



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

MINUTES:

MEETING ADMINISTRATION	
Item 1	Apologies for Absence
Discussion	Jon Hopkins and Katie-May Garratt.

Item 2	Declaration of Interests		
Discussion	Daryl Ormerod confirmed item 8(iii) (Confidential item) and Aden Fry and Izaak Koroneos confirmed item 8(i) Budget due to the proposed pay award.		
Actions	What?	Who by?	When?
	None.		

Item 3	Chair's Opening Remarks		
Discussion	The chair welcomed everyone to the final meeting of the academic year, including Charlotte Harrison (incoming Student Trustee) & Izaak Koroneos (incoming Academic Officer) who were invited to observe the meeting before taking office from 1 st July 2015.		
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	The Board confirmed they have not yet received the link to the video tree.		
Actions	What?	Who by?	When?
	To ensure the video tree is forwarded to Trustee Board.	DO	ASAP

STRATEGY	
Item 6	Sabbatical Officer Reports
Discussion	The Trustee Board received year end reports from each Officer Trustee.

	<p>Academic:</p> <p>The Academic Sabbatical report highlighted the involvement in chairing strategic plans. In particular the E1A & B Developing the Course Rep System to be an example of Best Practice. Plans are in place to review the training for course reps, including introducing a process of distributing training information in advance of booked in training sessions to enable the sessions themselves to be more scenario based & have more time for questions. In addition, plans are in place to get more academics on board to promote the system too. The Board will be updated with this programme by Izaak Koroneos (incoming Academic Officer) during the coming year.</p> <p>Community & Partnerships:</p> <p>The Community & Partnerships report confirmed the successes of receiving funds from the University to launch the student radio, Reach, which is scheduled to be launched in September after the equipment is purchased during the summer.</p> <p>The report also included the student group and volunteer numbers for the current year.</p> <p>Welfare & Support:</p> <p>The Welfare & Support Sabbatical report highlighted the work being undertaken on S2A Expanding the Student Life Offer, which for the moment will focus on housing support for students, a project that will ensure equal provision for all campuses.</p> <p>The report also highlighted the manifesto win of holding the first all Cumbria finals & awards evening which was a great success.</p> <p>The Board noted the vast increase of interactions with the information & advocacy service and the impact this will have on the service on the current year if this continues.</p>
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Actions	What?	Who by?	When?
	Introduce an “aspiration board” for Trustee Board.	DO/SJA	ASAP
	Distribute student group numbers for 2013/14 and 2014/15 to Board.	AF	ASAP
	Share strategic plan project schedule with Board.	DO	18/08/15

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>The Chief Exec report advised the Board of the recent staff day held, where staff were asked to report back on their progress on the strategic plan project. This highlighted the need to rethink how to report back each year on the strategy as it is clear Officers & Chief Exec have both spent time reporting back to the Board.</p> <p>The Board noted that they will be kept up to date with key developments with University restructure and the Unions mandated opposition to the changes. Support has been sought from NUS on campaigning, but the Board noted the importance of ensuring we retain our strong relationship with the University and mitigate the reputational risk.</p>		
Actions	What?	Who by?	When?
	Ensure the Board are kept up to date.	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 30th May 2015.</p> <p>The accounts provide a surplus to budget of c£12k. The Board noted that £9k of the surplus is the Green Fund.</p> <p>The Board were asked to note the variance in the communications budget of £4709 is due to the delay in purchasing the new branded signage for offices.</p>		
Actions	What? None.	Who by?	When?

Item 8 (ii)	Budget		
Discussion	<p>The proposed budget for 2015/16 was previous approved by the Resources, Risk & Compliance Committee.</p> <p>The Board were asked to note the Union will receive a £2000 rebate on the NUS affiliation fee for next year. The proposed budget has the same allocated funding as the previous year, with a proposed deficit of £8k in order to fund a pay award of 1%. The Board were asked to approve the suggested 1% increase. A query was raised on the University's proposed pay award, which was confirmed as being 1% also.</p> <p>The Board acknowledged that although the Union can work to the budget proposed, it cannot continue on this projector and discussions by the Board regarding the budget should continue.</p> <p>Trustee Board approved the proposed budget.</p>		
Actions	What? To update the Board of any updates on conversations on UoC services.	Who by? DO	When? ASAP

Item 8 (iii)	Reserved Item (CONFIDENTIAL)		
Discussion			
Actions	What?	Who by?	When?

GOVERNANCE			
Item 9	Resources Risk & Compliance		
Discussion	<p>The Board were provided with the minutes for the Resources, Risk & Compliance held on Thursday 28th May 2015.</p> <p>The Board were asked to approve the updated risk register (approved by Resources, Risk & Compliance) which was amended following a pre board workshop at the previous Board meeting.</p> <p>The Board approved the updated risk register.</p>		
Actions	What? None.	Who by?	When?

Item 10	Petrol Paper		
Discussion	<p>The Board received a proposal to reduce the mileage to 30p per mile from 45p, with an incentive of 5p per mile for each additional passenger. The Board noted that the proposal was to use the money saved for additional visits to sites.</p> <p>The Board agreed to delegate this decision to the Leadership Team due to the decision being an operational issue.</p>		
Actions	What?	Who by?	When?
	Proposal for reducing mileage to be taken to Leadership Team.	DO	ASAP

Item 11	UCSU Panel		
Discussion	<p>No comments or questions were raised on the UCSU Panel Ideas.</p> <p>The Board noted the idea to oppose the cuts within the University was approved.</p>		
Actions	What?	Who by?	When?
	None.		

Item 12	Trustee Recruitment		
Discussion	The Board noted the plan to recruit two external Trustees in October.		
Actions	What?	Who by?	When?
	None.		

Item 14	Board Policy for Officers		
Discussion	<p>The Board agreed to amend Officer contracts to allow for two additional days leave for interviews and one additional day for attendance at graduation ceremony. The Board also suggested a phrase be added to encourage Officers to discuss any other additional requests if more interview days are needed.</p>		
Actions	What?	Who by?	When?
	Amend Officer contracts to allow for 3 additional holiday days.	DO/SJA	SJA

Item 15	Trustee Board Meeting Cycle		
Discussion	Trustee Board Cycle of Business for 2014/15 was approved.		
Actions	What?	Who by?	When?
	None.		