



Attending: Matt Tennant (MT), Matt Hayhurst (MH), Peter Armstrong (PA), Jade Bradley (JB), Daryl Ormerod (DO), Laura Davies (LD), Adam Leach (AL), Stephanie Jayne Anderson (SJA)

**MINUTES:**

<b>MEETING ADMINISTRATION</b>			
<b>Item 1</b>	<b>Apologies for Absence</b>		
<b>Discussion</b>	David Holden-Locke and Pat Lowrie		
<b>Item 2</b>	<b>Declaration of Interests</b>		
<b>Discussion</b>	None		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
<b>Item 3</b>	<b>Chair's Opening Remarks</b>		
<b>Discussion</b>	DO opened the Trustee Board Meeting with two presentations regarding two areas of concern; the impact of the new Higher Education funding policy for the University of Cumbria and NSS question 23 and the implications for UCSU. The Board considered these matters and produced notes for collation and distribution.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	Distribute the two presentations to all Board members.	DO	ASAP
	Develop a short report on the key comments discussed in the work shop and distribute to the Board.	SJA	ASAP
<b>Item 4</b>	<b>Minutes of Previous Meeting</b>		
<b>Discussion</b>	The minutes were verified as a true and accurate recording of the meeting pending minor corrections.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>Item 8 -amend 'specified' to suggested in paragraph 6 line 1.</b>	SJA	ASAP

Item 5	Matters Arising		
Discussion	<p>MT advised the board that he and Danny Prescott have discussed the Honorary Policy informally and the action is to be delegated to Ben Wohl (Marketing and Communications Manager) and the Marketing and Communications team, due to the reason this is seen to be a marketing issue rather than a representation issue.</p>		
	<p>MT confirmed to the board the meeting arranged with the University to discuss Franchise Courses has been rearranged. MT is committed to providing an update because of the implications and will endeavour to do so at the next Trustee Board Meeting in January.</p>		
	<p>Further to discussions at the previous Board Meeting, Hayley McCowan arranged for an email from Ben Wohl to be forwarded to the Board, detailing a process of encrypting and privatising video blogs. MT advised the board that no further videos have been created but the resources to do so are available.</p>		
	<p>DO will present the Board with a contingency plan for the absence of the General Manager for approval, Item 11 on today's agenda, paper reference TB12.55.</p>		
	<p>LD will provide the Board with a Management Review paper for approval, Item 13 on today's agenda.</p>		
	<p>DO &amp; Hayley McCowan obtained parking permits for the Trustees of which SJA is now in receipt.</p>		
	<p>During the previous Trustee Board Meeting, PL requested that in future recruitment advertisements we confirm the position is with the 'University of Cumbria Students' Union' and not UCSU. This is to ensure applicants are aware the positions are within the University environment and during recent recruitment processes this has been updated.</p> <p>Further to request, Hayley McCowan emailed the Trustee Board with copies of the four enabler plans; Strategic Plan, People, Governance and Communications.</p> <p>DO presented the Board with the analysis of the NSS score during the pre-meeting, the presentation is to be distributed to the Board following the meeting</p>		
Actions	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>Confirm Hayley McCowan's actions on Item 4 have been completed</b>	SJA	ASAP
	<b>Provide the Trustee Board with an update on the discussions had with the University regarding the Franchise Courses.</b>	MT	28/01/2013
	<b>Contact absent Trustees to arrange parking permits to be forwarded for the next Trustee Board Meeting in January.</b>	SJA	ASAP

## STRATEGY

Item 6	Strategic Plan 2010-14: Progress Report		
Discussion	<p>DO provided the Board with a report to update Trustees on UCSU's progress against objectives defined in the Strategic Plan, to cover the period from July 2010 to June 2012 In addition, the report was accompanied by a spread sheet providing details of activities and evidence of performance for each of the 20 performance targets.</p>		
	<p>DO made note that key performance indicators were agreed in the previous academic year. As useful as these are in measuring performance,</p>		

many will not be available to us until the end of the year once exercises such as satisfaction surveys have been completed. DO confirmed he has no major concerns regarding fulfillment of each objective within the strategic cycle.

