

Lancaster University Students' Union Trustee Board
Summary of the meeting held 19 January 2018

Ex Officio Members Present:

Joshua Woolf | Officer Trustee | Chair
Qasim Younis | Officer Trustee
Sofia Akel | Officer Trustee
Hannah Laycock | Officer Trustee
Laura Wilkinson | Officer Trustee
Ben Francis | Officer Trustee

Members Present:

Graeme Osborn | External Trustee
Warren Nettleford | External Trustee
Jo Shephard | External Trustee
Laura Davies | External Trustee
Tim Roca | External Trustee
Josh Wardrop | Student Trustee
Laura Patterson | Student Trustee
Joel Edwards | Student Trustee

In Attendance:

Claire Geddes | Chief Executive
Jane Morgan Jones | Financial Controller / Secretary to the Board | Minutes
Misbah Haque | Head of Marketing & Organisational Development
Martin Ennis | Engagement Manager | item [B6]
Chris Cottam | Education & Support Manager | item [D1]

Observers:

Mark Alexander | Incoming External Trustee
Jane Riley | Incoming External Trustee

Meeting commenced with introductions.

[A] GENERATIVE THINKING – STRATEGIC DISCUSSION ITEMS | presentation on the results / findings of the strategy research.

TB.18.01 DECLARATION OF INTERESTS | Three declarations of interests regarding Paper B5 were noted.

TB.18.02 APOLOGIES | There were no apologies.

TB.18.03 MINUTES OF PREVIOUS MEETING | minutes of 13 October 2017 taken as accurate record.

TB.18.04 MATTERS ARISING | Actions identified at previous meeting noted.

TB.18.05 TRUSTEE BOARD MEMBERSHIP DETAIL | paper noted.

TB.18.06 DECISIONS APPROVED ELECTRONICALLY SINCE PREVIOUS MEETING | None.

[B] MATTERS FOR DISCUSSION REQUIRING FORMAL APPROVAL/ CONSENT

TB.18.07 APPOINTMENT OF NEW EXTERNAL TRUSTEES (B1) | **Approval** of Mark Alexander's appointment, from 20 January 2018 for 4-year term and Jane Riley for 4-year term effective from 7 April 2018.

TB.18.08 CODE OF PRACTICE (B2) | Pre-circulated document approved and code to be submitted to University Council | **Required action noted**

TB.18.09 CLOSURE OF 'OLD' LUSU (CHARITY NO. 1138622) (B3) | Resolutions **approved** | 'Old' charity to be dissolved with immediate effect as no longer required | Financial Controller to prepare all required notices and notify relevant third parties

TB.18.10 RISK REGISTERS (B4) | verbal update regarding VAT (claim and fund-raising events) | level of risk increase re GDPR | the adequacy and effectiveness of the Union's Risk Management process was **approved**.

TB.18.11 USE OF POTENTIAL OVER PERFORMANCE – WISH LIST / PRIORITY PROJECTS (B5)

Reinvestment back into Commercial Services | points raised: cost of condition survey of Sugar House, University undertaking this, timing over the summer | business analyst for Housing [estimated cost circa £6k] | **Approved**

Additional spending to support Charitable activities | points raised: length of fixed term contract of AIG Adviser, when best to recruit, cost going into next financial year and not making assumptions on strategy outcome, student groups finances and current banking position of clubs/societies: addressing funding going forward, designate funding.

Trustees **Agreed** that the Executive / SMT should prioritise expenditure | a projections first draft was required | proceed with VAT review.

TB.18.12 GRAD BALL 2018 (B6) | significant discussion re ticket price and cost appetite now v 15 years ago | comparison to other events: too expensive to students | consideration of payment plans | attendees: graduates v open to all | students to help out as resource: already happens | economies of scale and impact on Acts | risk of going with one high cost act | performance on the night v cost of a big name | location cost v

what makes it special | expectation of the University: out dated event and not a reputational risk for them | strong emphasis placed on staffing resource issue | Key points: Is there to be a Grad Ball 2018?: agreed – Yes | would this be the final one?: review once the 2018 Ball taken place | subsidise 2018 Grad Ball (£20k) to include cover for staffing resource (VMS): **Approved** with 10 votes For and 4 Abstentions.

TB.18.13 EXECUTIVE COMMITTEE MEETING MINUTES (B7) | noted that only 2 out of 6 meetings quorate | times of meetings to change | minutes of 13 September, 11 and 26 October 2017 approved | Minutes of 6 and 20 November, and 4 December for information only as not yet approved | **Action required**.

TB.18.14 FINANCE & RISK SUB- COMMITTEE MEETING MINUTES (B8) | minutes of 21 September approved.

TB.18.15 GOVERNANCE SUB- COMMITTEE MEETING MINUTES (B9) | minutes approved.

TB.18.16 HEALTH & SAFETY BUSINESS CONTINUITY MINUTES (B10) | minutes for information only as not a sub-committee.

TB.18.17 STRATEGIC PLAN STEERING GROUP MINUTES (B11) | minutes approved. Observations noted.

(C) MATTERS FOR DISCUSSION

TB.18.18 CHAIR'S REPORT (C1) | points raised: Officer Review work ongoing, No need for Referendum or AGM approval [governing documents to be checked], consistency with new strategic plan | **Action required for next meeting** | updates given on campaigns | Waring & Gillows appeal | University Court | **Action required**

TB.18.19 CHIEF EXECUTIVE'S REPORT (C2) | revision of MOU rejected | UCU industrial action | new proposals re NUS Extra card | additional research to be undertaken by NCVO | commissioned benchmarking work against other Unions ongoing | disaffiliation of student groups | sports review work ongoing and impact on finances to be considered.

Two external trustees left the meeting and Warren Nettleford was thanked for his input over the years and would be missed. He, in turn, offered his thanks and stated he was always willing to help.

TB.18.20 MANAGEMENT ACCOUNTS (C3) | October and November accounts noted with explanation of question raised re Central Stores.

TB.18.21 DISCUSSION POINTS FROM STUDENT TRUSTEES (C4) | None

(D) MATTERS FOR INFORMATION (NOT REQUIRING DISCUSSION)

TB.17.21 UPDATE ON GDPR (D1) | included information audits | high level of uncertainty remained | student groups and JCRs' members data risk areas | high penalties for breaches | Union to ensure due diligence could be demonstrated with training to mitigate risk | clarity from the University | **Action required**

TB.18.22 TRUSTEE BOARD MINUTES – EXECUTIVE SUMMARY (D2) | **approved** for publishing.

TB.18.23 UPDATE ON BOARD REVIEW (D3) | review to be undertaken by NCVO | SMT to contribute | facilitated Board session at next Board meeting to include information on the new Charity Governance Code.

TB.18.24 INCORPORATED UNION DORMANT ACCOUNTS (D4) | Directors of the Company had approved the dormant accounts.

TB.18.25 COMMERCIAL MEETING MINUTES (D5) | following minutes noted: Retail Group [28 September, 12 and 26 October, 23 November and 7 December] | Sugar House Group [5 September, 31 October, 14 and 28 November and 12 December] | LUSU Living [21 September, 19 October, 22 November and 14 December] | Marketing [31 August, 28 September, 19 October and 21 November].

(E) ADDITIONAL AND FUTURE BUSINESS

TB.18.26 FORWARD SCHEDULE OF BUSINESS (E1) | Noted.

TB.18.27 DATE AND TIME OF NEXT MEETING (E2) | 11:00am on Friday 6 April with Board Review at 10:00am.

TB.18.28 ANY OTHER BUSINESS (E3) | Wi-Fi user name/password for Trustees | Board packs | **Actions identified**