. The previous Minutes were then accepted as a true record.

80.2 Matters Arising

65 – Strategic plan monitoring – The timeline was covered in 81 below.

66 – CEO report – DS and SW had spoken to GC who had confirmed that she wished to continue as a member of the board.

73 – Amendment to bye laws 5 and 11 – Concern was expressed that views from one Board member about the proposed name change to the President's position, which had been emailed to the Chair, had not been presented to the Board at the last meeting for consideration. It was noted that there had been no previous mention of the proposed change, and although it had been referred to in the February Student Council minutes, there was no record of any discussion at the meeting or of any decision voted on by Council.

It was agreed that current officers would discuss the proposed change to the title of

President and if they wished to pursue it, a decision needed to be made by students and trustees before taking it to the Board of Governors. It was also agreed that the Democracy and Representation Manager should be asked to establish whether the student body had a strong desire to change the title and also to establish trends within the sector. It was noted that the Board were ultimately responsible for ensuring that the Union was adhering to the Articles of Association, but that when making decisions, the will of the student body needed to be taken into account.

It was **AGREED** that the proposed change to the title be put on hold until further information was available. The other previously agreed changes to officer job descriptions would still go ahead.

75 – Matthew Ensor probationary review – JM had met with ME after the last Board meeting and had discussed with him specific comments regarding areas for improvement, which ME had taken on board. An external party would conduct a 360 review with ME in December and comments from this would be taken into consideration.

Thanks were extended from the Board to JM for the considerable amount of time and effort she had put into the review.

81 STRATEGIC PLAN MONITORING

Following the request from the Board for a timeline on the outstanding goals and commitments in the Strategic Plan, the outstanding areas had been shared between departments who would all work to achieve the plan by the end of 2016. Many of the goals were already work in progress and it was agreed that a mid-year report would be prepared for the February meeting of the Board. It was noted that the HR and Admin manager's responsibilities were being covered in the short term by other members of staff. Thanks were extended to GS for keeping the Plan on track.

82 DEPARTMENTAL ANNUAL PLANS

Managers were invited to outline their priorities for the forthcoming year.

DL explained that his team would be conducting a full democratic view and as part of this, the Articles and Byelaws would be simplified and clarified. NUS was to provide a dedicated consultant to assist with this.

AMin noted that the priorities for his team would be converting registered volunteers to active, the expansion of social enterprise and support and training for clubs and societies to widen participation.

GS outlined the research which the company Redbrick had been asked to conduct. This would define the Union's vision and purpose and would assist in developing a new brand and strategic plan.

DP noted that the Advice Service had for many years been renowned for its work but that it was somewhat apart from the Union as a whole. Therefore her team's priority would be to reunite with the main SU. This would be achieved by linking with the rep co-ordinators, the research co-ordinator and the officers to make use of their combined knowledge. They would also be working on raising student awareness of the academic regulations,

particularly with regard to social media, building on faculty/department meetings to raise awareness amongst staff, adding accommodation and housing advice to the skill set and undergoing the AQS audit in December.

TM noted that his team's priorities would be to turn the profit/loss situation around, to work on corporate social responsibility and to achieve the Gold standard in the NUS Best Bar None accreditation scheme.

It was noted that one of the measures of success contained within the Union's strategy is the NSS but that the results for actions in 2015-16 would not be available until August 2016. A report on the results from the 2014-15 NSS would be brought to the next meeting.

GS

When asked by managers what the Board would like to see as the Union's priorities over the forthcoming year, the following were identified:

- Commercial services - build towards profitability
- More engagement with voting in SU democracy to ensure representatives' mandates are increased
- Evidence that Cambridge nursing and Peterborough students feel more integrated into the University.

83 SALARY INCREMENTS AND PROBATIONARY REVIEW

GS explained the background to the item and it was noted that repeated staff surveys had cited low pay as an issue of dissatisfaction. A discussion took place about whether there should be a cut-off point at which staff would have to wait until the next incremental increase in April. It was agreed that there was a need for a transparent policy. It was **AGREED** to implement the policy of back dating incremental points to the completion of the six month probation.

84 CHIEF EXECUTIVE'S REPORT

ME presented his report and took questions from the Board. The Board indicated that for future reports they did not need a day to day activity report but would like to see activities measured against the strategic plan and information about cost of proposed activities. They would also like to be kept informed about staff movement.

ME reported that NUS had released guidelines on how to respond to PREVENT and that he would share these with the Board.

ME

The Board requested that ME present his vision for the SU at a future meeting.

ME

85 FINANCIAL REPORT

ME reported that the updated year end and cash flow reports were not currently available from Finance.

The figures provided were prior to year-end journals and it was expected that the predicted surplus would rise a little, to around £125,000. The final figures would be available before the next meeting. JB and ME to continue to meet monthly and ME to set up meetings for 15-16 financial year.

ME

86 OFFICERS' REPORTS

Officers presented their reports and took questions from the Board.

The reports were received and noted.

ME noted that there had been a lot of positive feedback on how well the new officer team had settled into their roles.

87 SCHEME OF DELEGATED AUTHORITY

It was noted that the scheme of delegated authority would now revert to the one that was in place prior to ME's probationary period.

It was agreed that AMan should be made an authorised signatory rather than a budget holder for student activities.

A request was received for a corporate credit card to be permanently held in each office. It was agreed that two further cards with lower limits be issued.

The scheme of delegated authority was **APPROVED**.

88 RECRUITMENT/REAPPOINTMENT OF TRUSTEES

The Board discussed the paper and agreed that it might be useful to have on the Board someone from another Union or with a Union background, or someone either with a health background or from a trade union. However, although there was currently one potential vacancy for another external trustee, the Board was not actively seeking one.

Recommendations 3.1-3.4 were **AGREED**. The second term of office for JM was **AGREED** from 11 July 2015 to 10 July 2019.

89 STUDENT TRUSTEES' UPDATES

There were no updates from student trustees.

ME to investigate whether an officer trustee could become a student trustee once their term of office was finished. **ME**

A discussion took place about what assistance could be offered to GC to facilitate her participation in Board matters. It was agreed that she would be offered refresher training and be asked to comment on Board papers. ME to discuss with GC and feed back to the next meeting. **ME**

90 STRATEGIC PLANNING WITH VCG

This was a regular agenda item in accordance with the Schedule of Business. There was no update but planning was due to start in November.

91 SUSS REPORT

There was no update. ME to circulate the report he had received earlier in the day. **ME**

92 ANY OTHER BUSINESS

ME was asked to prepare a benchmark exercise on officer payroll for the next meeting.

ME

DATE AND TIME OF NEXT MEETING

Tuesday 20 October 2015- 4.00-7.00 pm by video conference (Mar006/Hel006)

A handwritten signature in black ink that reads "S. W. Staker". The signature is written in a cursive style with a long horizontal stroke extending to the right.

20/10/15

