

## Lancaster University Students' Union Trustee Board

### Executive Summary of the meeting held 12 October 2018

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<b>Members Present:</b>	Rhiannon Llystyn Jones   Officer Trustee and Chair Matty Robinson   Officer Trustee Islay Grant   Officer Trustee Ian Meeks   Officer Trustee Emily Delaney   Officer Trustee Toby Wilkinson   Officer Trustee Graeme Osborn   External Trustee Jane Riley   External Trustee Kathy New   Student Trustee Laura Patterson   Student Trustee
<b>In Attendance:</b>	Claire Geddes   Chief Executive Jane Morgan Jones   Financial Controller / Secretary to the Board (Minutes) Misbah Ashraf   Head of Marketing & Organisational Development Bob Hart   Communications Manager [B2]
<b>Apologies:</b>	Laura Davies   External Trustee Mark Alexander   External Trustee Jo Shephard   External Trustee Abiola Adelabu   Student Trustee

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

**Plan, Values and Implementation Plans** | approval received.

**Declaration of Interests** | None declared.

**Apologies** | noted.

**Minutes of previous meeting** | Minutes of 22 June 2018 taken as an accurate record.

**Matters arising** | Actions from previous meetings and from this meeting identified and noted.

**Trustee Board Membership Details** | noted that Laura Patterson was eligible for three meetings, not four with Actions identified to check details and amend.

**Decisions approved electronically since previous meeting** | Trustees agreed to adopt proposed line regarding representation to Lancaster City Council Planning Committee against a third student accommodation development.

**B1. Annual report and financial statements** | noted that late changes to the report and statements for year ending 31 July 2018 included a USS pensions disclosure note and disclosure amendments from the auditors | the statutory accounts for the trading companies showed how these were tied into the management accounts | Board meetings for LUSU Housing Limited and LUSU Services Company had been held, the accounts had been approved and signed by the Directors and these were presented to the meeting | the Partner and Manager of KPMG had been unable to attend the Board meeting their audit clearance report had been received by email | both representatives had been present at the final audit clearance meeting held on 21 September 2018 | the auditors had been asked that the Trustee Board could rely on the accuracy of the monthly management information presented to them and the Auditors confirmed that while they do not audit the monthly management accounts they were not aware of any reason why those accounts could not be relied upon by the Board to present an accurate financial position of the Union | a key point discussed related to fund-raising events with the Trustee Board approving the approach taken | explanation was given that as the provision resulted in net liabilities within LUSU Services Company Limited no Deed of Covenant would be paid this year.

The Chair then proposed a formal motion that the Trustees approve the Annual Report and Financial Statements for Lancaster University Students' Union for the year ended 31 July 2018. The Trustees / Company members resolved to approve the Annual Report and Financial Statements for Lancaster University Students' Union for the year ended 31 July 2018. The Accounts were then signed by the relevant Trustees. **Actions re next steps** were taken on board.

**B2. Communications Strategy Presentation** | key points included Research & Insight: Student Pulse | Priority is Digital | consideration of the 'message' and the medium rather than repeating previous communications with tweaks. The Board approved the principles of the Communications Strategy Plan.

**B3. Commercial Operating Plans** | operating plans noted and brief overview given on specific areas of responsibility. Marketing, Retail and Housing operation plans were approved. **Action re Sugar House plan noted. Action to review unnecessary submissions to Board identified.**

Key point raised was around Totum, an app under development by One Voice [digital agency] | initial 'product' basic due to phased implementation | feedback had not been positive | there would be a financial 'hole' and sustainability issues if the app could not be made successful | no problem with GDPR | the position would be reviewed at Easter 2019.

#### **B4. Risk Policy and Risk Registers**

Risk Policy | approved by Board. **Action identified re 5x5 risk grid and rolling this across all risk registers.**

Strategic Risk Register | The risks were reviewed. **Actions identified re strategic ownership of a risk sitting with a Trustee rather than management | more clarity on the meaning of 'oversight' | new risk on international partnerships [ie associate members] | monitoring of registers | register to be amended and digital approval sought.**

Operational Risk Registers | Charity, Retail, Marketing, Housing registers approved. **Action | Sugar House risk register to be submitted for digital approval.**

**B5. Minutes to approve** | Minutes for Executive Committee | Finance & Risk Sub Committee | Governance Sub-Committee | Health & Safety and Well Being were approved.

#### **[C] MATTERS FOR DISCUSSION**

**C1. Chair's report | Action identified around Cooking campaign [VP Campaigns & Communications]**

**C2. Chief Executive's report** | Safeguarding changes within Charities [does not apply to University as have different Regulator | new policy being prepared to go to BWB for review | approval of policy required by Board | oversight of work to reside with Governance Sub-Committee | that there should be a named Trustee with responsibility of the Union's arrangements for safeguarding/whistleblowing concerns | that this should be an external trustee as continuity needed | a staff member already had responsibility. **Actions identified re external trustee with responsibility for safeguarding/whistleblowing concerns and relevant staff training.**

**Union's Freedom of Speech Policy** [currently under review] | Trustees agreed to the revised policy being submitted to the Executive Committee for a approval.

**C3. Update on Officer Review** | proposal submitted to meeting to reduce number of full-time officers to 5 with amended roles / remits. Points discussed included consultation with students ongoing | referendum planned for week 8 of term 1 | eligibility to vote for the PG Officer position | consider how roles of Welfare and PG Officers would work together | whether role of Activities Officers was manageable. **Actions identified.**

**C4. Summer Bash Proposal** | key points included that this was an alternative year end event to Grad Ball | the need to commence dialogue with students | information gathering [options and costs] | management of expectation/perception of students | discussion on the level of involvement of students | the potential of 'underwriting' any potential loss | question around staff resources | finding the value for money option | the fact the timeframe was tight.

Board agreed that officers should move ahead with consultation (to include students willingness to help) but be wary of spending too much time and effort in light of other priorities.

**C5. Discussion points from Student Trustees** | None raised.

#### **[D] MATTERS FOR INFORMATION (NOT DISCUSSION)**

**D1. Trustee Board Minutes Executive Summary** | summarised minutes for 22 June 2018 were noted.

**D2. Charity Commission Extended Safeguarding Duty** | papers noted.

**D3. Future Facilities Group Minutes** | minutes of 10 September 2018 noted.

**D4. Commercial Groups Minutes** | minutes noted with no issues raised.

#### **[E] ADDITIONAL AND FUTURE BUSINESS**

**E1. Forward Schedule of Business** | forwards schedule noted.

**E2. Date and time of next meeting** | Board meeting on 17 January 2019 from 9:30am to 12:30pm | Generative thinking session to commence at 3:00pm and continued to 3:00pm on 18 January.

**E3. ANY OTHER BUSINESS** | Head of Marketing & Organisational Development, with the new communications strategy could blog in meetings if not commercial in confidence | Laura Patterson's [Student Trustee] was thanked by the Secretary and Chair, on behalf of the Board, for her involvement and commitment to the Union during her term of office. She was wished good luck and best wishes for the future.