

**LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES**  
**Tuesday 10<sup>th</sup> May 2016 4pm**  
**Venue: AF35**

**Present:**

Joshua Clough (Officer Trustee)  
Benjamin Haithwaite (Student Trustee)  
Tim Leadbeater (External Trustee)  
Stephanie Little (Officer Trustee)  
Andrew Walker (External Trustee)  
Georgia Wood (Student Trustee)

**In Attendance:**

Matthew Webber (General Manager) (Minutes)

**1. Apologies for Absence**

**Actions**

Apologies were noted from Jack Mudge.

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

The minutes of the last meeting were approved with one amendment to note the meeting was inquorate when AW left the meeting.

**3. Matters Arising**

Union Credit Card

SL outlined that since the last Board the Credit Card had been approved pending final paperwork from HSBC.

**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. The Board approved all career staff receiving a complimentary NUS Card on an annual basis and the provision of coffee and tea making facilities.

**6. Management Accounts**

The Management Accounts were noted by the Board.

**7. Budget 2016/17 (Reserved agenda item)**

This item was reserved business.

**8. Annual Plan**

MW outlined the Annual Plan which had been previously circulated. It was noted that there were additions to include the Graduate Scheme, student forums, student voice on tour and some benchmarks around the Change for

Change project. BH asked that we call students 'students' and not members throughout the plan as they would relate more to this term. GW asked how the benchmarks had been set. MW said it was based in part on our NSS score and that without an established baseline we had to start somewhere. The Annual Plan was approved with amendments to be made by MW.

**MW**

#### **9. Reserves Policy**

The Reserves Policy was presented and approved.

#### **10. Any Other Business**

##### Trustee Recruitment

SL outlined that she would be meeting with a student who had applied to be a trustee and that external trustee recruitment timescale would be extended.

**SL**

**Next Meeting: Tuesday 28<sup>th</sup> June 4pm**