

**Lancaster University Students' Union Trustee Board**

Executive Summary of the meeting held **Friday 6 April 2018**

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**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  
Mark Alexander, 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  
Chris Cottam, Education & Support Manager [B4]

**Observers:**

Incoming External Trustee: Jane Riley

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**[A] GENERATIVE THINKING – STRATEGIC DISCUSSION ITEMS**

**Strategic priorities & plan** | update provided by the Chief Executive on project and other strategy streams. The staff member pertinent to the thematic groups provided updates also. Questions were taken after each presentation.

Next steps included: NCVO workshop on 25 April | 'strawman' proposal for the strategy and second NCVO workshop early June [tbc] (to involve new incoming officers and Trustees). The Trustees acknowledged the amount of hard work and quality of the reports.

**TB.18.29 DECLARATION OF INTERESTS** | No declarations of interest recorded.

**TB.18.30 APOLOGIES** | No apologies.

**TB.18.31 MINUTES OF PREVIOUS MEETING** | Minutes of 19 January 2018 taken as an accurate record

**TB.18.32 MATTERS ARISING** | Actions identified at previous meeting noted.

**TB.18.33 TRUSTEE BOARD MEMBERSHIP DETAIL** | paper noted.

**TB.18.34 DECISIONS APPROVED ELECTRONICALLY SINCE PREVIOUS MEETING** | 2017/18 projected out-turn and AIG grade 5 fixed term post.

**[B] MATTERS FOR DISCUSSION REQUIRING FORMAL APPROVAL / CONSENT**

**TB.18.35 DRAFT BUDGET 2018-19 AND FORECASTS 2019-21** | Key discussion / questions included: Sugarhouse; strategy v budget / forecasts currently assume ongoing operations. Further discussion and alignment of agreed strategy with the forecasts | further work re Capex requirements | capacity issue and fire escape routes. **Action required.** Sport funding: would require Board decision for the Students' Union to cease this activity [sensitive area with implications on staffing]. **Action required.** Payroll / own contracts currently on hold as exercise required re consequences. **Action required.** University successful and increasing numbers but block grant funding reduced and budgeted to be flat. Benchmarking exercise against other Unions / Institutions undertaken but comparison difficult. Next steps identified.

**TB.18.36 RISK REGISTERS – LIGHT TOUCH REVIE** | Board approved adequacy and effectiveness of the risk management process.

**TB.1837 ANNUAL HEALTH & SAFETY REPORT** | presentation by Chief Executive. Clarification sought from trustees and agreement to move preparation of report to the financial year [1 August to 31 July]. Paper approved. [Laura Patterson] left the meeting.

**TB.1838 GDPR** | presented by Education & Support Unit Manager. Points raised included: University progress improved and conversations positive | agreement on interim option [1 July for 'explicit' consents | it was evident that due diligence and reasonable care had been taken in the GDPR exercise | no further expenditure on legal / professional costs | response of Union to issues was important | clubs and societies difficult to regulate but training and guidance being provided | although not necessary for the Union to have an appointed Data Protection Officer the recommendation that the Education & Support Unit manager retain the role was **approved.**

**TB.18.39 VAT SERVICES** | Board agreed to continue with services of CCW whilst changes / recommendations were worked through | tendering process for year end 31 July 2020.

**TB.18.40 OFFICER REVIEW PROPOSAL** | update provided on recommendations from NUS summarising that 5 different role with different remits and staff support be looked at [President, Education, Welfare, Opportunities and Sport] | work ongoing | question re referendum | noted that the Union had a political mandate from members | support from some trustees to go to referendum | agreed it was a political discussion to be held at an Executive Committee meeting. Other points/questions included rationale for reduction to 5, rather than 4 | impact of sport review and FTO role. **Action required for June Board meeting**

**TB.18.41 EXECUTIVE COMMITTEE MEETING MINUTES** | minutes of 6 and 20 November and 4 December 2017 approved electronically | minutes of 5 and 15 February and 1 March 2018 approved.

**TB.18.42 FINANCE & RISK SUB-COMMITTEE MEETING MINUTES** | minutes of 7 December 17 and 8 February 18 not yet approved. To be submitted to meeting in June for approval.

**TB.18.43 GOVERNANCE SUB-COMMITTEE MEETING MINUTES** | minutes of 27 October not yet approved.

**TB.18.44 HEALTH & SAFETY BUSINESS CONTINUITY MINUTES** | for information only as not a sub-committee.

**TB.18.45 STRATEGIC PLAN STEERING GROUP MINUTES** | minutes of 15 December 17 approved | minutes of 22 February 18 noted as not yet approved by a subsequent Steering Group meeting.

#### **(C) MATTERS FOR DISCUSSION**

**TB.18.46 CHAIR'S REPORT** | update provided on University Court. Questions re national conference to be raised outside of meeting.

**TB.18.47 CHIEF EXECUTIVE'S REPORT** | additional updates included matters re the Sugar House and the trustee report to the AGM | consistency and accuracy of acronyms on the external speakers request record. **Action identified**

**TB.18.48 MANAGEMENT ACCOUNTS** | management accounts for January and February 2018 noted. **Actions identified**

**TB.18.49 CLUBS & SOCIETIES ARRANGEMENTS** | requested that questions be forwarded to Joe Bourne or Claire Geddes due to time constraints.

**TB.18.50 DISCUSSION POINTS FROM STUDENT TRUSTEES** | poor turnout at AGM [30] | more drive required | improved marketing and communication method reviewed | discussion taken place with Provost for Student Experience, Colleges and the Library | to be discussed at Executive committee | timing for revised meeting to be confirmed. Public resignation of one member of Scrutiny panel due to lack of meetings | review / improvement of panel taking place | planning / calendar date in advance being looked at.

#### **(D) MATTERS FOR INFORMATION (NOT REQUIRING DISCUSSION)**

**TB.18.51 TRUSTEE BOARD MINUTES – EXECUTIVE SUMMARY** | no points raised to the summarised minutes of 19 January 18 | agreed minutes could be published. Other points raised included that the format still looked too corporate | highlighted that the action was for a summary set of minutes to be published for transparency / communication purposes | **Action identified**

**TB.18.52 COMMERCIAL MEETING MINUTES** | following minutes noted: Retail Group [15 February]. No minutes taken for informal meeting of 18 January and minutes of 16 March not yet available | Sugar House Group [9 and 30 January, 20 February and 6 March]. There were no minutes for the 23 January | Living [14 December 17, 25 January and 22 February]. Minutes for 22 March were not yet available | Marketing [21 November 17, 18 January, 22 February and 7 March].

#### **(E) ADDITIONAL AND FUTURE BUSINESS**

**TB.18.53 FORWARD SCHEDULE OF BUSINESS** | noted. University meetings timetable now available, dates for Trustee Board meetings going forward could be scheduled | Grad Ball update at June meeting. **Actions identified**

**TB.18.54 DATE AND TIME OF NEXT MEETING** | Friday 22 June at 11:00am | apologies from two External Trustees | two different locations to be booked if possible | Two external trustees left the meeting due to it running over time.

**TB.18.55 ANY OTHER BUSINESS** | Tim Roca's [external trustee] last meeting and the Chair on behalf of the Board thanked him for his expertise, commitment to the Union and valuable input over the years. Tim had been a member on the Board for two terms, had previously been a student member of Lancaster University and a former Students' Union President.