



Attending: Matt Tennant (MT), Matt Hayhurst (MH), Peter Armstrong (PA), Amie Godward (AG), Daryl Ormerod (DO), Laura Davies (LD), Pat Lowrie (PL), Adam Leach (AL), Stephanie Jayne Anderson (SJA), Martin Dodd (MD)

MINUTES:

MEETING ADMINISTRATION			
Item 1	Apologies for Absence		
Discussion	None		
Item 2	Declaration of Interests		
Discussion	DO confirmed agenda item 10 – General Manager Appraisal Targets.		
Actions	What?	Who by?	When?
	None		
Item 3	Chair's Opening Remarks		
Discussion	MT addressed the Board to acknowledge this was Peter Armstrong and Jade Bradley's last Trustee Board meeting.		
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 pending minor corrections.		
Actions	What?	Who by?	When?
	None		

Item 5	Matters Arising		
Discussion	<p>The Board acknowledged that a full elections debrief has been provided in addition to the Representation End of Year Report.</p> <p>Further discussions are to be held with Neil Harris and Human Resources on the process for the future recruitment and appointment of the next post holder of GM/CEO.</p> <p>A full report on the Your Education Research Project will be provided to the Board on completion of the overall analysis.</p> <p>During the Trustee Induction/Training Day in August, the Board will discuss UCSU values and whether they are still relevant to us.</p>		
Actions	What?	Who by?	When?
	To liaise with Jeanne Gate (External Sales and Events Coordinator) on Success Feedback.	DO	29/08/2013
	To forward any feedback on the Success to Jeanne before departure.	JB	ASAP

STRATEGY

Item 6	Sabbatical officer End of year Reports		
Discussion	<p>Anna Bradley (Information and Advocacy Manager), Danny Prescott (Representation Manager), Emma Egglestone (Volunteering Support & Development Manager) and Ben Wohl (Communication and Marketing Manager) joined the meeting to assist the Sabbatical Officers.</p> <p>The Trustee Board received year end reports from each Sabbatical Officer Trustees in order to feedback to the Board the successes and challenges on achieving the targets set within the Key Performance Indicators.</p> <p>Successes highlighted within the Representation strategic area included Demo2012, the ethical banking referendum and the same sex marriage debate.</p> <p>Challenges included the target of 3000 votes during the elections, where in reality on 715 votes were received and also quoracy of general meetings. Danny Prescott added that we are showing an increase over time in the numbers of candidates running for officer positions, and the Union as a whole will be making elections a priority over the coming academic year. In regards to democratic meetings, Danny is recommending seeking the decision for a referendum for a policy live within the meeting, (disconnecting the wording from the actually voting, with the debate happening within the meeting also) before taking the actual voting online in order to gain more votes meaning a stronger policy. The Union have achieved approximately 30% on the question 'Do you feel that you are able to influence the work at UCSU', the Union need to actively show students how they can shape the work UCSU does. Concerns were raised on the 5 point scale, which results in approximately 40% of students replying with 'neutral'. BW confirmed this was in line with SUEI 5 point scale.</p> <p>Successes within the Academic strategic area include the social media policy, reaching out to vast amount of students which have enabled a video to be produced by Student Trustee Jonathan Hopkins. This will be communicated to all students in September. There has been vast progress with QTS tests with the assistance of Sandra Jowett, more communications are being sent to students and encouraging them to sit the tests as soon as possible. The RARA campaign has been rebranded which will be communicated within the UoC and UCSU communication calendar. A challenge within this area has been analysing the results from the annual survey. Anna Bradley explained that there has been an increase in students using the service, which her team feels is due to an increase in presence at Carlisle this year. 1 in 3 students going through the malpractice procedure have been supported by UCSU and in regards to perception and value, 19.39% of students who have used the service would recommend it to a friend. Anna does feel we need to measure our own results better, and she is currently working towards creating a monitoring/feedback form on completion of cases in order to achieve this. Concerns were raised on whether there has been</p>		

	<p>progress on the academic reps, the question was asked whether we get continuity and do the same students stay on as a rep throughout their time at UoC. Danny advised that in a lot of cases they do, however in the education faculty the staff encourage them to change each year. In addition, discussions have been held with SIP and lecturers, who understand the requirement to recruit course reps before the end of October, it is non-negotiable.</p> <p>Within the Student Life Area strategic area, successes include the student housing fairs held on both the Carlisle and Lancaster campuses, the chlamydia screening project which has been negotiated for the 2013/14 academic year, the Mental Health Project, the increase in numbers for the students groups and societies and also Sabbatical Officer contact time. Unfortunately the biggest challenge has been producing the student survival guide due to the costs of the items the Union wanted to include. However it was decided during the strategic working group meetings to hold a 'Student Survival Day' during the welcome period instead, where various external organisations such as the Law Centre, NHS and Cumbria Constabulary will be invited to have a stall to provide students with vital information, and hopefully freebies. It was confirmed that further to the Mental Health Project, the banner will be put on display and used at future events to actively engage students with the very current issue.</p> <p>Successes within the Union Community area include the Equality & Diversity Policy being created which involves many staff members; this will be brought to the Trustee Board in August. The poly tunnel and raised beds have been built with the help from a group of students and workshops will be held in order to provide students with the skills needed to grow their own fruit and vegetables. Volunteer numbers have increased over the past 3 years to a point where we now have over 1100 students registered as volunteers. More time has also been spent on recruiting students as welcome helpers with the application form being improved from last year in order to get students with the right qualities being team leaders. The question was asked by the Board whether quality matters, to which Emma Egglestone responded to confirm this was to ensure the experience is not focussed on drinking and night events, and to encourage the welcome helpers to promote the Union and the opportunities available. The main success in this area has been the achievement of being awarded the NUS Green Silver Award, with the vast amount of help from Sian our Ethical and Environmental Officer who has been elected for a further year.</p> <p>The Board was exceptionally pleased with each of the final year reports although the Board does not feel the Union are getting the full benefit from Sabbatical contact time on smaller sites. The Board feels we need to focus on communicating our successes during these visits.</p>		
Actions	What?	Who by?	When?
	Equality & Diversity Policy to be shared with the Trustee Board.	MH	29/08/2013

