



Attending: Chris Atkins (CA), Aden Fry (AF), John Sharp (JS) Daryl Ormerod (DO), Laura Davies (LD), Pat Lowrie (PL), Stephanie Jayne Anderson (SJA),

MINUTES:

MEETING ADMINISTRATION	
Item 1	Apologies for Absence
Discussion	Jon Hopkins, Katie-May Garratt, Becky Chadwick & Martin Dodd

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

Item 3	Chair's Opening Remarks		
Discussion	The chair welcomed everyone to the fourth meeting of the year.		
	Prior to the Board meeting, Board members participated in an exercise to consider the risk register without the existing document readily available. The notes will be taken away and will be incorporated into the live document. The amended version presented to the Trustee Board in June.		
Actions	What?	Who by?	When?
	Board to sign off amended risk register.	DO	23/06/15

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	The Board noted that the next Greener Minds Steering Group meeting took place in at the end of February. Minutes are yet to be distributed.		
Actions	What?	Who by?	When?
	Distribute Greener Minders minutes to Trustee Board.	AF	ASAP

STRATEGY

Item 6	Sabbatical Officer Reports		
Discussion	<p>The Trustee Board received reports from each Officer Trustee 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>The Academic Sabbatical report confirmed Success Awards took place on 19th March. The Board congratulated the Union on the success of the evening. It was confirmed that £170 donations were made on the night, together with the £800 from Janet Whitworth towards the running of the event and £1000 from Greener Minds budget. A feedback exercise is currently taking place.</p> <p>In addition, the Academic Report advised that the Union wish to continue to build a good working relationship with LUSU following the successful election debates. There have been successful visits to the University campus at Barrow with feedback being gathered from students to be acted upon. The Board noted the work being done to create a calendar of scheduled events for each site too.</p> <p>Community & Partnerships:</p> <p>The Board offered congratulations to Aden Fry, on being elected for a further term. (Election paper to follow).</p> <p>The Community & Partnerships report confirmed the success of the Festival of Culture, with Board members receiving complimentary feedback from community groups involved with the event.</p> <p>The election debates at Fusehill, Ambleside & Lancaster were another success which leads onto the project of encouraging students to register to vote in the general election. The Board noted the successful bid of £5000 received from NUS to encourage voter turnout, part of which will be put towards the running of events week commencing 13th April at all sites.</p> <p>Welfare & Support:</p> <p>The Welfare & Support Sabbatical report highlighted the success of the all Cumbria finals & awards evening.</p> <p>The Board were provided with an update regarding the rate your landlord scheme, as following conversations with the University, they are keen to use the existing Student Pad to introduce the system of students being able to rate accommodation & landlords, as well as housing companies.</p> <p>The Board raised a question of the process of working with external companies & businesses, and whether risk was assessed. It was advised that work is being completed on a risk assessment process for external speakers, and the aim is to extend this to cover working with all external organisations.</p>		
Actions	What?	Who by?	When?
	None.		

Item 7	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>Following the Board paper being submitted, it was confirmed Margaret Robinson, Student Engagement Assistant, has decided to retire this summer. It has been a difficult decision for Margaret but she does wish to continue to be involved with UCSU in the future.</p>		

	<p>The strategic plan scorecard was submitted to the Board following the approval of two further project plans. The Board noted that some targets will be completed following the completion of the annual survey which will launch on 1st April for one month.</p> <p>The Board noted the quality of output for March and acknowledge it has been a very busy month for all staff.</p>		
Actions	What?	Who by?	When?
	Share video tree with Board (via Jawanza Ipyana)	DO	ASAP

Item 8 (i)	Finance: Management Accounts		
Discussion	<p>The Board received a report on the financial performance of the Union for the period to 28th February 2015.</p> <p>The accounts provide a surplus to budget of c£16k. The variance on sales & events is due to the Union expecting payment for the hoodies supplied during the open days. The variance in the Student Opportunities department is down to the allocation of funds for the strategic plan projects which will be amended.</p> <p>The Board noted that £15k of the surplus is the Green Fund, and plans are in place to spend this money before the end of the project 31st August 2015.</p>		
	Actions	What? None.	Who by?

