



UNIVERSITY OF LINCOLN STUDENTS' UNION BOARD OF TRUSTEES

Published Minutes of the Board of Trustees held on 25th June 2015
at 11am in the Students' Union Boardroom.

Present: Brian Alcorn - President (Chair), Olivia Hill - VP Welfare and Community, Hayley Jayne Wilkinson - VP Activities, Nyasha Takawira - VP Academic Affairs, Roger Buttery – Supervising External Trustee, Jack Maddock - Student Trustee, James Loveday - Student Trustee, Jennifer Johnson - Student Trustee, Matthew Smeeth - Student Trustee and Vanessa Wilson - External Trustee (Agenda items 1 to 9 and 14 onwards).

Also in Attendance:

James Brooks - Chief Executive, Hannah Coleman - Head of HR and Operations, Megan Graham – Office Administrator, Wade Baverstock – VP Welfare and Community Elect, Sammi Storey – VP Activities Elect, Tom Mitchell – Student Trustee Elect, Ben Higgott – Student Trustee Elect and Aidan Mersh - Head of Membership Services and Marketing (Agenda item 24 onwards)

1.1 Apologies for Absence

Apologies for absence were received from Scott Davidson Vice Chancellor's Nominee, Vic Langer External Trustee and Jenny Lowthrop External Trustee.

1.2 Declaration of Interest

Noted:

- Nyasha Takawira, Sabbatical Trustee, declared a conflict of interest for Agenda Item 9
- Roger Buttery, Supervising External Trustee, declared a conflict of interest for Agenda Item 18

Agreed:

- Nyasha Takawira, Sabbatical Trustee, to be present for Agenda Item 9.
- Roger Buttery, Supervising External Trustee, to be present for Agenda Item 18.

2. Minutes of the meeting

Agreed:

- The minutes of the previous meetings held on the 15th April 2015 were agreed as an accurate record.

3 Matters Arising

Noted:

- James Brooks Chief Executive met with UNISON.
- The East Midlands Ambulance Service was informed they could become Associate Members.
- The amendments to the Student Employment Policy were made.
- The Staff Structure changes have been implemented.
- The Annual Membership Survey (AMS) was presented to the Executive Board and was well received.

4. Finance

Noted/Discussed:

- The reports were taken as read and have been to the Finance Sub-Committee.
- A Duty Manager at The Swan, has now left employment. The Swan staff are working at the Tower Bars over the summer when The Swan is closed.
- The Food and Beverage Manager will be integral to producing consistent GP's and menu development across venues.

5. Sabbatical Officer KPI Tracking Form 2014-2015

Noted/Discussed:

- In previous years the KPI's have been set before the new Sabbatical Officer team are in post, this year Sabbatical Officers will agree their KPI's and Ops Plans for the year.
- It was suggested that all KPI's have data available in order to track progress effectively.

6. Chief Executive's Report

Discussed:

- Progress on the Charity Commission is ongoing, NUS is working with the 10 Unions visited.
- UNISON accepted their deficiencies for members. No further developments have been made with Student Staff representation.
- There have been no concerns from staff regarding the UNISON de-recognition, discussion with Staff indicates an interest in a Staff Forum.
- Pension auto-enrolment will commence from the 1st July, which will automatically be a contribution rate of 1% which the Union will match. This can be increased to 3% or 5%. The Union has budgeted for all staff paying 3%.
- If the HOME nightclub sponsorship progresses there may be confusion caused by the club night named Union, also, the request from HOME for weekly mail outs is a concern.

7. Strategic Themes KPI Tracking Form

- No document tabled due to Agenda item 21.

8. Unconfirmed Minutes of Meetings

Agreed:

- The minutes from the HR, Finance, Election and Participation Sub-Committees were confirmed.

9. Student Council Motions

Noted:

- It was suggested that Student Council are informed of the dates which budgets are set so that any motions requiring resources can be taken to Student Council prior to the budget deadline.

Agree:

- The Intra Mural Sports, Electronic Voting System and Opposition of taxation of sanitary products motions tabled were approved.