The Representation area of the Strategic Plan is causing DO slight concern and he will be giving attention to the plans and development on this area. DO advised the board a contributing factor may be the split remit of the Representation department in the last academic year. Due to the recruitment and develop of our communications department, DO hopes this will give the Representation staff the time and focus to move all actions forward over the next 12 months. He is confident that at the end of the four year cycle the developments in all these areas will have been proved to be effective, and he feels every item is moving in the right direction, a change in the democratic process is one to be highlighted, the details of which were presented to the board by Danny Prescott at the previous Trustee Board Meeting.

DO feels the progress overall is credible, and is keen to keep the pace and drive within the team. Progressing into year three and four of the Strategic Plan DO is keen to inject rigor now the structures are in place, and drive developments forward.

MT queried whether pace and performance may be compromised by the annual changeover of Sabbatical Officer Trustees and suggested UCSU should introduce a focus to induct new sabbaticals into the plan together with a strategic handover. DO agrees that the aim is to ensure a Union team so robust, it can handle and act upon a change in personnel and noted that the strategic plan already forms a significant part of Sabbatical induction

MT questioned DO, on how he thinks the staff element of the Strategic Plan is working, taking into account we are now at full capacity and are relatively stable as an institution. MT was keen to know how DO feels the plan will now progress this next year supposed to how it did in the previous year. DO notes that losing two key members in Information and Advocacy over the summer stalled operational progress in some aspects of both the department and across the team, but in terms of the personnel now within the Students' Union, DO feels we have the strongest team we have ever had and the development of support structures, such as the strategic working groups, have enabled new staff to get up to speed quickly.

MT asked the board for any comments.

LD complimented the paper, referring to SUEI2 and how as a union we need to be providing evidence of successes and how good of a job we are doing. LD noted the importance of having a Strategic Plan, but not being a slave to the plan, and as a team being able to reflect the different priorities our sabbatical officers have brought to us.

MT requested an opinion from DO on what obstacles we have experienced and with hindsight what we should have assumed differently. DO believes our Strategic Plan is robust because the plan is so focused and relevant to our students, and it has shaped what we do and how we work as a Union. There has been significant learning and for future rounds of planning he would tighten up the language and make targets more specific. Turning targets into operational plans has been a challenge; therefore at the time of developing a new plan DO will spend time on the translation from strategy to operation, making sure it is much slicker.

Actions	What?	Who by?	When?
		None	

Item 7	Key Strategic Area Reports
<b>Discussion</b>	<p>The Trustee Board received reports from each of the Sabbatical Officer Trustees regarding process within their key strategic areas.</p> <p><b>Representation-</b></p> <p>MT addressed the board asking for any questions or comments. AL asked for further information regarding #Demo2012, MT confirmed there is an agenda item allocated to a discussion and approval request for UCSU to be involved. Agenda Item 16, paper reference TB12.59.</p> <p>MT gave his personal thanks to the Union, especially Matthew Hayhurst, Debra Robinson and Peter Armstrong who took on more responsibilities during his leave of absence, in particular conducting the General Meeting and the Ethical banking referendum.</p> <p><b>Student Life –</b></p> <p>LD requested more information on the achievement regarding Social Bars extending their opening hours. PA advised the Board the Social Bar is a student bar on the Lancaster campus, which is now open to students on Sunday afternoons. MH added that he and Jeanne Gate (External Sales and Events Coordinator) have met with Social Bar to discuss attracting more students by accommodating themed nights such as an open mic night each week.</p> <p>MT questioned whether having the majority of targets being policy related is holding PA back, and if there is enough time allocated to build on other areas of development. PA responded by confirming he has time allocated with relevant staff members to develop the policies he has addressed in his paper. He also added he has meetings scheduled with relevant University staff to work towards achieving his targets with introducing a Student Housing Policy and the Drinking Water Motion. PA is to keep the Board updated in regards to developing the housing policy together with organising a housing fair in January.</p> <p><b>Union Community-</b></p> <p>LD asked for clarification on how the 20% contact time with students is being recorded and monitored, and how do the Sabbatical Officers feel it is progressing. MH confirmed MT is keeping a check on each Officer’s time visiting each site, together with assistance of Debra Robinson (Representation Facilitator) who has been allocating the 20% contact time in calendars. There is a document available detailing dates the Officers are visiting a site so it is communicated to students through social media leading up to the visit. DO added the development of a ‘Message of the week’ to be communicated on each visit, depending on the Unions calendar of events at that time.</p> <p>MT directed attention to the vast increase in volunteers registering with the Union in particular first year students. MT asked if this was in direct correlation with an activity or event to which MH confirmed there may have been numerous factors, including our presence and ideal positioning at the Welcome Fairs at both Lancaster and Carlisle where we were the first point of contact for the students. PA paid compliment to Kati Brown (Volunteering Coordinator) for addressing and attracting students with enthusiasm.</p> <p>LD questioned the concern of Volunteering staff being stretched, taking into account the increase in the volunteers now registered. DO noted that capacity is a concern, as it is for other departments, and that we have been focusing on efficiency gains, such as involving students in the design and support of projects, and streamlining the brokerage scheme, to enable this positive work to have a greater reach,</p> <p>MH updated the Board further to the Ethical Banking Referendum, which was passed. 560 students voted yes, 34 voted no. MH confirmed as Trustees we need to begin the process of researching and working towards a decision on which bank to move to. MT confirmed as a board we need to begin acting upon the decision and asked DO how operationally we should take this forward. DO suggested the research and</p>