Item 7	General Managers Report		
Discussion	<p>The Board received a report from the General Manager regarding Union operations since the previous meeting.</p> <p>Since the report was issued, Allan Stavert (Student Group Support and Development Facilitator) has handed in his notice of resignation, due to us being in a time of restructure, this vacancy will be advertised internally first with the position also becoming full time.</p> <p>Relevant paperwork has been signed to enable the move to the Co-operative bank account as approved by the Resources, Risk & Compliance Committee in May.</p> <p>In regards to SUEI, 90% is embedded in our day to day workings; however DO feels we would be really lucky to achieve Silver considering the changes within the Union happening over the summer. UCSU will be the last audit to take place, and this is scheduled for Autumn/Winter 2013 with an exact date to be confirmed. Further to the audit there will be a new award established to replace suei. Our accreditation will be transferable.</p>		
Actions	What?	Who by?	When?

	Organise a letter of thanks/appreciate to Allan Stavert on behalf of the Board.	MT	ASAP
Item 8 (b)	Finance: Management Accounts/Budget 2013-14		
Discussion	<p>There has been no further changes to report in regards to the management accounts, a continuation of issues discussed with the Board since November.</p> <p>The auditors will be approached to help determine how to present the restricted funding which traverses multiple years.</p> <p>The exact cost of the restructure will be confirmed at the next Trustee Board, at this time we are unable to confirm as different staff members will have different monies due to them due to various factors such as length of service.</p> <p>The Board agreed that action needs to be taken in regards to the Exec campaign budget. Various bids have been put through Exec however the money has rarely been used due to the projects not coming into effect. It was suggested that during officer training in September, officers should be encouraged to share what they wish to achieve in the coming year and make them aware this money is available to use. The Sabbatical Officers are to consider this in their next meeting.</p>		
Actions	What?	Who by?	When?
	Consider options for informing new officer team of the campaign budget.	Sabbs	ASAP
Item 8 (a)	Budget 2013-14		
Discussion	<p>Resources, Risk & Compliance Committee approved the 2013-14 budget in principle and the proposal in regards to the staff restructure in May. A formal process for feedback was started following the meeting and there has been no material change to the proposal. The paper is brought to the Board for approval in order for DO to move into a period of change.</p> <p>The Board noted the feedback received from staff and were pleased to see such positivity, the Board feel staff believe the new model will work. The decision was taken early on to share the challenges UCSU faced and for some staff this increased anxiety, however overall the reaction has been positive with the new structure being based on original feedback received from staff at that time. The Board agreed that during the next academic year we can no longer be quick to agree to be involved/assist with each proposal from UoC. The Union need to be more specific on the projects chosen and the meetings attended.</p> <p>Concerns were raised again on representation, and whether the intention to thread representation throughout the Union is achievable. There is a challenge to DO on how we make sure representation is a core principle for all staff.</p> <p>The Board had to react to the confirmation of the block grant and a thorough discussion was held at RRC. The Board approved the proposed budget, including the staffing structure implications as presented.</p>		
Actions	What?	Who by?	When?
	None		

Item 9	Strategic Review Schedule		
Discussion	<p>Provided was a scheduled in order to begin working towards the strategic plan review. The Board were keen to also include the managers.</p> <p>The Board noted the schedule.</p>		
Actions	What?	Who by?	When?
	To discuss the Strategic Review during Trustee training/induction day.	DO	02/09/2013

GOVERNANCE

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

Item 11	Review of Resources, Risk and Compliance Subcommittee		
Discussion	<p>The Board agreed that the RRC subcommittee is a valuable meeting enabling the full Board to focus on issues of strategy.</p> <p>The Board approved the Terms of Reference pending r titles updates due to staff restructure.</p>		
Actions	What?	Who by?	When?
	Make minor corrections to the Resources, Risk & Compliance Terms of Reference	SJA	ASAP

Item 12	Succession Planning and Annual Board Performance		
Discussion	<p>The action to add Succession Planning and Annual Board Performance to the agenda came from the good governance guidance document provided by NUS. Further meetings are due to take place with the Board, Neil Harris and HR therefore this item will be taken forward to the August Trustee Board Meeting.</p>		
Actions	What?	Who by?	When?
	Succession Planning and Annual Board Performance to next Trustee Board meeting.	LD/MT	29/08/2013

Item 13	Executive Committee		
Discussion	<p>Exec Wednesday 1st May 2013 and General Meeting Friday 3rd May 2013 were not quorate. The Board noted this and are keen to see action taken for future meetings.</p>		

Actions	What?	Who by?	When?
	None		

Item 14	Date and time of next meeting
Discussion	Thursday 29 th August, 11:30-15:30, Carlisle Fusehill Street