

Minutes of the meeting of 13 April 2018

Author	Gareth Hughes, Chief Executive gareth.j.hughes@durham.ac.uk
Meeting	Board of Trustees
Date	13 June 2018
Publication	This paper is open and will be published.
Strategic theme	None
Programme	None
Corporate process	Minutes of meetings are formal records of Committee discussions, and decisions made under delegated authority from the Board.
Executive summary	The minutes of the last meeting are presented for scrutiny and approval
Budget implications	None
Risk consideration	None
Recommendation	The Board is asked to approve the minutes as an accurate record of the last meeting, and comment on any matters arising.

Present: Megan Croll, Beth Watling (through Skype), Louise Shillinglaw, Sabrina Seel, David Evans, Charlie Walker (through Skype), Martin Parker, Rosa Tallack, Oliver Colling, Ted Lavis Coward.

In Attendance: Gareth Hughes, Martin Horrocks, Georgi Lambert, Kirsty Morrison, Claire Marshall, Richard Bruce (for opening of meeting), Ben Edwards (observing, from Middlesex SU).

Apologies: Anthony Baker, Josh Barker, James Creer

Hello from a member of the team

Richard Bruce joined the meeting and discussed his role as Education Policy Coordinator. His role heavily involves keeping an eye on UK-wide policy to try and anticipate incoming issues/opportunities for Durham SU. One of the most enjoyable and rewarding parts of his job is working with Faculty and Course Reps and hearing the student voice directly on issues that are important to, and impact, them. Richard told the Board that he had recently worked with Course Reps around the UCU dispute, as well as working with Social Work Reps to help prevent the closure of two successful and popular courses, which was confirmed in January.

MC thanked Richard for the update and he left the meeting.

Notification of Any Other Business, conflict of interest

None received.

Minutes from the last meeting and matters arising

The minutes of the last meeting were approved.

Chief Executive's Report

GH advised the Board that the terms of office for Anthony Baker and Louise Shillinglaw were due to expire on 13 March 2018, and advised that Governance and Appointments Committee had discussed the appointment of new Trustees during their last meeting. The Committee approved an extension of appointment to the end of the financial year, subject to ratification by Assembly. Assembly had ratified the Committee's decision and the Board was asked to note the extension of term for AB and LS to 31 July 2018.

GH informed the Board that AB and OC were happy to serve for a further three year term, and MP was willing to serve a further two year term. Unfortunately LS is unable to commit to a further term. GH will therefore prepare a paper for Assembly to ratify terms of office for AB, OC and MP, and begin recruitment for a new Trustee, to be overseen by Governance and Appointments Committee.

GH informed members that Laura Tidd resigned from her position of Undergraduate Academic Officer and Trustee on 12 March 2018. HR Committee would further consider this matter.

Following the Officer elections, in which 15% of Durham Students voted, GH confirmed that the Officers for the 2018/2019 year would be:

- President George Walker
- Opportunities Office Charlie Walker
- Postgraduate Academic Officer David Evans
- Undergraduate Academic Officer Saul Cahill
- Welfare & Liberation Officer Meg Haskins

GH also advised that new Student Trustees had also been successfully recruited and were Sam Johnson-Audini, Estia Ryan, Kate McIntosh and Ben Zealley.

GH advised that following interviews with four candidates, a panel (OC, GH, MH & DE) agreed that Haines Watts were the preferred candidate for Durham SU auditor and Board members were asked to confirm this appointment for a three year period. **The Board approved the appointment.**

GH informed the Board that 2 candidates had also been interviewed for the HR Consultant position, and that the successful candidate was Graham Atkinson, a former Director of People, Governance and Performance at NUS. Graham has started a three year contract from 1 April 2018. GH advised that Graham has received the employee engagement results and will attend the next possible HR Committee to discuss his work plan.

GH advised the members that the Financial Procedures manual had been updated, Finance Committee has approved the changes and the Board were also asked to approve. The main amendments were to the authorised signatories section, as some roles no longer existed and new roles were created with some authority to spend. **The Board approved the amendments.**

Five student groups have been shortlisted for the National Society Awards, two in one category of Best Society Event. Palatinate had won two awards at the Student Publication Awards, including Best Publication and Best Reporter.

The University Executive Committee meeting on 10 April had considered the Durham SU grant, and the initial recommendation would be a larger increase than anticipated of 1.9%.

Finally GH advised that a UCU strike ballots would close that afternoon, so the outcome for students would soon be known. Staff members had been working on this and would be doing further work in the coming weeks, so that students were supported through any industrial action.

Finance Report

MH presented the Finance Report and informed the Board that the accounts are largely within expected parameters.

GH advised that underspend was mostly down to a combination of accrued savings in vacant staff posts, rather than project underspend. He committed to further analysis in the next Finance Report.

Draft Budget Presentation

GH gave a presentation to the Board asking them to consider their position on the below to allow budget preparations to begin:

- Grant.
- End of year position.
- Reserves position.
- Restricted fund charges and accounting (DUCK).
- Staffing budget.

GH advised that the full budget would come to the Board meeting in June and these items were the headlines that he was looking for decisions on. The Board's decisions would allow the budget to be drafted within acceptable policy parameters.

The Board agreed with the suggestions outlined in the presentation and that further planning be carried out in parameters of:

- A 1.9% increase on grant.
- A break even end of year position.
- Cash at reserves policy position, with extra cash allocated to capital expenditure projects.
- A charge of 8% made against charitable funds received through DUCK to allow for security in management of the projects.
- A 3% cost-of-living increase to staffing budget, and an increment allowance for eligible staff.

Business Planning

GH asked the Board to explore how it would expect to receive Durham SU's business planning for 2018/2019. A plan will be presented to Board in the June meeting, and any comments regarding the structure or anticipated content would be welcome.

OC stated that he felt that the document will help greatly, and asked how progress of each project would be measured. GH suggested that the document will be presented at each Board meeting and that a quarterly report will be provided for each business unit. **All members were happy with the proposed format of the business plan.**

Assembly minutes

The minutes of the Assembly meeting of 13 March 2018 were presented.

Audit and Risk Committee minutes

The minutes of the Audit and Risk Committee meeting of 13 December 2017 were presented.

Finance Committee minutes

The minutes of the Finance Committee meeting of 15 December 2017 were presented.

Human Resource Committee minutes

The minutes of the Human Resources Committee meeting of 15 December 2017 were presented.

Governance and Appointments Committee minutes

The minutes of the Governance and Appointments Committee meeting of 13 December 2017 were presented.