

**06 Board of the Trustees**  
**27/8/2014**

**Action****66 ATTENDANCE****66.1 Members Present**

Ola Adetola (Officer trustee), James Barlow (External trustee), Megan Bennett (Officer trustee), Aisha Gaido (Student trustee), Sarah Haider (Officer trustee), Paul McHugh (External trustee), Janice Maclean (External trustee), Evalyn Oloo (Student trustee), Debbie Paradise (Advice Service Manager – item 68 only), Daryl Sharpe (Officer trustee), Claire Sharples (External trustee), Kathleen Vanderpuye (Student trustee)

**In Attendance**

Linda Collett (Minute taker), Gill Thompson (Chief Executive)

**66.2 Apologies**

Gail Cottage (Student trustee), Aisha D'Souza (Officer trustee)

**66.3 Absent**

None

**66.4 Declaration of interest**

None

**67 ACCEPTANCE OF PREVIOUS MINUTES****67.1 Accuracy**

The previous Minutes were accepted as a true record and signed by the Chair.

**67.2 Matters Arising**

52.2 – 41.2 – 20 – Student newspaper – It was noted that ALSS were proposing to produce a student magazine and that they had agreed to include students' union information. This would be trialled to gauge its success before taking any decision to run a student newspaper. Officers had visited UEA and had been given a copy of their student newspaper handbook which covers all aspects of producing a student newspaper, and could be used to produce guidelines if the decision was taken to launch one at Anglia Ruskin.

53 – 3 – Investors in People - GT had circulated the mid-term report and the action plan.

54 – Summer works – Apart from some purchases just before year end, these had not taken place as we were not sufficiently confident of the management account information regarding the budget available.

64.1 – Liberation and Environmental rep job descriptions – These had not been taken to Board of Governors as it had been decided to include them in the Bye-laws rather than the Articles.

**68 Equality, Diversity and Inclusion policy**

DPa presented the Equality, Diversity and Inclusion policy which had been developed from the existing Equal Opportunities policy. She explained that the policy was about being proactive and also about showing what the Union does. It was hoped that the policy would help in increasing understanding of equality, diversity and inclusion.

It was noted that all staff would be required to undertake training in the subject and that although the trustees were responsible for legal compliance, the USG committee would have delegated authority for the policy, which would be included in the HR policy. It was also noted that students signed an agreement for their data to be used anonymously when they completed the University registration task.

The Board **APPROVED** the new policy.

**69 CHIEF EXECUTIVE'S REPORT**

2. Recruitment – GT noted that summer migration of staff was perfectly normal and frequent within students' unions. She also reported that Demi Snape, the new Venue and Entertainments Co-ordinator had been appointed in Chelmsford.

3. External trustee recruitment – GT reported that she had sent a reminder to the potential external trustee and had received a response saying that she would be sending her application very soon.

6. Cambridge campus works – Concerns over the loss of the dance studio had been expressed and minuted at various University meetings but there was no indication that the University would accommodate the studio once the building work was complete. The matter would be raised at the forthcoming meeting with Active Anglia, but in the meantime alternative venues were being investigated.

7. Events for 2014-15 – Active Anglia has indicated that they would like to take responsibility for the Sports Clubs Awards event, but it was hoped that this would continue to be student-led – this will be discussed at the forthcoming meeting with Active Anglia £50k had been ring-fenced for next year's MAD event.

9. And finally – having given six months' notice of her decision to retire from her post late January-mid February 2015, GT thanked the Board for the confidence they had placed in her when taking up the post. The Board expressed their appreciation for all the hard work that she had put into regenerating the Union.

## **70 FINANCIAL REPORT**

It was noted that management information had been insufficiently detailed throughout the year with regard to year to date figures compared with budget and that the provisional end of year figures still had some accruals and stock adjustments to take into account.

However, the final figure was likely to be a significant surplus. Some savings had been made during the year on staff costs and there had been some one-off savings, but it was agreed that the budget for next year would need to be reworked to ensure that only actual staffing costs were budgeted.

The cash flow was showing a large cash balance at year end..

The audited accounts would be brought to the December meeting of the Board for approval.

## **71 OFFICERS' REPORTS**

Officers presented their reports and took questions from the Board.

A discussion took place about the proposal to convert space in Coslett and it was noted that the University seemed supportive of the idea of social space.

It was suggested that students be surveyed to establish preferred destinations for a trip in semester two. It was also requested that nursing timetables be taken into account when planning trips.

Student trustees expressed a keen interest in being involved in the planning of the international event.

EO outlined a scheme of working with less privileged people in Africa which operated in association with the University of Columbia and with which she had been involved. DS was requested to investigate further.

**DS**

## **72 STUDENT TRUSTEE INTRODUCTION**

The student trustees introduced themselves and explained their background and the reason for wanting to be a part of the Board.

## **73 CHIEF EXECUTIVE ONE PAGE PLAN**

GT explained that all staff have a one-page plan with objectives that link to the Plan – GT explained her plan and progress to date.

DS presented the documentation for the recruitment for the position of CEO. JM was nominated and unanimously elected as chair of the recruitment panel; JB, PM, DS and MB were elected as other members of the panel. A further panel incorporating the remaining officers and managers would be appointed at a later date.

It was agreed that the closing date would be 29 September and that interviews would take place in Cambridge on Tuesday 14 October. An extraordinary meeting of the Board of trustees would be convened on Thursday 16 October for the Board to receive the recommendation for the appointment of the successful candidate. LC to book video conference facilities.

LC

Tests would be prepared for candidates to undertake as part of the interview, and information about the recruitment process would be circulated to the Board as it progressed.

**74 ANNUAL IMPACT REPORT**

MB presented the annual impact report and the Board noted their congratulations on a very successful report.

**75 STRATEGIC PLAN MONITORING**

DS explained that the USG committee monitored progress of the strategic plan which was currently in its first year and that the impact report gave an overview of this year. She went on to explain that four themes had been selected on which to work and that each had several commitments and recommendations highlighted.

**76 STUDENTS' UNION SUPERANNUATION SCHEME REPORT**

GT gave some background to the scheme and how it had closed to future accruals as it was in deficit. She went on to explain how the Union had a legal obligation to continue making contributions and that regular updates were received from the scheme's trustees, which were brought to the Board for their information.

**77 SCHEME OF DELEGATED AUTHORITY**

GT noted that this was an item on the cycle of business which comes to the Board on an annual basis. The only amendment was the addition of two managers as bank mandate signatories which was solely to facilitate the collection of banked cash from the bank in the event of an error.

The Board **APPROVED** the amendment.

**78 ANY OTHER BUSINESS**

None

**79 DATE AND TIME OF NEXT MEETING**

**Extraordinary meeting Thursday 16 October – 4.00-5.00 pm by Q103/Hel119**  
**Full Board meeting Wednesday 22 October – 4.00-7.00 – MAB006/Hel 119**

  
 Megan Bennett 22/10/14