10. Campaigning Policy

Noted/Discussed:

- The Chief Executive has written the proposed Campaigning Policy based on the NUS Model.
- The policy would mean that no funding would be able to be spent promoting a national campaign but support can be given locally.

Agreed:

- The Campaigning Policy was approved.

11. ULSU Group Staff Handbook Review

Noted:

- The staff handbook has been reviewed as per the Standing Items.
- All policies have been seen by UNISON and the Union's Solicitors.
- The Union is consulting with UNISON on the Disciplinary Procedure and the Disciplinary Appeals Procedure.

Agreed:

- The ULSU Group Staff Handbook was approved.

12. Risk Register Review

Noted/ Discussed:

- The Front of House Reception has been added to the register, due to increased concern about student and staff feedback on the service offered caused by a staff training concern
- Students' Action/Behaviour continues to be a risk because of the pending Article 4 Direction being considered, this is despite the community work which has been done this year and the introduction of Community Reps.
- The risk of External Speakers at events has reduced due to a new system in place.
- The Fire Alarm system is reduced risk on the register due to the new system being fitted.

Agreed:

- The Risk Register was approved.

13. Staff Survey 2015

Noted:

- Hannah Coleman, Head of HR and Operations, was commended on the work for the Staff Survey.
- Staff will be consulted regarding the survey.

Agreed:

- Staff Survey to be circulated to Sabbatical Officer Elects and Trustee Elects.
- Trustees to review the Staff Survey documents and contact Hannah Coleman, Head of HR and Operations, by the end of July if any changes or actions are suggested.
- The Staff Survey to be taken to the next Board of Trustees in September.

14. Sub-Committee Membership

Agreed:

- Roger Buttery, External Trustee to continue to be Supervising Trustee.
- James Brooks, Chief Executive, to email External Trustees to run an election for Deputy Chair via SUMS, if only one Trustee runs for the position of Deputy Chair this will be passed by ascent.
- The Sub-committee memberships were approved:
 - Roger Buttery, Supervising External Trustee, passed by ascent for the position of Supervising Trustee.
 - *Finance Sub Committee*: Roger Buttery - Supervising External Trustee, Matthew Smeeth - Student Trustee, Wade Baverstock – Sabbatical Trustee and Hayley Jayne Wilkinson – President.
 - *Election Sub-Committee*: of Hayley Jayne Wilkinson – President, Vic Langer – External Trustee, Lisa Baker – Assistant Returning Officer, Aidan Mersh – Deputy Returning Officer, Nyasha Takawira – Sabbatical Trustee and James Brooks – Chief Executive.
 - *HR Sub-Committee*: Vanessa Wilson – External Trustee, Roger Buttery – Supervising External Trustee, Jennifer Johnson – Student Trustee, Tom Mitchell – Student Trustee, Hayley Jayne Wilkinson – President and Sammi Storey – Sabbatical Trustee.
 - *Participation Sub-committee*: Vanessa Wilson – External Trustee, Jenny Lowthrop – External Trustee, Sammi Storey – Vice President Activities, Hayley Jayne Wilkinson – Sabbatical Trustee, Ben Higgott – Student Trustee and Tom Mitchell - Student Trustee.

15. ULSU Board of Trustees Proposed Dates

Agreed:

- The proposed dates for the Board of Trustees were approved.

16. ULSU Sub-Committee Proposed Dates

Agreed:

- The proposed dates for the Board of Trustee Sub-Committee dates were approved.

17. Trustee Terms in Office

Agreed:

- Matthew Smeeth, Student Trustee, 1st term in office to be corrected to extended to 26/06/15.

18. Roger Buttery Reappointment

Agreed:

- Roger Buttery, Supervising External Trustee, to remain in post until 17/09/17

19. Team Member Induction Plan

Noted:

- The two day training will be delivered to Student Staff and Volunteer Officers to help them become advocates of the Union.
- The first day will introduce the Staff and Officers to the Union, and meet James Brooks, Chief Executive, and Vice Chancellor Mary Stuart.
- The second day will include an activity team building session and further role specific sections.

