



## UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Minutes of the Board of Trustees held on 24<sup>th</sup> November 2015  
at 11am in the Students' Union Boardroom.

**Present:** Hayley Jayne Wilkinson – Sabbatical Trustee (Chair), Wade Baverstock – Sabbatical Trustee, Sammi Storey – Sabbatical Trustee, Nyasha Takawira – Sabbatical Trustee, Jenny Lowthrop – External Trustee, Victoria Langer - External Trustee, Roger Buttery - External Trustee (left at Agenda Item 14), Ben Higgott - Student Trustee, Tom Mitchell - Student Trustee, Jennifer Johnson - Student Trustee (left at Agenda Item 5) and Matthew Smeeth - Student Trustee.

**Also in Attendance:** James Brooks - Chief Executive and Hannah Coleman – Head of HR and Operations

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### 1.1 Apologies for Absence

Apologies were received from DVC Scott Davidson – Vice Chancellor's Nominee and Vanessa Wilson - External Trustee

### 1.2 Declarations of Interest

No declarations of interest were received.

## PART A

### 2. Minutes of the Previous Meeting

The minutes of the previous meeting on the 22<sup>nd</sup> September 2015 were approved as an accurate record.

### 3. Matters Arising

**Noted:**

- All actions completed.

### 4. Finance

**Noted:**

- Late invoices and mis-postings have affected the accounts after being reviewed.
- Corrections are to be made in November.
- Money held on behalf of others is held in a separate current account
- The Union is to look at tendering their bank supplier as discussed at the Finance Sub Committee.
- It was anticipated that the cost of replacing the Engine shed dance floor due to health and safety concerns would be £75,000 which the Union may have needed to pay for.
- The £60,000 loan from the Charity to the Trading Company has been fully repaid.
- It has been discussed that the Trading Company will issue credit to the University for the amount of the loan still owed for the hire of the venue instead of repayment. This will allow the Trading Company to build up reserves.

**Agreed:**

- Finance training to be arranged and provided to Trustees who would like it.

### 5. Chief Executive Report

**Discussed:**

- A temporary staffing structure will be in place until the new strategy has been formulised. Staff morale continues to be high.
- Preliminary findings from the strategic research indicates academic representation scored the lowest in satisfaction.

- The University has asked the Union to lead on Module Evaluation.
- The increase in staff support for the VP Welfare and Community role has meant that staff can be developed taking on additional tasks within their remit in light of the vacant post.
- Students are aware they can contact Hayley Jayne Wilkinson, President who is undertaking the mandate of VP Welfare and Community.
- When elected in February, should it be required, the elected VP Welfare and Community will be asked if they can start their term earlier to support the current Student Leaders.
- Eight students attended the 'Meet the Street' events across four venues.
- The University have an aspiration to be a 24/7 hour campus. A University Strategic Workshop is scheduled for the 25<sup>th</sup> November 2015.
- Certain schools do not need 24/7 access to buildings, access to buildings is being reviewed.
- There is no concern over the increase in Student Disciplinarys. The Union has a bigger profile on campus now so we receive more complaints.
- James Brooks, Chief Executive is due to meet with head of Security next week to discuss reoccurring issues with security to find a resolution. The lease of the venue is being quoted in correspondences from the Union to ensure process is followed.
- The Sports Centre meeting was successful with actions being completed. There will be a management board to escalate any sports related issues to if required.
- SUMS is progressing slowly. James Brooks, Chief Executive met with NUS to discuss SUMS and request that the amount is doubled. An outcome to this and an agreement made has yet to occur.

**Agreed:**

- James Brooks, Chief Executive to circulate the final draft of the University Strategy to the Board.
- Ben Higgott, Student Trustee and Tom Mitchell, Student Trustee to receive the weekly report.

**6. BUCS Team Report**

**Noted:**

- Nothing to note.

**7. Unconfirmed Minutes of Meetings**

**Agreed:**

- Minutes from the Sub Committee meetings were approved as an accurate record.

**8. Student Council Motions**

**Discussed:**

- There is no cost for the creation of a Mental Health Rep.
- Rachal Lilley, Advice Centre Manager is developing her relationship with Residential Services which had deteriorated as the ex VP Welfare and Community had not communicated the Motion to them before it was passed at Student Council.

**Agreed:**

- Student Council Motions were approved.

**9. Complaints Policy**

**Noted:**

- The policy has been reviewed to give the Commercial team the ability to deal with certain complaints themselves.
- If a complaint is involving a student, the student disciplinary procedure is used.

**Agreed:**

- The Complaints policy was approved.

**10. Walkover Policy**

**Agreed:**

- The Walkover Policy was approved.

