

**Durham Students' Union
Board of Trustees**

Minutes of meeting at 13:00, 31 July 2017

Present

Anthony Baker	Co-opted Trustee (Chair)	AB
Beth Watling	Co-opted Trustee	BW
Oliver Colling	Co-opted Trustee	OC
Martin Parker	Co-opted Trustee	MP
Megan Croll	President	MC
Laura Tidd	UG Academic Officer	LT
Sabrina Seel	PG Academic Officer	SS
David Evans	Student Trustee	DE
Joshua Barker	Student Trustee	JB
Charles Walker	Opportunities Officer	CW
Rosa Tallack	Welfare & Liberation Officer	RT
James Creer	Student Trustee	JC
Ted Lavis-Coward	Student Trustee	TLC

In Attendance

Gary Hughes	Chief Executive	GH
Laura Wilkinson	Executive Assistant	LW
Jemma Graham	Student Group Coordinator (Item C only)	JG
Graham Atkinson	HR Consultant (left after Item D)	GA
Martin Horrocks	Finance Manager (Item E only)	MH

Apologies

Louise Shillinglaw	Co-opted Trustee	LS
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Conflict of Interest/AOB

None

Welcome

AB welcomed members and encouraged new trustees to participate in the meeting and to ask questions if there was anything at all they did not understand.

Previous Minutes & Matters Arising

The minutes of the last meeting were approved. GH drew Trustees attention to the minute regarding the Islamic Society concern, which was the root of the letter of regulatory concern received from the Charity Commission in July. All trustees confirmed that it was an accurate record.

Further Action:

- GH to circulate our response to the Charity Commission to new trustees

Meet a Member of Staff (Item C)

Jemma Graham attended the meeting to give the board a brief overview of her role as Student Group Coordinator. JG informed members that this year a Quality Societies Scheme had been created which would help to recognise student group successes, and that volunteer groups would be trialling the scheme next term. JG stated that the scheme would be a great way to encourage societies to achieve things throughout the year; they would receive badges that can be displayed on

the website and fresher's tables. JG also informed the board that student groups would be holding Give it a Go sessions in October, 20 groups had signed up so far. Starting in the new Academic Year, the website would be made more student group focused, and would be promoting their events, and feature more articles on student groups. AB asked what a typical day would be in her job role. JG advised that there is no typical day, but that re-registration closes today for groups, so a lot of her time over the next few weeks would be taken up by that, and preparing for fresher's week.

AB thanked JG for her time, and JG left the meeting.

Report from Chief Executive (Item D)

GH presented his report, talking members through the timeline for the strategy implementation.

GH stated that regarding the Charity Commission investigation with Durham Islamic Society, he had received no response yet, but expects that they would want to come in and see how we work. He committed to letting members know as soon as we receive a response.

RT advised the Board that Welfare, Equality and Diversity Committee of Assembly had considered Prevent. GH explained that WEDComm was a forum for discussion on student political positions.

GH updated members that we have a new solicitor, Bond Dickenson, and thanked MP for his help during the tender process. GH stated that there was no extra cost compared to our last solicitor. MP advised that we are not committed to a contract, or spending a set amount, and stated that Emma Moody from Bond Dickenson who presented to the panel, was very impressive and the panel felt we can expect a high standard from them.

GH advised that there would be an update at the next meeting on NSS results.

Further Actions:

- GH to circulate strategy paper
- LW to circulate University Prevent Policy

Finance Report (Item E)

MH introduced himself to new members of the board and presented the Finance Report, asking members if they had any questions. MH advised that since the papers were circulated, June's accounts have been completed and look fine. JB asked why we are doing better than expected, and MH advised that it is mostly due to underspend but also good bar sales have contributed. GH stated that it was also partly to do with getting VAT back, and a rebate on NUS affiliation fees. MP asked what our current cash position was with the bank and MH advised that it is currently being held in 2 accounts within the same bank. OC advised that we would be looking at splitting up the money more before the end of the year, as described in the plan to mitigate risks discussed at Audit and Risk Committee. DE asked if commercial revenue is still growing and MH advised that we had opened for the Miner's Gala this year which had brought in over 2k, and that other ideas are being considered by the commercial team. AB thanked MH for his update and MH left the room.

Risk Register

GH explained the appendices before talking through his risk report. He asked for Board members' views on the 11 priorities. JB asked where have the priorities had come from and GH stated that they respond to the UAS report and the way we should be dealing with risk. BW stated that the new proposed structure feels like a cleaner way as it is not too wordy, and it feeds straight in to the strategy. SS asked priority wise, how do we know which to work on. GH advised that Audit & Risk

Committee would be looking at priorities. AB advised that risks aren't necessarily always things that we have to solve, but rather consider in our usual business. All members were happy to **proceed** under new structure of risk register.

Changes to Standing Orders

GH talked through the paper, and stated that for the SU that Cares amendment, there would be no reason not to approve it. Regarding the Transforming Durham SU amendment, he would suggest holding it for now so it can be discussed more with the proposer regarding what they want to achieve. It needs to be worded so it doesn't create a governance anomaly. All members were happy to **approve** SU that Cares amendment and hold further discussions on the Transforming Durham SU amendment with the proposer.

Review of delegations

GH presented the paper explaining that he needed to bring it back to the board annually to make sure it is still relevant and up to date. All members were happy to **approve** the document.

Board and Committee Memberships

All approved

AOB

None

The chair confirmed that the next meeting will be 20 October at 13:00