



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

MINUTES:

MEETING ADMINISTRATION			
<b>Item 1</b>	<b>Apologies for Absence</b>		
<b>Discussion</b>	Jonathan Hopkins		

<b>Item 2</b>	<b>Declaration of Interests</b>		
<b>Discussion</b>	John Sharp, Academic Sabbatical, asked to note his position on the University Board of Directors.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 3</b>	<b>Chair's Opening Remarks</b>		
<b>Discussion</b>	The chair welcomed everyone to the meeting following a pre board session on the NUSSL research conducted in November.		
	The chair also thanked Martin Dodd (External Trustee) for hosting the event at Uclan SU in Preston.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 4</b>	<b>Minutes of Previous Meeting</b>		
<b>Discussion</b>	The minutes were verified as a true and accurate recording of the meeting.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 5</b>	<b>Matters Arising</b>		
<b>Discussion</b>	There were no matters arising.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		ASAP

**STRATEGY**

<b>Item 6</b>	<b>Sabbatical officer Reports</b>
<b>Discussion</b>	<p>The Trustee Board received reports from each Officer Trustees regarding progress within their key strategic areas.</p> <p><b>Representation:</b></p> <p>The Representation Sabbatical Report advised the Board that the U Stand Out events happened in Carlisle Fusehill Street and Lancaster. The Board noted the reasonable footfall in Carlisle, and the lack of interest overall in Lancaster, but also acknowledged the positive feedback received from those students who did attend. All feedback gathered from participants and organisations will be used for future events.</p> <p>The Board noted that we are currently into the third and final week of campaigning and voting for the 2014 elections. Currently we have 591 unique votes, with staff planning on a final push to increase votes over the coming days.</p> <p>Concern was raised on the voter turnout, however the Board were reassured this has been highlighted to staff and that UCSU 2 U events and visits to halls etc. have been arranged for this week. Ongoing technical problems with the NUS Digital website were noted as a barrier to participation.</p> <p><b>Union Community:</b></p> <p>The Union Community Sabbatical Report confirmed the success of achieving the Green Impact Gold award, although the Board was asked to treat this information as confidential until the official awards ceremony in mid-April. It was noted that this success was a triumph in student leadership.</p> <p>The Festival of Culture was another huge success, with just over 300 people attending the event in Lancaster. It was confirmed that an idea has been submitted to the final general meeting to commit to one community event each year.</p> <p>The equality &amp; diversity policy framework is being taken to Geoffrey Etule (University of Cumbria Director of HR) and Cecilia Hart (University of Cumbria Diversity, Equality &amp; Diversion Manager) and it will be brought to the Board complete on the June meeting agenda.</p> <p><b>Student Life:</b></p> <p>The Student Life Sabbatical advised that the U in Mind – Festival of Wellbeing event planning is well underway, which is the mental health project. The event will take place over Carlisle, Lancaster &amp; Ambleside from the 28<sup>th</sup> April, with the aim to hold various workshops &amp; sessions on alternative therapies to improve mental health issues and raise awareness. Volunteers have been recruited from the health faculty, a group of students who have been previously hard to connect with, and also from the events management course.</p> <p>The Student Life Sabbatical also attended the NUS Women’s Conference, and although not successful on being elected to the women’s committee, insight &amp; information on student carers is something that has been brought back to UCSU and may tie in with the student life area of the new strategic plan.</p> <p><b>Academic:</b></p> <p>The two main points raised within the Academic area of work was the progress with student academic groups and the leadership training held on Saturday 22<sup>nd</sup> March.</p> <p>Two presentations were held on the topic of increasing student academic groups in Carlisle and Lancaster. A video of the presentation was distribution to all University of Cumbria staff via the staff global.</p>

	17 students attending the Army leadership training day in Lancaster, with students from Carlisle & Penrith attending. Good feedback was received from all that attended, and the aim is to operationalise the event to work within the employability area of the new strategic plan.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>To bring the most recent Greener Minds quarterly report to the Board.</b>	<b>MH</b>	<b>26/06/14</b>
	<b>To provide the Board with the U-Elect results.</b>	<b>MT</b>	<b>03/04/14</b>
	<b>To provide the Board with a paper with a review of the elections.</b>	<b>MT</b>	<b>26/06/14</b>

