



Attending: Matt Tennant (MT), Matt Hayhurst (MH), Amie Godward (AG), Daryl Ormerod (DO), Laura Davies (LD), Pat Lowrie (PL), Stephanie Jayne Anderson (SJA), Jonathan Hopkins (JH), Adam Leach (AL)

MINUTES:

MEETING ADMINISTRATION	
Item 1	Apologies for Absence
Discussion	Martin Dodd

Item 2	Declaration of Interests		
Discussion	John Sharp, Academic Sabbatical, asked to note his position on the University Board of Directors. Daryl Ormerod, CEO, asked to note agenda item 10, the CEO Performance Review item.		
Actions	What?	Who by?	When?
	None		

Item 3	Chair's Opening Remarks		
Discussion	The chair welcomed everyone to the meeting following a pre board session on the Strategic Plan and democratic review.		
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 acknowledged that the module/qualification students can achieve working with the Environmental Project Coordinators will be confirmed as soon as the information is available, so may be a reoccurring matter arising for the next couple of Board meetings.		
	The Board suggested that the NUSSL research results be brought to the next meeting in March for the Board to consider any quick wins and any other changes that could be introduced.		
	Laura will be meeting with Adam Lewis (Research and Communications Facilitator) and Anna Bradley		

	(Student Information & Support Manager) to discuss the Communications Enabler Plan in more detail.		
Actions	What?	Who by?	When?
	To hold the pre board session for the Board meeting in March around the NUSSL research.	DO	25/03/14

STRATEGY	
Item 6	Sabbatical officer Reports
Discussion	<p>The Trustee Board received reports from each Officer Trustees regarding progress within their key strategic areas.</p> <p>Representation:</p> <p>It was confirmed that the Course Rep Conference will now be an opportunities fair and it has been rescheduled for Wednesday 26th February in Carlisle and Friday 28th in Lancaster. The name of the event is U Stand Out with workshops being provided focussing on areas such as empowering women, effective presentations and leadership. Heads of departments have been asked (and are keen to) advertise the event to students, who are then asked to register for the event and chose workshops to attend, which allows us to know the number of attendees. A communications plan including targeting emails, posters, flyers and lecture visits is currently being completed.</p> <p>Union Community:</p> <p>The opportunity to bid for a grant from the Big Lottery was discussed, which is provided for environmental projects. This will be looked into further for more information and the Board updated.</p> <p>A question was raised regarding Go Green Week, and whether travel arrangements had been discussed as events are scheduled to take place at all University of Cumbria sites. The Board agreed it is a necessary evil due to Union wanting to make sure as many students receive access to the opportunities. A suggestion was made to contact local car dealerships, to consider & seek use of an electric car, both benefitting UCSU and the company from advertising.</p> <p>Refreshers overall has been a success with the democratic review referenda passing, although it was a shame to cancel two bar tours due to lack of interest. The Board were keen for the Union to consider reputational impact, and suggested that this completed for all scheduled UCSU activities.</p> <p>Student Life:</p> <p>The Board were provided with an update on the Mental Health Awareness project. The Union are working with the University on a week-long event where workshops will be held to introduce students to alternative therapies for helping with a variety of mental health issues. Kasia Litwa and Josie Carding (Environmental Project Coordinators) are also involved, helping arrange workshops on growing your own lavender, healthy cook outs, outdoor yoga etc. In addition Dave Wilson, Mental Health and Psychological Wellbeing Service Manager has kindly offered to provide a student mental health workshop for UCSU staff. The Board were happy to hear that all staff expressed an interest in attending.</p> <p>Academic:</p> <p>The Board received an update on the Union working towards creating a system to ensure minimum standards are met for personal tutors. Meetings are being held with representatives from AQD, LiSS and Retention and the associate deans are being updated further to the meetings too.</p> <p>The project of introducing Blackboard Buddies for students will be ongoing, and will be focussing on the welcome period.</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 since the previous meeting.</p> <p>The Board were updated on the SUEI audit and were advised the day was an overall success. The results are due to be confirmed on 28th March.</p> <p>Anna Bradley will shortly be going on maternity leave, and the Board will be updated on staff arrangements for this time once discussions have been held with the relevant staff members.</p> <p>The Board acknowledged the staff survey results and were happy that the results were overall extremely positive, considering the difficult times over the summer. Issues are being addressed, with some already resolved.</p> <p>Staff members have been tasked with ensuring the elections are a success, with nominations opening at 5pm today. The Board had concerns with the ongoing issue with the UCSU website registration process and would like to avoid the issue coming up at future meetings. The Board were reassured that the relevant staff members have been tasked with resolving the issue, including considering alternative solutions. The Board will be updated accordingly.</p>		
	Actions	What?	Who by?
	None		

