



Attending: Adam Mather (AM), Aden Fry (AF), Izaak Koroneos (IK) Daryl Ormerod (DO) (minutes), Laura Davies (LD), Martin Dodd (MD), Pat Lowrie (PL), John Sharp (JS), Charlotte Harrison (CH), Stephanie Jayne Anderson (SJA)

MINUTES:

| MEETING ADMINISTRATION | | | |
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| Item 1 | Apologies for Absence | | |
| Discussion | Martin Dodd. | | |
| Item 2 | Declaration of Interests | | |
| Discussion | <p>LD has been co-opted to the Lancaster University Students' Board of Trustees, as confirmed at the previous Trustee Board meeting.</p> <p>CH in relation to the Academic Trustee Board paper, due to CH being a course representative and currently running for a Departmental Representation role in the UCSU Panel elections.</p> | | |
| Actions | What? | Who by? | When? |
| | None | | |
| Item 3 | Chair's Opening Remarks | | |
| Discussion | The Chair welcomed everyone to the meeting and noted that this would be the last Board meeting with PL & LD in attendance. The Chair thanked them for their contribution to UCSU. | | |
| Actions | What? | Who by? | When? |
| | None | | |
| Item 4 | Minutes of Previous Meeting | | |
| Discussion | The minutes of the meeting were verified as a true and accurate recording of the meeting. | | |
| Actions | What? | Who by? | When? |
| | None | | |
| Item 5 | Matters Arising | | |
| Discussion | A document confirming the performance management of the CEO will be produced in order to assist in the handover to the new Vice-Chair of the Board. | | |
| Actions | What? | Who by? | When? |
| | To produce a performance management hand over document. | LD | ASAP |

STRATEGY

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| Item 6 | Sabbatical Officer Reports | | |
| Discussion | <p>Academic:</p> <p>The Board noted that course rep recruitment and training is still on going, with the representatives now having training via an online module available on blackboard, and an option of also attending a face to face meeting with Katia Riley, Student Voice Facilitator.</p> <p>The UCSU Panel elections are currently in the candidate training and preparation stage, and all Departmental Rep roles have been filled. These reps will be a full member of the UCSU Panel and attend departmental quality committee meetings within the University. The Board noted an issue with the University scheduling these meetings before the UCSU Panel elections. It was confirmed there are ongoing discussions with the University to resolve this issue, but with the Education department, this will always be an issue.</p> <p>In collaboration with the other two Officers, the Academic Officer is focussing attention on the NUS Cut the Costs campaign. A six minute video will be produced to increase awareness and encourage students to sign the national petition.</p> <p>Community & Partnerships Officer:</p> <p>The Community & Partnerships Officer reported to the Board on the success of Fresher's, with events held on all sites. In London a strong partnership with Queen Mary Students Union has been made to enable London students to access events during the welcome period. A partnership which will continue next welcome period.</p> <p>The Board noted that the UCSU team have acknowledged how to make events such as SUMmerfest more engaging next year. In particular focussing on timetables to ensure the events are held when the majority of students can attend.</p> <p>The Officers advised that following the recent University Executive Group meeting, a schedule of students' union drop in sessions to lectures will be produced, with an aim of contributing to improving the NSS score.</p> <p>The Community & Partnership Officer also advised that projects in relation to the book swap and fair trade fortnight are well underway too.</p> <p>Welfare & Support Officer:</p> <p>The Welfare & Support Officer confirmed the value taken from recent training received at the Unipol Housing & Welfare Conference and the Stand & Deliver Charing Meetings training session.</p> <p>The Board were advised of the recent achievement of implementing an emergency laptop policy, an idea which was passed by the UCSU Panel. Colin Coghill, Director of IT Services, has confirmed 5 laptops will be available for students who require an emergency laptop to complete assignments and other work where their laptop has broken or been stolen. The Board had concerns regarding the process and monitoring of such a policy, and the demands on this service, to which they were assured a robust policy and monitoring process would help ensure its success.</p> <p>The Welfare & Support Officer also advised the Board that a housing fair will take place at Carlisle, Lancaster and Ambleside in early December, and in addition to this, a Santa's grotto will run aside the events to increase awareness of UCSU services.</p> | | |
| | Actions | What? | Who by? |
| | To consider the benefits of the Board receiving one report from Officers. | Officers | ASAP |

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| 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 Board noted the request to engage in the partnership review process with the University. A session will be planned with University Directors to define the partnership, the date of which will be advised as soon as possible.</p> <p>It was advised that strategy work has regained momentum again following the welcome period, with Officers (who are project chairs) reporting back on progress to the Leadership Team on Monday.</p> <p>Applications for the External Trustee roles have a deadline of Monday 26th October at Midday. The Board were advised that a couple of applications are expected. An update will be provided to the Board following the closing date.</p> | | |
| Actions | What? | Who by? | When? |
| | To invite John Sharp to the partnership review session. | DO | ASAP |

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| Item 8 | Finance: Management Accounts | | |
| Discussion | <p>The Board received a report on the financial performance of the Union for the period to 30th September 2015. The Board were asked to note these figures with caution, as the figures can change for October due to income for the welcome period falling into either side of this period. However, the general picture is positive.</p> <p>The Board noted the management accounts are £15k ahead of budget at the moment, as various budgets are due to be spent. It is expected that when October figures are produced, they will be closer to the budget.</p> | | |
| Actions | What? | Who by? | When? |
| | None | | |

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| Item 9 | NSS Response Plan | | |
| Discussion | <p>The Board members were provided with the response to the decrease in the University's NSS score which will be presented to the University.</p> <p>The document was produced in collaboration with the Officers after pulling together themes from the commentary on the NSS responses. The aim is to make the University aware of our expectations on behalf of our members and hold them to account. The deadline to these changes is the NSS survey in 2017.</p> | | |
| Actions | What? | Who by? | When? |
| | To ensure NSS Response plan is added to the UCS Panel agenda. | DO/SJA | 11/11/15 |

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| GOVERNANCE | | | |
| Item 10 | Delegated Authorities | | |
| Discussion | <p>A scheduled of delegated authority was provide to the Board. The Board requested that an additional column for democratic elected Officers be added, to ensure it is clear where their responsibilities and management fall. An updated document will be provided to the Board at the January meeting.</p> | | |
| Actions | What? | Who by? | When? |
| | Add elected officer column to delegated authority document. | DO | 26/01/15 |

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| Item 11 | Any other business |
| Discussion | The Board thanked Pat Lowrie and Laura Davies for their contribution and support of UCSU during their two terms as External Trustee and Vice-Chair. |
| Item 12 | Date and time of next meeting |
| Discussion | Tuesday 26th January 2015, 11:30am Fusehill Street, Carlisle. |