<b>Item 7</b>	<b>Chief Executive Officer Report</b>		
<b>Discussion</b>	The Board received a report from the CEO regarding Union operations since the previous meeting.		
	The SUEI audit panel meet on Friday 28 <sup>th</sup> , and as soon as confirmation is received on our accreditation the Board will be informed.		
	Rob Ward has joined UCSU as Student Group Administrator.		
<b>Actions</b>	The Board noted the CEO of UCSU being added to the University induction process, meaning new senior & middle management appointees in the University are introduced to the Union within their first couple of months.		
	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>To update the Board on SUEI accreditation.</b>	<b>DO</b>	<b>ASAP</b>
	<b>To provide the Board with a profile for new UCSU members of staff.</b>	<b>DO</b>	<b>ASAP</b>

<b>Item 8 (a)</b>	<b>Finance: Management Accounts</b>		
<b>Discussion</b>	The accounts provided were for the period August to February 2014. The Union is ahead of budget by £31,000 however the Board were asked to note the Green Fund line of the management accounts which is £31,000 under spent. This is due to the Greener Minds project taking a little time to be set up, but all the money is due to be spent in the near future. Otherwise we are on target with the budget for 2013-14.		
	There are a few variations within the management accounts, with the main concern being merchandise. This hasn't been helped with the University recruitment team giving away approximately 150 free hoodies to potential students, something we are in discussions with the University to stop from happening again. The sales & events line is behind by £2015 however we are expecting £2000 each from University accommodation & Elements nightclub in Lancaster.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	<b>None</b>		

<b>Item 8 (b)</b>	<b>RESERVED (Confidential)</b>		
<b>Discussion</b>			
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>

<b>Item 8 (c)</b>	<b>Investment Planning</b>		
<b>Discussion</b>	The Board approved the proposal to move £50,000 from the Co-Op bank into a third bank/building society account in order to reduce the risk following the Co-Op banking troubles, and to source in line with the ethical principles outlined by policy.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	To report back to RRC.	DO	29/05/14

<b>Item 9</b>	<b>Strategic Planning 2014-18</b>		
<b>Discussion</b>	It was advised that the biggest change to the proposal strategic plan statement was the adding of the word "representing" to the purpose, following discussions with NUS and Matt Tennant.		
	The Board approved the strategic plan statement, following the approval from the membership currently happening in line with the elections.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 10</b>	<b>Resources Enabler Plan</b>		
<b>Discussion</b>	The Board previously requested a report on progress on each of the enabler plans. A report was therefore provided on the resources enabler plan.		
	It was advised that there is nothing flagged as incomplete, and financial stability will continue to be a theme within the new strategic plan. Once the strategic plan is approved, the objectives will need to be identified. The Board were advised that the plan is to reduce from 4 enabler plans to 3. A communications plan, a resources plan & a governance, leadership & management plan.		
	The Board noted the report.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

<b>Item 11</b>	<b>RESERVED (Confidential)</b>		
<b>Discussion</b>			
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

	<b>GOVERNANCE</b>		
<b>Item 12</b>	<b>Board Performance Review</b>		
<b>Discussion</b>	The Board were provided with an action plan prior to the meeting, which was generated by Antony Blackshaw Consulting following the performance review workshop held in Carlisle on Friday 14 <sup>th</sup> March.		
	Many of the items are to be included in the induction process of new External & Student Trustees and other actions can be achieving in line with the implementation of the new Strategic Plan.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	To add identified items in the action plan to induction process.	SJA	ASAP

	<b>To create a summary document of the constitution.</b>	<b>MT</b>	<b>ASAP</b>
	<b>To add chair training to the induction process.</b>	<b>SJA</b>	<b>ASAP</b>
	<b>To add risk register to the cycle of business as a yearly report for Board (August suggested).</b>	<b>SJA</b>	<b>ASAP</b>
	<b>Include open Board meeting in governance &amp; leadership enabler plan.</b>	<b>DO</b>	<b>ASAP</b>
	<b>Promote diversity in the elections, target specific groups.</b>	<b>MT</b>	<b>ASAP</b>
	<b>Yearly Board workshops on specific areas, skills audit etc.</b>	<b>DO/SJA</b>	<b>ASAP</b>
	<b>Email suggestions for Sabbatical Officer reports to Matt Tennant.</b>	<b>All</b>	<b>ASAP</b>

<b>Item 13</b>	<b>Date and time of next meeting</b>
<b>Discussion</b>	<b>Thursday 26<sup>th</sup> June, 11:30-15:30, Lancaster, Alexandra Building, AXB014</b>