Item 8 (ii)	University of Cumbria Cost Savings		
Discussion	<p>Further to the finance update provided to the Board at a previous meeting, the University have confirmed that they need to make savings of £5million from expenditure from the 2015/16 budget.</p> <p>There have been conversations over time on whether the Union could deliver any services for less cost; however the next step of exploring opportunities has begun with heads of departments.</p> <p>The opportunities include covering reception/signposting in the Learning Gateway at Fusehill Street, financial advisor services and some catering (due to our opportunity to access deals via NUS). An update to the Board will be provided following the ongoing conversations.</p>		
	Actions	What? To update the Board of any updates on conversations on UoC services.	Who by? DO

Item 8 (iii)	Budget		
Discussion	<p>There is yet to be an agreement for the block grant for 2015/16, however the messages continue to be that they wish to protect the Union. The University understand that a cut of 10% would not be tolerable.</p> <p>Further updates will be provided to the Board once announced.</p>		
	Actions	What? To update the Board on block grant conversations.	Who by? DO

Item 8 (iv)	Investors in People Awards			
Discussion	<p>The Board noted the recent success of being shortlisted for the Investors in People Gold Employer of the Year Award.</p> <p>The awards evening will take place on Wednesday 24th June in London and with the cost of tickets being £220, together with hotel & travel costs, the Board were asked to agree who should attend the awards ceremony. The Board did note that a request was put to NUS for support for the event and the University. Unfortunately NUS are unable to provide such support, but the possibility of funds from the University is still to be confirmed.</p> <p>The Board discussed the success and noted that this is only the second year the awards have been held. In addition it was agreed that a lot of opportunities could come following us being announced and of course should we be winners.</p> <p>The Board agreed that following the review of budgets, without accessing reserves, the Board are able to approve 4 tickets (and expenses) to the evening. With the possibility of further tickets should the University be able to provide us with additional funds. It was suggested that the Chair of the Board, Chris Atkins attends, together with Daryl Ormerod, Stephanie Jayne Anderson and to invite the incoming chief exec of NUS Simon Blake. The other tickets should be offered to UCSU staff who express an interest in attending.</p>			
	Actions	What?	Who by?	When?
		To arrange the purchase of tickets (and expenses) for the awards evening.	DO/SJA	ASAP

GOVERNANCE			
Item 9	Reserved (CONFIDENTIAL)		
Discussion			
Actions	What?	Who by?	When?
	None.		

Item 10	Elections Report			
Discussion	<p>The Board received a report from Katia Riley (Student Voice Facilitator) following the recent elections.</p> <p>The Board were extremely pleased with the big improvements made with elections, including the amount of nominations and voter turnout. There are many learning points which have been made, including the setting up of the voting platform, and also the improvements to be made with creative campaigning.</p> <p>The Board noted the request to confirm funds for the UCSU Panel elections & Officer elections in the 2015/16 as soon as possible to enable plans to be set in the summer. In addition the Board agreed the value in holding an AGM in line with the elections results.</p>			
	Actions	What?	Who by?	When?
		None.		

Item 11	UCSU Panel		
Discussion	No comments or questions were raised on the UCSU Panel Ideas.		
Actions	What?	Who by?	When?
	None.		

Item 12	AGM		
Discussion	No comments or questions were raised on the AGM minutes.		
Actions	What?	Who by?	When?
	None.		

Item 13	General Election 2015 Risk Management		
Discussion	The Board received the General Election 2015 risk management document which has already been used when we have been challenged by parties not invited to the election debate events.		
	Staff are already seeking guidance on using social media, and together agreed plans to separate personal and professional social media accounts.		
Actions	What?	Who by?	When?
	None.		

Item 14	Trustee Board Meeting Cycle		
Discussion	Tuesday 23 rd June 2015, 11:30-15:30, LG003 Fusehill Street, Carlisle		
Actions	What?	Who by?	When?
	None.		