	<p>proposing of moving bank be delegated to himself, he can then add a discussion to the Resources Risk and Compliance meeting in November with a target of reporting in January. MT advised DO to include MH and Sian (Environmental Officer) in the progression of the move. MT asked the Board if they supported the delegation of the task to DO, to which the Board agreed.</p> <p>LD added to the discussion we should develop a benchmark and challenge our current bank to prove they are acting ethically and we need to be sure in what we believe the term ethical to mean.</p> <p><b>Academic-</b></p> <p>LD had noted that both the Academic Report provided by JB and the Student Life Report by PA discussed the library opening hours. Further to an Academic Strategic Group meeting it was decided that rather than pursue action, the Union would conduct market research in the hope of confirming there was a demand for extended hours and what the most popular periods would be. With assistance from Ben Wohl a survey has been created which JB requested all Sabbatical officers on their 20% days would support participation in the survey.</p> <p>LD passed comment on three of four papers where the 'contribution to the Union's strategic plan' had not been completed. It was suggested that an induction/guidance should be arranged with the Sabbatical Officers. LD complimented JB on referring her paper to her manifesto.</p>		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>MT delegated the research and groundwork on the process of moving to a more ethical bank to DO with the assistance of MH and other staff as necessary</b>	DO	28/01/2013
	<b>Arrange time with Sabbatical Officers to discuss the requirements and format of Trustee Board Report papers.</b>	DO	ASAP

<b>Item 8</b>	<b>General Manager's Report</b>		
<b>Discussion</b>	<p>The Board received a report from the General Manager regarding Union operations since the previous meeting.</p> <p>LD highlighted point 9 under the Strategic area of the General Managers report, and commented how Sandra Jowett had described the SU Top Ten as a really good achievement. LD asked DO how can we use our success. DO confirm the University have asked the Students' Union for more, for example client testing some of the University's procedures such as acting as an applicant and providing feedback. LD expressed how we should comment this is over and above what we are here to do and this is an extremely interesting development.</p> <p>JB requested an update in regards to the SU Top Ten to feed back to a LTQEC meeting on 14<sup>th</sup> November'. DO explained this was a one off project which has now run its course. MT confirmed this an agenda item on the Representation Strategic Group working meeting with Danny Prescott.</p> <p>LD brought attention to DO being recently elected as a Director for the Cumbria Council for Voluntary Service; LD feels it has positive links for the Union with the community.</p> <p>LD informed the Board that coming up next week is 'Trustee Week', an advertisement as such to attract younger people to Trusteeship. A discussion began regarding our Trustees and how we should advertise ourselves over the coming week.</p> <p>MT asked for the Board to note that Jade Green will be joining UCSU as Information and Advocacy Assistant at our Lancaster campus on 12<sup>th</sup> November 2012.</p>		

	DO referred the Board to UCSU Leadership Team Qualities & Responsibilities, the aim for DO of which to shift the approach of our managers from operational management to one of organisational leadership. DO will refer to this particular group as the Leadership Team and training has been added to their calendars with an external facilitator to achieve these commitments.		
Actions	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>All members of Trustee Board to be allocated a day to send a picture to MH, which is to be communicated over social media. Pictures are to be each Trustee holding a sign stating 'I am a Trustee'.</b>	MH	W/C 05/11/2012

