



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 22nd September 2015
at 12 noon in the Students' Union Boardroom.

Present: Hayley Jayne Wilkinson – Sabbatical Trustee (Chair), Wade Baverstock – Sabbatical Trustee, Sammi Storey – Sabbatical Trustee, Nyasha Takawira – Sabbatical Trustee (agenda item 6 onwards), Jenny Lowthrop – External Trustee (absent for Agenda item 12) Victoria Langer -External Trustee, Vanessa Wilson - External Trustee, Roger Buttery - External Trustee, Ben Higgott - Student Trustee, Tom Mitchell - Student Trustee, Jennifer Johnson - Student Trustee and Matthew Smeeth - Student Trustee.

Also in Attendance: James Brooks - Chief Executive, Hannah Coleman – Head of HR and Operations, Megan Graham - Office Administrator.

1.

1.1 Apologies for Absence

Apologies were received from DVC Scott Davidson – Vice Chancellor's Nominee.

1.2 Declarations of Interest

Hayley Jayne Wilkinson, Sabbatical Trustee, declared a recurring conflict of interest relating to a member of staff employed by the University in the Careers and Employability department. Hayley Jaynes' partner, who she lives with, will be working for the Job Shop fulltime and located within the Union 2 days a week.

PART A

2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 25th June 2015 were approved with amendments.

3. Matters Arising

Noted:

- The staff survey was circulated to Sabbatical Officer Elects and Trustee Elects.
- Trustees reviewed the Staff Survey documents and Hannah Coleman received no suggested changes.
- The amendments were made to the Scheme of Delegation aligning with new finance regulations.
- Men's Football was contacted regarding the BUCS appeal.

4. Audit Reports

Noted:

- Dean Howard, Finance Controller, was commended on the hard work resulting in a clean audit.

Agreed:

- The Finance Sub-Committee to discuss the repayment of the University Loan and make a recommendation to the Ltd Company Board.
- An update to be brought to the Board of Trustees in November.
- The audit report documents were approved

5. Special Resolution Non-substantive Change to the Articles of Association

Agreed:

- The non-substantive change was approved.

6. Chief Executives Report

Noted:

- The Union can now choose what preventative maintenance happens within Students' Union buildings; sometimes the cost of fixing equipment is more than replacing it wasting money.
- A Sports Strategy meeting has been scheduled, after this the Sports Strategy will be finalised.
- Lincolnshire Fire Brigade Audit taken place on the Engine Shed.
- There were holes drilled into the fire doors within the Engine Shed building this issue was raised on the last fire inspection, these issues have still not been fixed and have been raised with Estates.
- There has been a new menu at The Swan; Charlie Garrod, Head of Commercial Services, and the Commercial Services team were commended on the atmosphere at The Swan.

7. BUCS Team Report

Noted:

- The performance of teams last year in BUCS has been really good; it is disappointing to have had one walkover last year. It was suggested to have a policy on walkovers going forwards.
- Tracey Hood, Activities Manager, was commended on ensuring there were significantly less walkovers.
- The Activities Department have been working with Teams so they are setting BUCS targets and achieving them and being supported by the Union.
- The Cricket club is one club split between indoor and outdoor sport.

Agreed:

- The Walkover Policy to be reviewed at the Participation Sub-Committee.

8. Strategic Themes KPI Tracking Form

Noted:

- There have been no changes to the KPI's.

9. Unconfirmed Minutes of Meetings

9.1 HR Sub-Committee

Agreed:

- The minutes from the HR Sub-Committee on the 7th September 2015 were agreed as accurate.

10. Student Council Motions

- No Student Council meetings have taken place since the last Board of Trustees meeting.

11. SUMS; the Way Forward

Noted:

- James Brooks, Chief Executive, met with NUS in June to discuss developments for SUMS.
- NUS and stakeholders came to the Union to see the Electronic Point of Sale (EPOS) system.
- NUS gave a presentation to Hull Union and Lincoln Union comparing NUS Cloud to SUMS.
- The EPOS system has been in The Swan using the loyalty system for 1 year and was installed in the Engine Shed and Tower Bars before Freshers' Week, showing no issues since installation.
- SUMS is trademarked.
- SUMS feeds into membership database which gives the option of loyalty schemes, which is unique.
- There is a decision making group for the SUMS project.

Agreed:

- James Books, Chief Executive, Hayley Jayne Wilkinson, President, and Vanessa Wilson, External Trustee, will be on the working group for SUMS.
- Any agreements to be brought to the Board of Trustees; the decisions will be made at the working group to reduce waiting times.

12. Staff Forum Proposal

Noted:

- The HR Sub-Committee received this well and staff are happy with this going forward.

Agreed:

- Approved.

13. Student Leader Op's Plans

13.1 President:

Noted:

- April is the due date for the Student Shop to open to allow enough time for student consultation.
- The SU magazine is looking into partnering with existing student media, research shows the prevalence of magazine engagement is reducing.
- If 4 candidates run for the new Vice President International Officer position it will allow for a competitive election.
- Launching the money matters campaign was commended, this reflects well on the Union and UoL.

13.2 Vice President Academic Affairs

Noted:

- A target of 10% engagement with Postgraduate Students in surveys has been aimed for.

13.3 Vice President Activities

Noted:

- The aim of the team ethos is to measure how the Clubs feel about the Union and University support; this will be compared at the beginning and end of the year to see any improvement.
- The big act for the End of Year Ball may be shared with Bishop Grosseteste Union or Bishop Grosseteste students may be invited to the Lincoln Students End of Year Ball; this will be investigated after the project meeting.

14. Recruitment monitoring

Noted:

- The data shows that the Union has a fair process that ensures equality within the recruitment process.

15. Student Leader Written Reports

15.1 Vice President Activities

Noted:

- The Union has been working closely with PlayerLayer to resolve issues.
- The trip survey allows first year students to give opinions on which trips are provided by the Union, there have been 383 responses. The events are still to be decided and published.
- The Sports Fayre had a footfall increase of 11% and the Societies Fayre had a footfall increase of 15%. The Activities team were commended.

15.2 Vice President Welfare and Community

Noted:

- The liberation groups were commended on their work during Freshers' week.
- There have been some issues with the Accreditation scheme, Lighthouse are part of the scheme but the Lighthouse boycott is currently in place at the Union and Bishop Grosseteste Union.
- The Union should not sign up to an accreditation scheme that does not represent student's views.
- The mental health campaign this year will follow on from last year's events but run them over the academic year. It was suggested to include the Lincolnshire Foundation Trust in the campaign.

15.3 Vice President Academic Affairs

Noted:

- There have currently been 113 nominations for Course Reps.
- The Access card will develop further after a meeting with the VC Mary Stuart.
- The College Officers are showing a great interest in employability.

15.4 President

Noted:

- The money matters campaign will be teaching student how to manage their money. Over 200 students entered the competition at Freshers' fayre with 2x £25 amazon vouchers given out.
- The non-alcohol Freshers' events were less well attended; these events shall be embedded into the main programme next year.
- James Brooks, Chief Executive, Hannah Coleman, Head of HR and Operations, and Megan Graham, Office Administrator, were commended on the Student Leader training.

16. Any Other Business

- Nothing to note.

PART B

17. Volunteering Review

- Taken as read

18. Complaints

- Taken as read

19. Review of SU Induction (1st and 2nd September)

- Taken as read

20. Staff Survey Action Plan

- Taken as read

21. Student Voice and Impact Manager Ops Plan 2015-16

- Taken as read

22. NSS Report

- Taken as read

23. Health and Safety

- Taken as read

24. Date of next meeting: 24th November 2015

Chair

Date