

**LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES**  
**Tuesday 26<sup>th</sup> September 2016 5.30pm**  
**Venue: AF10**

**Present:**

Joshua Clough (Officer Trustee)  
David Howarth (External Trustee)  
Stephanie Little (Officer Trustee)  
Kate Mackenzie (External Trustee)  
Jack Mudge (Student Trustee)  
Matt Robinson (Student Trustee)

**In Attendance:**

Matt Webber (General Manager) (Minutes)

**1. Welcome from the Chair**

**Actions**

After photos had been taken of the Trustees for the Union website, SL welcomed the Trustees to the meeting. SL asked all Trustees to introduce themselves as we had three new Trustees (DH, KM and MR).

SL also outlined Tim Leadbeater had stepped down from the Board on Tuesday 13<sup>th</sup> September due to work commitments and he wished the Board well. SL placed on record thanks to Tim for all his work to the Students' Union over his time on the Board.

**2. Apologies for Absence**

Apologies were noted from Andrew Walker and Georgia Wood. Kate Mackenzie sent apologies for a delay in getting to the meeting due to a traffic incident.

The minutes of the last meeting were approved

**3. Approval of previous Trustee Board Minutes June 2016**

The minutes of the previous meeting were approved.

**4. Matters Arising**

No matters arising

**5. Declaration of Conflict of Interests**

There were no conflict of interests.

**6. General Manager Update**

MW outlined his update to the Board advising that we had a strong Freshers' Week with strong digital engagement through the new website as well as meeting commercial targets. We had also been through a branding exercise of physical spaces which had really made clear where the physical premises of LTSU are situated.

MW also advised that the first set of elections had taken place through the website for a Student Activities Committee and that Course Rep elections were underway across the University through the LTSU website. MW advised the Board a range of organisational policies would be continuing to come to the Board over the next 12 months and would they like this to take place at a newly created HR sub-committee of the Board to avoid lengthy meetings focused on one particular area? It was agreed the Board were content to continue with current arrangements.

MW also advised the Board that he was ensuring there was Trustee Indemnity insurance in place and the Board agreed they were content with insurance of a limit up to £1,000,000.

MW also asked the Board for a steer on Trustee recruitment for the final External Trustee role on the Board. It was agreed the Board would undertake a Needs Analysis in 4-6 months' time.

**ALL**

## **7. Management Accounts**

MW outlined the accounts and noted that there would be more movement in the September accounts both in terms of income and expenditure.

DH asked for a breakdown of income and expenditure for Freshers' Week. MW advised he would include this in a future set of monthly management accounts.

**MW**

MW was also asked to bring back to the Board a breakdown of the £2000 spent on NUS Extra Cards stock.

**MW**

The Management Accounts were noted by the Board.

## **8. HR Policies**

MW outlined a range of policies for the organisation to the Board covering Data Protection, Disciplinary and Capability, Equality & Diversity and Healthy and Safety. MW advised there would be a range of further policies coming to future Boards for consideration. MW advised all policies had been through staff consultation and had been adopted from joint NUS and DWF (employment legal firm) best practice. KM asked if these policies applied to volunteers as well as staff. MW advised not as yet but that in the Annual Plan providing short term strategy for the organisation that a volunteering policy was one of the measures set.

KM asked about an officer code of conduct. It was agreed that the Board would like to consider such a policy. MW was asked to provide copies of example policies from other Unions.

**MW**

The policies were approved with the Board asking for an annual review of these policies.

## **9. Bye Law 3 Code of Conduct**

MW advised the Board that a separate disciplinary process for students had been put in place about 12 months ago and that like most policies you can only truly reflect on what works and does not work in a policy when it is enacted. From this the sabbatical officers and staff team had reviewed the policy and drafted a revised Bye-Law 3 Code of Conduct for Board consideration. KM asked for one change to be made on point 2 to replace 'eg' with 'including but not limited to.'

This policy was approved and will now go to the Student Council.

## **10. Any Other Business**

There was no further business.

**Trustee Board & Strategy Days 15/16<sup>th</sup> October Weetwood Hall**