



Attending: Adam Mather (AM), Izaak Koroneos (IK) Daryl Ormerod (DO) Barbara Stephens (BS), Martin Dodd (MD), Trish McGrath(TM) John Sharp (JS), Stephanie Jayne Anderson (SJA)

MINUTES:

MEETING ADMINISTRATION			
Item 1	Apologies for Absence		
Discussion	Charlotte Harrison, Anisha Miah and Aden Fry.		
Item 2	Declaration of Interests		
Discussion	DO in relation to item 10.		
Actions	What?	Who by?	When?
	None		
Item 3	Chair's Opening Remarks		
Discussion	The Chair welcomed Trish McGrath and Barbara Stephens to their first Trustee Board meeting following their appointment as External Trustees. Barbara will also act as Vice-Chair of the Board.		
Actions	What?	Who by?	When?
	None		
Item 4 (a)	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 4(b)	Matters Arising		
Discussion	The Board were advised that the partnership review process has not yet taken place. Conversations will now take place to involve the recently appointment External Trustees.		
Actions	What?	Who by?	When?
	None.		

STRATEGY

Item 5	Officer Reports		
Discussion	<p>The Board received a report from the Officers on their activities since the previous meeting.</p> <p>The Board noted the success of the recently distributed Information & Advocacy postcards. 1,975 postcards signposting students to support have been distributed over a period of two weeks by both academic staff and students. A suggestion was made to consider electronic versions of the postcards too.</p> <p>Clarification was sought on the sexual health activities, and it was advised that there are plans to encourage more student group activities in order to promote more sexual health screenings to happen on the Lancaster campus.</p> <p>A concern was raised in regards to the checking of UCSU branded material currently on display with grammar and spelling mistakes, it was advised that this is being investigated with the aim of improving the checking process of any printed UCSU communications.</p> <p>The Board wanted to note their thanks and praise back to staff for the support offered to students and the local community during the recent flooding. It was noted that many events had to be cancelled, but the board acknowledged that elections, Fairtrade and health & wellbeing events are scheduled to take place over the next few weeks.</p>		
	What?	Who by?	When?
	To consider using electronic I&A postcards.	IK	ASAP
	Actions		

Item 6	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 impact the recent flooding had on a variety of areas of work, in particularly the strategic plan signing off and reporting back. The report confirmed UCSUs satisfaction with the University's handling of the flooding with decisions being made quickly and communicated effectively. Extensions on assignments, the rescheduling of exams and advertising for students to use the extenuating circumstances procedure was agreed and communication effectively through University and UCSU communication channels. The Board acknowledged that although UCSU prepared for an influx of cases, these were not forthcoming.</p> <p>The Success Awards will take place this year, however a date is to be confirmed following conversations with a new venue. An invitation will be extended to all Board members.</p> <p>The Board were advised of the recent work for the values-led attitudes and behaviours framework. Previously values were not actively used, and therefore a strategic plan project was created to embed the values in our behaviour as a students' union. With the support of an external consultant, the staff team agreed these behaviours and an exercise of measuring one another against these behaviours took place. The results will be discussed during staff appraisals and used to set objectives for the coming year.</p>		
	What?	Who by?	When?
	None.		
	Actions		

Item 7	Strategic Plan		
Discussion	<p>The Board received a report from the CEO regarding progress towards the strategic plan for year one.</p> <p>A concern was raised regarding election voting turn out. The Board were advised that the staff team are committed to recruiting committed candidates and planning activity to promote voting. Support was offered from Board members to support the elections process.</p> <p>A concern was raised regarding the accessibility of The Squealer, in particular in regards to the size of the font and which colours have been placed on top of one another. This is to be fed back to the relevant staff members.</p>		
Actions	What?	Who by?	When?
	To discuss accessibility issues with The Squealer.	DO	ASAP

Item 8	Finance: Management Accounts		
Discussion	<p>The Board received a report on the financial performance of the Union for the period to 31st December 2015.</p> <p>The Board noted the management accounts are £12k behind budget at the moment, but acknowledged that this is due to expenditure from the green fund rolling into the current year due to the extension of Environmental Project Coordinator contract and recent success of the living stage which was delayed for a period of 6 months. In addition, an additional amount is expected from NUS which is currently in dispute.</p> <p>The Board also acknowledged that some budgets seem overspent; however this can be explained due to the phasing of the budgets throughout the year.</p> <p>The balance sheet shows a picture of health with ample cash to fund liabilities. It was noted the Board have a policy for reserves to be £160k, with any surplus being used to fund strategic plan projects.</p>		
Actions	What?	Who by?	When?
	None		

Item 9	Mid-Year Budget Review		
Discussion	<p>The Board were asked to accept a proposal for the current budgets to remain the same, with some small amendments to reallocate underspends to budgets seeking additional funds such as elections.</p> <p>The board approved the proposal.</p>		
Actions	What?	Who by?	When?
	None.		

GOVERNANCE			
Item 10	Reserved Item (CONFIDENTIAL)		
Discussion			
Actions	What?	Who by?	When?

Item 11	CEO Absence Procedure		
Discussion	<p>The Board were asked to approve the CEO absence procedure, this document is to be brought to the Board on a three year cycle to ensure the document is current and accurate.</p> <p>The Board approved the absence procedure pending a minor correction to phase 3.</p>		
Actions	What?	Who by?	When?
	To amend the CEO Absence Procedure to initiate phase 3 at 8 weeks.	DO	ASAP

Item 12	Delegated Authorities		
Discussion	<p>A scheduled of delegated authority was provided to the Board. The Board noted that it was requested for an additional column for democratic elected Officers to be added, to ensure it is clear where their responsibilities and management fall.</p> <p>The Board approved the delegate authorities' document.</p>		
Actions	What?	Who by?	When?
	None.		

Item 13	UCSU Panel Ideas		
Discussion	<p>The Board received the UCSU Panel notes from the meeting which took place on Sunday 15th November 2015.</p> <p>A query was raised on the allocation of ideas to Officers. The Board were advised that this happens during the meeting and the idea added to a rolling action log for the Officers. The Officers bring the ideas to the Leadership Team who offer support in achieving their actions.</p> <p>The Board noted the policy which was passed for UCSU and the University to no longer conduct business with LPNM properties, with the current agreements running their course.</p> <p>The Board noted the minutes.</p>		
Actions	What?	Who by?	When?
	None.		

Item 14	Resources, Risk & Compliance Committee		
Discussion	<p>The Board received the minutes from the Resources Risk & Compliance Committee meeting which took place on Tuesday 24th November 2015.</p> <p>The Board noted that this meeting took place to approve the audited accounts and to agree to continue to affiliate with Armstrong Watson.</p> <p>The Board noted the minutes.</p>		
Actions	What?	Who by?	When?
	To add membership of the Resources Risk & Compliance Committee to the next Board meeting agenda.	SJA	29/03/16

Item 15	Any other business		
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Discussion	None.
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Item 16	Date and time of next meeting
Discussion	Annual General meeting & Elections Results Evening, Monday 7th March 2016 Trustee Board Meeting, Tuesday 29th March 2016