<b>Item 9</b>	<b>Finance: Management Accounts</b>		
Discussion	<p>DO provided the Board with a report for the Management Accounts which relates to the period 1<sup>st</sup> August 2012 to 31<sup>st</sup> September 2012. DO drew particular attention to the fact the accounts covered the first full week of trading activity and it should be recognised that trading activity can fall either side of the month divide and not correlate with the budget assumptions for this unique period of the year.</p> <p>DO described the overview as positive, we are ahead of budget but all of which is to be viewed with caution. DO noted his concern with merchandise which has replaced retail and will be supporting and monitoring closely. DO drew the Boards attention to the overspend in Volunteering Support of over £4000, this is due mainly to phasing and paying the bill for insurance now, so we expect to see this come back over the year. The report itself shows a measure of comfort and overall the Union is stable financially.</p> <p>AL asked for confirmation on where the variance has been created within the block grant, DO confirmed this is due to Finance confirming a figure to which we produced our budget based upon. It then materialised that the Finance Director had confirmed they were unable to pay us this figure and therefore we would receive the same as last year, unfortunately this was not fed down to the management of accounts whom arranged payment for the increased rate which we are expected to pay back over the course of the year.</p>		
	Actions	<b>What?</b> <b>Organise time with PA for accounts training.</b>	<b>Who by?</b> DO

<b>Item 10</b>	<b>SUEI Progress Update</b>		
Discussion	<p>The Board was provided with an update and action plan of the Union's progression in SUEI.</p> <p>DO confirmed to the Board we are due to be audited between March and June 2013, therefore SUEI is high on the agenda for all meetings and Strategic Working Groups. DO highlighted the operations of which need a lot of focus and develop, for example election turnout. The Union made big progress last year and we need to grow on that success for a bigger impact this year. DO feels we should commit to the elections as an organisation and feels confident there is no reason we should not achieve a 30% attendance figure. We are to focus on key areas of the action plan and build up towards a level 5. Nothing is causing DO urgent concern, though pacey progress is required.</p> <p>DO updated the Board with confirmation we held a SUEI Steering Group Meeting last week, we implemented a working group for an Equality &amp; Diversity framework. This is to be supported by Jawanza Ipyana (Student Advisor) who won the NUS Equality Award last year.</p> <p>LD questioned DO to whether each individual in the Steering Group is clear on their roles and responsibilities, to which DO responded confirming actions are being delegated to working groups from the meeting or attendees of the meeting itself. The Steering Group had not met for a short time as the actions were embedded in our operational plans, and actions have stalled due to staff issues and recruitment</p>		

	requirements.  MT asked DO whether he was happy at our progress or would he like to have seen us a bit further within the development in achieving success, or are there valid reasons to being where we are at this stage. DO confirmed he is very ambitious and considering the challenges of the last 3 years UCSU is doing exceptionally well.  MT addressed the fact we as an organisation and the Board does not stop aiming for gold.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>Provide the Board with a further SUEI update at the next Board meeting.</b>	DO	28/01/2013

<b>Item 11</b>	<b>General Manager Unplanned Absence Procedure</b>		
<b>Discussion</b>	DO and MT were asked by the Board to provide a procedure for a period of unplanned absence of the General Manager. The Board is asked to discuss and approve for maintaining effective performance during this time.  DO advised he has purposefully created the procedure to be simple and direct to ensure key business items are handled. Therefore no development of the Union should stop, the procedure is ensuring the business critical actions are being done in his absence.  MT opened the paper to the Board to discuss and share any comments or concerns.  LD feels it would be beneficial for everybody if Sabbatical Officer's and staff would spend some time thinking and noting what would happen during their absence. LD suggested that a straightforward procedure as provided by DO, to be produced for each Officer and staff member to benefit the team as a whole.. DO is to consider developing this for all staff and Sabbatical Officers and to mull over whether it would be more beneficial to have departmental manuals or individual procedures.  The Board approved the procedure for the absence of the General Manager.		
	<b>Actions</b>	<b>What?</b>	<b>Who by?</b>
	<b>Develop manual for absences for each department/individual</b>	DO	27/03/2013