Item 8 (a)	Finance: Management Accounts		
Discussion	<p>The accounts provided were for the period 1st August to 31st December 2013. The Union is ahead of budget by £25,000, the majority of which is underspends. There are savings in the bottom half of the accounts with savings in salary due to Tom Sinclair (Designer) finishing earlier than expected and with John Sharp, Academic Sabbatical, joining the Union a couple of months into the year.</p> <p>The reserves target was reviewed at Resources, Risk & Compliance committee. Due to reduced staff costs the reserves target has reduced and for the first time in 5 years we have achieved the target.</p> <p>Block grant discussions are underway, with the frustration again of nothing being confirmed in writing. The Board were made aware that the University at not looking at the Union to target savings.</p>		
	Actions	What?	Who by?
	None		

Item 8 (b)	Mid-year Budget Review		
Discussion	<p>The Board previously requested that a mid-year budget review be completed and this was provided. The budget has been reset to provide a more accurate picture of budgets to the year end.</p> <p>There have been a handful of minor changes to enable us to be closer to a breakeven point at 31st July rather than spending the savings which have been made.</p> <p>The Success Awards budget has been increased to ensure we continue the event at the same standard. The Board acknowledged that Daryl is in conversations with HR to look at routes of funding for the University to help support the event next year.</p>		
	Actions	What?	Who by?
	None		

	<p>In addition, money has been made available to aim for the Silver Investors in People award, should we not achieve Silver it will provide the Union will valuable feedback to work with.</p> <p>£2000 has also been made available to consider options for design work from May, our brand and professional representation is a strength and the Union are keen for this to remain. A meeting is due to take place with the Graphic Design course leader to consider the possibility of introducing a graduate scheme, for a part time designer on a fixed term contract, with the idea of recruiting a student each year. All options will be brought to RRC in May.</p>		
Actions	What?	Who by?	When?
	Add discussion of graphic design work to RRC agenda.	SJA	29/05/14

Item 9	Strategic Planning 2014-18		
Discussion	The Board approved the request to call a referenda to approve the new Strategic Plan following stakeholder consultations & feedback.		
Actions	What?	Who by?	When?
	None		

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

Item 11	Democratic Review		
Discussion	The Board were provided with an overview of the Your Ideas Panel and the reviewed Sabbatical Officer positions which were developed by the democratic review working group.		
	A question was raised on the Welfare & Support Sabbatical Officer role, and why in particular this role was to be Chair of the Trustee Board. It was advised that the feedback was to split the presidential responsibilities across the Sabbatical team, the feedback being gathered from focus groups and the working group.		
	The Board were provided the results of the referendum which passed, and were asked to approve the results.		
	The results were approved by the Board and thanks were given to the Sabbatical team for their hard work encouraging student to vote over the Refreshers period.		
Actions	What?	Who by?	When?
	None		

Item 12	Constitutional Changes		
Discussion	<p>The Board were asked to approve the changes to the constitution following discussions at the previous Board meeting and the referenda passing.</p> <p>The changes were approved by the Board, and approval will now be sought from the Charity Commission.</p>		
Actions	What?	Who by?	When?
	None		

Item 13	Reserved (CONFIDENTIAL)		
Discussion			
Actions	What?	Who by?	When?
	None		

Item 14	Resources Risk & Compliance Meeting		
Discussion	<p>The Board noted the minutes of the Resources, Risk & Compliance committee meeting.</p> <p>Income generation was the main topic of discussion, and it was agreed that at the next meeting the committee need to decide on action to take and put a process in place for discussing and developing other income streams.</p>		
Actions	What?	Who by?	When?
	None		

Item 15	Annual General Meeting		
Discussion	<p>The Board noted the minutes of the U-Decide (AGM) meeting.</p> <p>The AGM had the highest quoracy count recorded for UCSU and the Board approved the policy which was passed.</p>		
Actions	What?	Who by?	When?
	None		

Item 16	Board Review		
Discussion	<p>Meetings were held in November with the Chair and each Board member to seek feedback on the operations of the Trustee Board.</p> <p>A paper was provided with some suggestions to approve the effectiveness of the Board, and it was agreed these would be brought to the Trustee Workshop scheduled for 14th March.</p>		
Actions	What?	Who by?	When?
	None		

Item 17	NCVO Conference November 2013		
Discussion	<p>A paper was provided to the Board following Laura and Jon attending the NCVO Trustee Conference in November.</p> <p>It was agreed conferences are a good way of networking, with connections being made Trustees from other Students' Union such as Essex. During the conference it became clear that UCSU punch above their weight with a lot of suggestions/ideas already being worked on or incorporated in daily UCSU operations.</p>		
Actions	What?	Who by?	When?
	None		

Item 17	Date and time of next meeting		
Discussion	<p>The Board agreed to bring the next Board meeting forward from Thursday 27th March as the UCSU Success Awards will be held this evening which all Trustees are invited to.</p> <p>Tuesday 25th March 2014, 11:30-15:30, Lancaster, Humanities Building HB2</p>		