## 11. Funding Policy

### Discussed:

- The policy will streamline development fund requests to make it more accessible and reduce the intimidation potentially felt by students undertaking the current process.
- Feedback has been sourced from the Sports and Societies Officers.
- Emergency requests could be submitted due to the timescale of meeting twice yearly.
- The policy is inline with the Vice Chancellor's ambition to become more entrepreneurial and increase social enterprise inline with the University strategy.
- Trustees need to ensure that there is a fair and clear way of allocating funds to sports and societies.
- It is hoped that the policy can be implemented in January at the start of the new term.

### Agreed:

- Safety to be included as a criteria.
- Timescale of implementing the policy to be discussed between Sammi Storey, VP Activities and Ben Higgott, Student Trustee.
- The Funding Policy approved in principle pending the actions agreed.

## 12. Article Changes

### Agreed:

- The proposed changes to the Articles were approved.

## 13. Bye-Law changes

### Noted:

- The proposed changes reflect Article changes and brings the Bye-laws up to date to include the new Student Council format.
- Approval by email may be requested of the Board should Student Council wish to make amendments upon their approval.

### Agreed:

- The changes to the Bye-laws were approved.

## 14. McMillan Proposal

### Discussed:

- The employee would be under the Union and MacMillan would recover full costs.
- The Union were approached about the funding. The University have a partnership with McMillan.

### Agreed:

- The McMillan proposal was approved.

## 15. Travel Policy

### Discussed:

- The policy is separate to the terrorism concern when travelling abroad.
- The Union would be liable of any abroad trip as it acts as a travel agent.
- Only suppliers that are ATOL protected will be able to be used.
- Risk assessments must be carried out per trip.
- The Union would not have the capacity to offer guidance and advice on every trip within the UK.
- Students need to be aware and mindful when travelling abroad and in the UK.
- The University have a call out list in case of an emergency for the Union.
- James Brooks, Chief Executive sits on the Major Incident Committee and is currently reviewing Union procedures.

### Agreed:

- The Travel Policy was approved.

## 16. Register of Interests

### Agreed:

- Trustees to send any amendments to Hannah Coleman, Head of HR and Operations for circulation to the Board for approval.

## 17. Review of the Board

### Noted:

- The review of the board is scheduled as a standing order.
- A new microphone for skyping has been purchased.

## 18. Student Leader Written Reports

### Discussed:

- Attendance at the Money Matters workshops was not as high as anticipated. It is a new programme with the programme provided by Wealth at Work and the University are putting in extra money into promotion.
- The Vice Chancellor is supportive of free Wednesdays and has requested a list of modules/lectures which prevent students from being able to compete in sports.
- Students should have an option to attend lectures on a Wednesday with the same lecture being provided at an alternative time under the rule to allow students to compete.
- The letter to MP Karl McCartney stated that it was a symbolic action that MP Karl McCartney did not vote against the tax on tampons noting that it was an EU decision.
- There are still complaints being received regarding PlayerLayer by sports which are being referred to PlayerLayer. 30 days notice has been given to PlayerLayer to rectify the problems.

## 19. Health and Safety

### Noted:

- A MISHAP report cannot be obtained from the University due to the system crashing. This reporting failure is not seen as a priority for the University.
- The Union is looking into getting an internal Health and Safety software system.

## 20. Vice President Welfare and Community

### Discussed:

- The proposed approach is inline with the Byelaws.

### Agreed:

- The recommendation was approved.

## 26. External Speakers Policy

### Discussed:

- The policy was written around NUS guidance and based on Charity Commission guidance as per Government regulations.
- The declaration form which is required to be signed by external speakers causes problems for activities as it is difficult to get the speaker to sign it within the timeframe.
- By only requesting external speakers upon investigation highlights concern could potentially look targeted.
- Guidance to be given to students when speaking to External Speakers about the policy.

### Agreed:

- The form required to be signed to be available electronically for External Speakers.

## 21. Any other Business

### Noted:

- The Prevent Referendum failed to reach quoracy.

- Student Council did not promote the referendum as widely as anticipated after the debate in Student Council.
- The Union promoted the referendum on social media and in the newsletter.
- Students should have the freedom to participate or not in referendums.
- Motions passed cannot be reverted in the same academic year.

**Agreed:**

- James Brooks, Chief Executive to review the Risk Register to include the threat of Terrorism on the venue and circulate it to the Finance Sub Committee.
- A retainer for solicitors due to the increased usage this year to be reviewed at the end of the year.

**PART B**

**22. Risk register**

- Take as read

**23. Appointments**

- Take as read

**24. Advice Centre Op's plan**

- Take as read

**25. Staff Representation**

- Take as read.

**27. Date of next meeting: 17<sup>th</sup> February 2016.**

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Chair

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Date