

**06Board of the Trustees**  
**12/06/2014**

**Action**

**51 ATTENDANCE**

**51.1 Members Present**

James Barlow (External trustee), Megan Bennett (Officer trustee), Cheryl Brint (Student trustee), Gabbi Foreman (Officer trustee), Tomeeka Johnson (Student trustee), Janice Maclean (External trustee), Daryl Sharpe (Officer trustee)

**In Attendance**

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

**51.2 Apologies**

Gail Cottage (Student trustee), Paul McHugh (External trustee), Patrick Selby (Student trustee), Claire Sharples (External trustee).

**51.3 Absent**

None

**51.4 Declaration of interest**

None

**52 ACCEPTANCE OF PREVIOUS MINUTES**

**52.1 Accuracy**

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

**52.2 Matters Arising**

41.2 – 20 – Student newspaper – MB confirmed that this would be deferred until the new officer team take up office.

34 – Recruitment of external trustees – GT advised that there had been no further applications. Any alternative suggestions for advertising the positions would be welcomed, but it was agreed that personal recommendation was the most successful means of recruitment, so existing trustees would continue to explore any possible candidates.

**53 CHIEF EXECUTIVE'S REPORT**

GT presented her report.

2. Previous incidence of fraud

The Board **APPROVED** the recommendation that the file on the previous incidence of fraud should be destroyed.

3. Investors in People

It was noted that the full audit report had been circulated instead of the mid-term audit.

GT agreed to circulate the mid-term report and the action plan. It was noted that monitoring the accountability and effectiveness of trustees would need some further development.

The report was **CONSIDERED** and item 2 was **APPROVED**.

**GT**

**54 FINANCIAL REPORT**

GT presented her report.

It was noted that the issue of phasing would need to be further considered for next year.

A discussion was held on the possibility of allocating some money to summer works as the current management accounts indicated a surplus and it was agreed that that provided the cost was charged before the end of the financial year, the work could be commissioned.

It was noted that in the variances, under MK60/68 the clubs and societies variance should read £8.4k not £84k.

**55 BUDGET 2014-15**

GT presented the budget for 2014-15.

It was noted that the change in NI threshold would improve the surplus slightly, that some

savings might be made in other areas and that there should also be some income from Books+.

Officers confirmed their commitment to promoting the Cambridge shop, particularly to new students as soon as they arrived on campus.

The Board **APPROVED** the budget for 2014-2015.

**56 OFFICERS' REPORTS**

Officers presented their reports and took questions from the Board. The Officers were congratulated on their endeavours.

The reports were **RECEIVED** and **NOTED**.

**57 ENVIRONMENTAL ACTIVITY PLAN UPDATE**

LC presented the report.

The update was **NOTED**.

**58 DISCIPLINARY AND CAPABILITY POLICY & PROCEDURE**

GT presented the policy.

The policy was **APPROVED** and will be taken to the next Union Council meeting to be ratified.

**59 STUDENT TRUSTEE FEEDBACK**

CB suggested that the Union could engage more with student trustees. It was noted that outgoing student trustees would be asked for feedback, and it was requested that CB include more detail on the feedback form.

TJ noted that she had enjoyed her term as a trustee and felt that it had given her the opportunity to experience something new.

**60 CHIEF EXECUTIVE'S ANNUAL APPRAISAL REVIEW**

JM noted that she and MB had held comprehensive conversations with GT and had considered comments from the 360s. It was recognised that the Union was fortunate to have such a dedicated CE.

An action plan had been drawn up for the following year and it was agreed that GT's one page plan would be an agenda item for the next meeting.

**LC**

**61 REVIEW OF JOB DESCRIPTION – CHIEF EXECUTIVE**

GT presented the revised job description.

Concern was expressed that it might be too detailed and that a further review may be needed in future when the question of succession planning was addressed.

**62 SUSS UPDATE**

There was no update.

**63 LEGISLATION CHANGES**

There were no legislation changes.

**64 ANY OTHER BUSINESS**

**64.1 LIBERATION AND ENVIRONMENTAL REP JOB DESCRIPTIONS**

GF noted that she had worked on the job descriptions with the proposer of the Liberation rep policy. She explained that only students that self-define would be able to run and vote for these positions.

The Board **APPROVED** the job descriptions.

These would be taken to the next Board of Governors meeting for final approval.

#### **64.2 COMPLAINT AND APPEALS PRESS STATEMENT**

GT explained that the Advice Service manager had worked with MB on a statement for the SU website in response to the press coverage of complaints and appeals at Anglia Ruskin.

Officers had been asked for support from the Vice Chancellor and had attended a dinner for Honoraries the previous day, where they had given a speech on who they were and their role. Officers were also to attend a further dinner for Heads of secondary schools.

#### **64.3 ROLE OF CHIEF EXECUTIVE**

Concern was expressed on the level of dependency on the CE which made the Board vulnerable. It was agreed that there was no easy solution, apart from an increase in funding, which was unlikely in the foreseeable future, but that consideration would be given to areas for delegation.

#### **64.4 OUTGOING TRUSTEES**

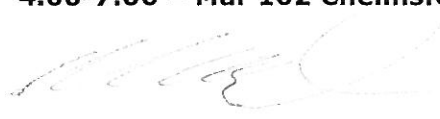
Thanks were expressed to the outgoing student trustees for their contribution to the Board.

#### **65 DATE AND TIME OF NEXT MEETING**

**Wednesday 27 August**

**3.00-4.00 pm - Mar 102 Chelmsford – informal meeting with managers**

**4.00-7.00 – Mar 102 Chelmsford – Board meeting**

 Dayl Swale 27/8/14

