

Lancaster University Students' Union Trustee Board
Executive Summary of the meeting held on **Friday 22 June 2018**

Ex Officio Members Present	Joshua Woolf	Officer Trustee (Chair)
	Qasim Younis	Officer Trustee
	Ben Francis	Officer Trustee
	Laura Wilkinson	Officer Trustee
	Hannah Laycock	Officer Trustee
	Sofia Akel	Officer Trustee
Members Present	Mark Alexander	External Trustee
	Laura Davies	External Trustee
	Jo Shephard	External Trustee
	Josh Wardrop	Student Trustee
	Joel Edwards	Student Trustee
In Attendance:	Claire Geddes	Chief Executive
	Misbah Ashraf	Head of Marketing & Organisational Development and Acting Secretary
Observers:	Rhiannon Llystyn Jones	Officer Trustee Elect
	Matty Robinson	Officer Trustee Elect
	Islay Grant	Officer Trustee Elect
	Ian Meeks	Officer Trustee Elect
	Emily Delaney	Officer Trustee Elect
	Toby Wilkinson	Officer Trustee Elect
Apologies:	Graeme Osborn	External Trustee
	Jane Morgan Jones	Financial Controller
	Jane Riley	External Trustee
	Laura Patterson	Student Trustee

[A] Strategic Discussion Item on the Strategic Plan | Results to be brought forward.

Start of the meeting | introductions | no declarations of interest | apologies | minutes of previous meeting held 6 April 2018 approved | register of attendance approved with no changes | no decisions approved electronically from last meeting.

Matters arising from minutes of 6 April 18

TB.18.32 (Ref 18.13 re Exec minutes) | **carried forward to next term**

TB 18.35 (Budget) | Payroll/own contracts (cost/benefits) | **to be included in Forward Schedule of Business for next meeting**

TB 18.47 (Chief Exec Report) | consistency / accuracy of acronyms on external speakers request updated. Board agreed to quarterly update being forwarded to University of approved external speakers.

TB 18.48 (Mgt accounts) | **paper to be submitted to Finance & Risk Sub-Committee re cash-flow forecasts.**

TB 18.49 (Clubs / Socs) | no questions received.

TB.18.51 (TB Minutes Exec Summary) | **to be further discussed by FTO team**

TB18.53 (Forward Schedule of Business) | dates going forward completed.

[B1] Budget 2018-19 and Forecasts 2019-2021 | budgets and forecasts presented were based on latest discussion with the University and UPRG. **Budget approved by the Board** and note of thanks passed to Jane Riley and Jane Morgan Jones for their hard work.

[B2] Risk Registers | charity risks required reassessment due to strategic plan. **Risk Registers approved by the Board.**

[B3] Financial Regulations | implementation in new financial year | work to make 'live' and 'understood' by the staff team.

[B4] Chief Executive Objectives 2018-2019 | Approved. Trustees noted the objectives set.

[B5] Officer Review Proposal | NUS recommendations were to decrease to five officer roles. Comments made noted. The Board was happy with the recommendations. **Action around PG research**

[B6] Grad Ball | following a vote it was agreed to discontinue Grad Ball although it was believed other options should be considered. **Action | Incoming FTO team to discuss options [what students want] with operational staff**

[B7] Sugarhouse Strategy Task Group

Action | Task group [chaired by Mark Alexander, external trustee] to submit report on progress to 18 January 2019

[B8] Minutes to approve | all minutes approved by all trustees and no concerns raised.

[C1] Chairs Report | Mental Health: University pushing back on training for staff which had been a struggle | paper to UMAG but proposer unable to speak on the paper | open letter to be sent to all University management committee with list of recommendations.

Outgoing full-time officers gave overview of their year in office.

[C2] Chief Executives Report | met with Alterline [research] and Union to join Student Pulse [three year] project with quarterly reports to the Board | good set of diverse candidates for student trustee vacancies | race equality training for managers to move forward.

[C3] Management Accounts | expenditure for Sugar House with increase showing in repairs budget in July. All members of the Board agreed the work was necessary.

[C4] Trustee Response to Board Review | review of Governance undertaken as part of charity best practice and recommendations made. **Action: social activities to be considered around meeting dates**

[C5] Discussion points from student trustees | no points raised | Josh Wardrop thanked for his contribution and efforts to the Union during his trusteeship. He left then left the meeting.

[D1] Trustee Board Minutes Executive Summary | **Action: Review of Executive and Trustee Board meetings to make them more accessible to members**

[D2] Compliance GDPR Assurance | no concerns raised | two subject interest requests received to date | all trustees to use Lancaster University email address.

[D3] Commercial Meeting Minutes | no comments and all approved by the Board.

[E1] Additional and forward schedule of business | roles of a board meeting noted | potential topics for generative thinking away day | transparency and opening conversations to the membership | bringing insight into the Trustee Board. **Action: Mechanisms to encourage membership to suggest topics for discussion by the Trustee Board to be investigated**

[E2] Date and time of next meeting | noted.

[E3] Any Other Business | new bank mandate and change of people approved | mandate signed off by the SU President as Chair of the Trustee Board | Joel Edwards thanked for his contribution throughout the year.