

**LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES**  
**Tuesday 28<sup>th</sup> June 2016**  
**Venue: AS1**

**Present:**

Joshua Clough (Officer Trustee)  
Benjamin Haithwaite (Student Trustee)  
Tim Leadbeater (External Trustee)  
Jack Mudge. (Student Trustee)  
Stephanie Little (Officer Trustee)  
Andrew Walker (External Trustee)

**In Attendance:**

Matthew Webber (General Manager) (Minutes)  
Kerry Heath (Student Development Coordinator Sports) (Part)  
Olivia Sharp (Student Development Coordinator Representation and Societies) (Part)

**1. Apologies for Absence**

**Actions**

Apologies were noted from Georgia Wood

**2. Approval of previous Trustee Board Minutes May 2016**

The minutes of the last meeting were approved

**3. Matters Arising**

No matters arising

**4. Declaration of Conflict of Interests**

There were no conflict of interests.

**5. General Manager Update**

MW outlined his report on activity which was noted by the Board.

**6. Management Accounts**

MW outlined the accounts and noted that an underpaid VAT bill had impacted on the forecast for the Union for the end of year. BH raised concerns about overspend in Welfare which MW identified as being due to approved personal development training and further funding from the affiliation fee no longer being paid to Unipol. The Management Accounts were noted by the Board.

**7. Bye Law 5 Clubs and Societies**

KH and OS joined the meeting to present item 7 and 8. KH and OS outlined Bye-Law 5. The bye-law was amended to include that any disciplinary matter would include the phrase 'where it is alleged.' MW was asked to share the Bye-Law with a colleague at NUS. BH also queried how a student might appeal a decision and it was advised that this is outlined in the disciplinary procedures in current bye-laws. There was also

**MW**

discussion around whether groups could restrict membership based of protected characteristics. MW and AW both advised that as this was the law this should be made clear within the Bye-Law. JC felt it was important information was included in society and sport club volunteer handbooks explaining this bye-law. It was also agreed that any terminology within the Bye-Law would be explained in volunteer handbooks. The Bye-Law was approved.

TL left the meeting.

### **8. Bye Law 6 Student Media**

OS outlined the Bye-Law to support student led student media OS advised this was about how student media operates balancing student independence and the risks associated with operating a student media platform within the Union. This was approved.

KH and OS left the meeting.

### **9. Budget 2016/17**

MW outlined the revised proposed budget for 2016/17 taking into account the university stating it would not be willing to continue providing the £8000 it had previously earmarked for a mailroom service which ceased to be operated by LTSU. The revised budget was approved.

### **10. Performance Plan and Behaviour Framework**

MW outlined the performance plan template for all LTSU staff and the Behavioural Framework framework that would go alongside. MW outlined staff had been involved in the creation of the themes for the Behaviour Competency Framework at a Union development day. TL worried staff may feel like they have to give 120% with the top competency. The Board approved the Performance Plan and agreed to provide any further feedback on the Behaviour Framework by the 12<sup>th</sup> June to SL and MW. SL and MW would then look at the feedback and resend out the framework in due course.

### **11. HR & Organisation Policies**

AW advised he would need to leave shortly which would therefore make the meeting inquorate. MW gave a brief summary of the papers included and said that if the Board were content he would share these with the staff team for consultation. The Board were happy to approve all papers that the staff team had no feedback on to papers due to the need to get certain policies approved promptly.

### **12. Any Other Business**

SL informed the Trustees that this was BH's last meeting and thanked him on behalf of the Board.

SL also asked the Trustees for approval to take a 3-week annual leave period in August. This was approved.

**Next Meeting; Tuesday 28<sup>th</sup> September 4pm**