20. Students' Union Management System (SUMS)

Noted:

- A meeting will be held on the 8th July with members of NUS and Hull to discuss the progression and use of SUMS. The Board will be kept updated on the outcome of the meeting.
- Alan Bage, Senior Web Developer, has created SUMS. The system is bespoke to individual Unions.
- Use of SUMS would be licenced but not sold.

21. Organisational KPI's

Agreed:

- The new Organisational KPI form was approved and will be brought to the Board going forward.

22. Scheme of Delegation

Noted:

- Document 22.1 has been approved by the Limited Company and Finance Sub-Committee.
- Amendments were made to the financial section to align with the new Finance Regulations being produced.

Agreed:

- New Finance Regulations to be documented at the next Board meeting.

23. Engine Shed Stock Devaluation

Noted:

- The initial Engine Shed agreement stipulated that the Limited Company would take existing stock within the venue.
- There is a large quantity of unsellable stock which should be written off in this financial year to prevent distorting finances in the future.

Agreed:

- The Engine Shed stock to be written off within this financial year.

24. Men's Football BUCS Appeal

Noted:

- Men's Football Club have appealed the BUCS Funding decision due to only receiving funding for the Men's 1st and 2nd teams and not the 3rd and 4th teams.

- There is no budget for funding more BUCS teams, funding would need to be reallocated.
- The Participation Subcommittee approved BUCS funding. All new Teams and those funded last year were approved for this year.
- Football could apply for sponsorship through Commercial Services or fundraise as a Club to get the funding.

Agreed:

- The Men's Football BUCS funding decision was upheld.
- Brian Alcorn, Chair, to contact Men's Football detailing the outcome.

25. Sabbatical Officer Written Reports

Doc 25.1 VP Welfare and Community

Noted:

- The housing survey is complete but the results have yet to be analysed.
- The Lighthouse boycott stated the company needed an average score of 3+ in order for the boycott to be lifted. This score was not achieved and the boycott is still in place.
- Olivia Hill, Sabbatical Trustee, was commended on her work over the year.

Doc 25.2 VP Academic Affairs

Noted:

- There is a focus on Postgraduates over the next year, with Postgraduate handbooks being created and specific Postgraduate Rep hoodies.

Doc 25.3 VP Activities

Noted:

- Supplier Banana Moon has been contacted to supply clothing to societies. An agreement is to be written up stipulating what societies are entitled too.

Doc 25.4 President

Noted:

- International Officer Angeline McCall has been shortlisted for International Students Officer of the Year at the NUS and UKCISA Internationalisation Awards.

26. Sport at Lincoln

- This agenda item was withdrawn.

27. Health and Safety

- No reportable incidents to note.

28. Any Other Business

Sabbatical Officer Name Noted/Discussed:

- The title 'Student Leader' was proposed to be the collective name for Sabbatical Officers to help students know who the Sabbatical Officers are and understand their role.
- The name 'Student Leader' would replace the title of 'Sabbatical Officer'.
- The title Executive Officer was suggested.

Students' Union Strategy

Noted/Discussed:

- The Union Strategy has been a useful resource to give evidence for making decisions within the Union and the University.
- It was requested that funds were released to engage external company Alterline to undertake market research for the new Students' Union strategy.
- Alterline had previously undertaken the research for the current Union Strategy.
- Additional Postgraduate and International student data will be gathered within the market research. Quantitative research data will be collected and SUMS will be used to segment data.
- Alterline will adapt the questions set to the experience the student is having.
- The strategy will be 5 years which will align with the University's new Strategy.
- The expenditure should be split between the Union and the Limited Trading Company.

Agreed:

- The Executive Committee of 2015-2016 agreed to market the Sabbatical Officers as Student Leaders.
- Funds to be released from reserves from the Limited Company and the Charity for the Alterline market research for the Union's Strategy

21. Date of next Meeting: 22nd September 2015.

Chair

Date