<b>Item 12</b>	<b>GM Musings</b>		
<b>Discussion</b>	DO posed two questions/scenarios to the Board to consider and discuss in the hope of the Board retaining focus on key areas, some of which will have an impact in the immediate or forthcoming future.  <b>A) With UoC finance becoming ever tighter, what approach should UCSU adopt when negotiating our block grant funding mechanism in the coming months?</b>  The Board previously discussed point A during the pre-meeting workshop, DO agreed we would move on to purely discuss point B.  <b>B) How appropriate is it for UCSU to highlight discrepancies in value for money, successful resolution of which would benefit individual students now, but may compromise future students and/or the University?</b>		

DO gave the example from JB where two fees had been charged for effectively the same course, where around 50% of the students had paid £4000 for the course where the other 50% had paid around £8000. DO confirmed we could argue for a refund for the difference for those students who have paid in effect double, and directly benefit those students very quickly. However, this reduces income to the University dramatically, and potentially result in the withdrawal of the £4k option for future students, therefore how hard do we as a Union push and act upon this in order to get the best outcome for the individuals concerned but also for the University and broader membership?:-

MT shared his opinion of this issue, he feels it is morally wrong and he cannot understand how the University justifies charging two different amounts for the same course. He feels the argument goes beyond the course, asking how appropriate is it for us to highlight these areas. For example the Lancaster accommodation falling behind standard, the Union could advertise and attract attention to the cause however there is a potential negative impact on recruitment. How much of a critical friend are we?

AL feels we as a Board and a Union should highlight that we are aware this has happened, but we do not necessarily need to be ones suggesting action such as a refund. JB expressed the concern that we are here to support the students, so yes we can highlight the issue that we have been made aware of, but feels we need to be there supporting them, not encouraging students to resolve the problem themselves.

MH referred to the Lancaster accommodation and visiting accommodation at other sites such as Brampton Road to compare standards. MH feels we could target the University regarding the issue of two fees for one course and communicate this, but it will damage the University's reputation and affect our relationship with them also. He feels we need to consider how much we value our relationship and consider how many good wins and achievements we gain through that relationship.

JB feels the majority of the Students' Union believe we have a good working relationship with the University; however her experience has been of managing expectation rather than productivity. MH believes it may just be in the academic area due to his own successes with the help of the University, but JB questioned whether a good relationship does exist. JB gave an example of anonymous marking not progressing and having to deal with the University staffs that are not in a position to make decisions.

MT asked the Board for their opinion on whether we as a Union should 'kick up' more attention when we are made aware of such issues and what would we achieve. As MT believes going in heavy handed would not be successful, to which MH agrees due to examples from other Students' Unions.

PA feels he does not have the answer on which is the correct approach, but he does believe some University staff are most helpful where as others would prefer to pass the book.

JB confirmed that in her opinion there are ways and means of tackling such issues, it does not need to be public and being advertised in newspapers and social media. It can be the Union addressing the University in the correct environment, expressing the fact we have been made aware this has happened, and ask them how they plan to act on the issue. JB feels strongly that the students need to know their Union is acting, and if they seek our advice through our Information and Advocacy Department we need to be supporting them.

DO addressed the board to focus on the fact that some individual students are aware of the difference in fees and they are well in their right to challenge the University and access SU support in doing so, however we know the issue goes beyond individual cases. The question is do we probe the University and take this deeper.

LD described how it is refreshing to hear JB giving feedback on her issues with the relationship with the University, and let's hope we are not deluding ourselves in thinking we have a good working relationship. LD feels it is always going to be shifting and the block grant challenge is a fact of life for the Board. LD asked if we know a figure of how many students are affected in this particular issue and we should be addressing these types of issues in senior management meetings.

	MT drew the item to a close requesting the Board to consider the areas where the relationship is failing. DO added that himself and Neil Harris are due to have a meeting to discuss our relationship with UoC one year on from the signing of the relationship agreement and will report back to the Board as appropriate.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>All Sabbatical Officers to consider key areas where they are not satisfied with the relationship with the University, and provide commentary to DO</b>	All Sabbs	01/12/2013

<b>GOVERNANCE</b>			
<b>Item 13</b>	<b>CLOSED ITEM: General Management Review - CONFIDENTIAL</b>		
<b>Discussion</b>			
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	Update the Board on development of the above.	LD/MT	28/01/2013

