



Attending: Chris Atkins (CA), Aden Fry (AF), Daryl Ormerod (DO), Laura Davies (LD), Pat Lowrie (PL), Stephanie Jayne Anderson (SJA), Martin Dodd (MD).

MINUTES:

MEETING ADMINISTRATION	
Item 1	Apologies for Absence
Discussion	John Sharp

Item 2	Declaration of Interests		
Discussion	None.		
Actions	What?	Who by?	When?

Item 3	Chair's Opening Remarks		
Discussion	<p>Prior to the Board meeting, Board members were provided with presentations on University finance & NSS analysis.</p> <p>The chair welcomed the Trustee Board to the Board meeting following the busy welcome period.</p> <p>The Board noted the elections nomination period is due to come to a close on Friday 17th October where we are recruiting two student Trustees.</p>		
Actions	What?	Who by?	When?
	None.		

Item 4	Minutes of Previous Meeting		
Discussion	The minutes were verified as a true and accurate recording of the meeting.		
Actions	What?	Who by?	When?
	None.		

Item 5	Matters Arising		
Discussion	All matters were to be addressed by items on the meeting agenda.		
Actions	What?	Who by?	When?
	None.		

STRATEGY

Item 6	Sabbatical Officer Reports		
Discussion	<p>The Trustee Board received reports from each Officer Trustees regarding their project plans within their portfolios for the coming academic year & an update of their experience in post so far.</p> <p>Academic:</p> <p>After noting involvement in the Welcome Festival, the Academic Sabbatical report highlighted (as per a previous request from the Board) further detail on the SMART campaign. The Board noted that the campaign is to change the culture and mind set of students towards being more aware of the support available to them and University policies & procedures including social media, appeals & extenuating circumstances. John plans to do this in a variety of ways as outlined in the paper.</p> <p>Community & Partnerships:</p> <p>The Community & Partnerships report again highlighted the busy Welcome Festival and the swift move into The Panel elections.</p> <p>It was confirmed that meetings have been arranged with the relevant staff members within the University to progress with the student radio project and more students' union signage and poster boards around each campus. It was also advised that time is being dedicated to the Greener Minds Project to offer support due to a change in staff.</p> <p>Welfare & Support:</p> <p>The Welfare & Support Sabbatical report advised that we now have a registered Mental Health student group in Carlisle, with the hope that shortly there will be the same in Lancaster too. In line with this, a good link with the chaplaincy has been created for signposting. In addition, a meeting is to be arranged with Dave Wilson, Mental Health & Psychological Wellbeing Service Manager; to work together with the University on mental health related projects & activities.</p> <p>Together with the Welfare & Support report, was an appendix detailing housing issues at the Lancaster campus during the new intakes first couple of days. It was advised that a meeting was held with the University and within a week the majority of issues were resolved. The Union are working with the University to ensure that a check of all accommodation takes place before new students arrive.</p>		
Actions	What?	Who by?	When?
	Add Greener Minds steering group report as agenda item on Trustee Board cycle of Business.	SJA	ASAP

Item 7(a)	Chief Executive Officer Report		
Discussion	<p>The Board received a report from the CEO regarding Union operations and developments since the previous meeting.</p> <p>Strategic planning was paused during the welcome period and the Leadership Team will agree the schedule for year one during the meeting on 27th October.</p> <p>Nominations for the new student democratic positions for 'The Panel' are open at the moment with plans in place for the voting period. Training has been scheduled following the panel members being elected. Since implementing the new democratic system we have received a variety of ideas from students which the panel will agree action on during their first meeting.</p> <p>The Board were advised that the single sign on process for students to register with ease on the website will be resolved within the next week, following confirmation from NUS and the University.</p> <p>The Board noted that notice of resignation has been received from Kasia Litwa, Environmental Project Coordinator, and that we are advertising the post at the moment.</p>		

	It was advised that the Union has signed up for a 360 degree review exercise for the Sabbatical officers, which will be used to reflect upon the past 6 months and to look ahead at development for the next 6 months.		
Actions	What?	Who by?	When?
	None		

Item 7(b)	KPIs for Strategic Planning		
Discussion	KPIs for the Strategic Plan were brought to the Board for comment & approval.		
	The Board queried the democratic engagement measure of 30%, which it was advised was required to achieve progression within the NUS quality mark assurance scheme.		
	The Board also suggested to include a target/measure of other income generation and suggested the Board initiate the development of a strategy for this.		
	The Board approved the proposed KPI measures.		
	Support was provided for a proposal to allocate designated reserve funds to the projects which will be presented to the Resources, Risk & Compliance Committee meeting in November.		
Actions	What?	Who by?	When?
	To provide RRC with the proposal to allocate extra funds to the Strategic Plan projects.	DO	26/11/14
	To look into the development of a further income plan for preparation of a possible reduction in block grant.	DO	26/11/14

Item 8	Finance: Management Accounts		
Discussion	The Board received a report on the financial performance of the Union for the period to 30 th September 2014. The Board were asked to view the accounts with caution due to this being the busiest trading period and alterations may be needed due to welcome period spanning September and October.		
	The accounts provide a surplus to budget of c£23k, following strong sales of both tickets and merchandise.		
	Overall, the accounts show a position of continuity and stability in what continues to be an uncertain financial context.		
Actions	What?	Who by?	When?
	None.		

Item 9	Trustee Board Meeting Cycle		
Discussion	The Trustees approved the cycle of business for the 2014/15 academic year.		
	Next meeting will take place on Tuesday 27th January 2015 in Carlisle Fusehill Street.		
Actions	What?	Who by?	When?
	None.		