<b>Item 14</b>	<b>General Meetings/Assemblies</b>		
<b>Discussion</b>	<p>The Board was presented with minutes from the recent General Meeting. MT confirmed the General Meeting was an overall success.-</p> <p>JB informed the board of a conversation Jawanza Ipyana had with NUS at a recent conference where they complimented UCSU on using video conference to connect all campuses. NUS then requested a blog from UCSU to share with students and Students' Unions alike. John Sharpe (Independent Chair) wrote an extremely interesting piece which we hope will be available on the NUS website now.</p> <p>MT described the success in using video conferencing, and he has recently been informed the resource of video conferencing has been improved on our campuses and our meeting was the first success using the equipment across multiple sites. MT did express a slight concern regarding numbers at both Carlisle and Penrith. PA confirmed there was not enough advertisement at these sites so it's an issue to keep in mind for future meetings, paying the same attention to these campuses as we did in Lancaster.</p> <p>LD commented on the minutes of the General Meeting. LD feels that if you are familiar with the Union and the meeting itself, you can follow the minutes however we need to be setting a standard. LD suggested recording the meeting in a different way. DO added that the importance of the minutes includes transparency for auditing purposes and the issue has been addressed for future meetings with staff capacity being assigned to this function</p> <p>MT addressed DO in particular, informing him how happy he was at staff participation at the General Meeting. Some Unions are slightly sensitive with staff attending such meetings; however MT feels it is extremely valuable for staff to see how ideas progress to policy and see operational implications.</p> <p>DO directly asked MT to confirm to the Board explicitly the two motions which were passed during the General Meeting for the purposes of effective governance. MT confirmed the first of which was the U Decide Motion, which is a change to the democratic system removing assemblies and groups. The more in depth details were discussed at the previous Board meeting together with a presentation by Danny</p>		

	Prescott. The second motion to be passed was the #Demo2012 motion, which is to be discussed as a separate agenda item. Agenda Item 16, board paper reference TB12.59.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 15</b>	<b>Executive Committee</b>		
<b>Discussion</b>	The Board was presented with the minutes of the previous two Executive Meetings.		
	<p>MT asked for any comments or concerns. The Board had no comments on the Executive Meeting held on 11<sup>th</sup> September 2012.</p> <p>MT brought attention to a particular issue on the Executive Meeting held on 5<sup>th</sup> October 2012 where Barnaby Garcia was not aware he had won the election to become the Penrith Campus Representative. He highlighted this was a communications breakdown and was a mistake which should be noted by the Board.</p>		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 16</b>	<b>Demo 2012 Report</b>		
<b>Discussion</b>	This paper is presented about the implications both positive and negative for this action and the board to consider the risks associated. The students passed the motion for UCSU to attend the protest in London on 21 <sup>st</sup> November 2012.		
	MT added to note he was responsible for writing the motion. MT confirmed himself and Danny are involved in conversations with Unison for funding towards the cost of the coach and he is extremely hopeful due to the fact they have sponsored an entire coach for University of Central Lancashire.		
	MT opened the paper for discussion by the Board.		
	AL questioned MT on how many students overall and from UCSU would be in attendance, MT advised that University of Central Lancashire are aiming to take 3 to 4 coaches, together with Lancaster having 2-3 coaches. Liverpool have set a target of 2000 students. MT advised Liam Burns hopes to attract around 10,000 students to the demonstration.		
	DO added to the discussion that there was lots to learn further to the previous demonstration two years ago, to ensure all students are safe. MT confirmed the risk to safety has decreased. DO confirmed to the Board the policy to attend is brought to the board to veto or not veto. In regards to funding DO confirmed the expense is to be put against the executive campaigns budget. At the next Executive Meeting the decision needs to be added on the agenda for the democratic system to request the Executive Committee to fund the campaign activity.		
LD requested confirmation of the cost of t-shirts, to which MT advised that our students were given a similar t-shirt to wear during the previous event. For Demo 2012 we are bulk buying our t-shirt with the University of Central Lancashire which will reduce the cost. The t-shirts serves two purposes, the three universities working closely together and also a security and safety measure of being able to identify our students.			

<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	Add to the Executive Meeting Agenda the decision of the funding of Demo 2012 and confirmation of the scale of the event.	MT	14/11/2012

<b>Item 17</b>	<b>Date and time of next meeting</b>		
<b>Discussion</b>	The next Trustee Board Meeting will be held at the Penrith, Newton Rigg Campus, on 28 <sup>th</sup> January 2012.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	Invite Penrith Officers to the pre-meeting workshop at the next Trustee Board Meeting on 28 <sup>th</sup> January 2013.	SJA	ASAP