

## MINUTES OF THE MEETING OF 14 NOVEMBER 2018

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<b>MEETING</b>	Board of Trustees
<b>DATE</b>	6 March 2019
<b>PUBLICATION</b>	Open
<b>STRATEGIC THEME</b>	None
<b>PROGRAMME</b>	None
<b>CORPORATE PROCESS</b>	Minutes of meetings are formal records of Committee discussions, and decisions made under delegated authority from the Board.
<b>SUMMARY</b>	The minutes of the last meeting are presented for scrutiny and approval.
<b>BUDGET IMPLICATIONS</b>	None
<b>RISK</b>	None
<b>CONCLUSION</b>	The Board is asked to <b>APPROVE</b> the minutes as an accurate record of the last meeting, and <b>COMMENT</b> on any matters arising.

Any underlined text is confidential and for Board members only and will not be included in the open papers published on the website.

### *Members present*

Anthony Baker, Clare Powne, George Walker, Ben Zealley, Kate McIntosh, Sam Johnson-Audini, Saul Cahill, David Evans, Estia Ryan, Meg Haskins, Charlie Walker, Oliver Colling (via Skype)

### *In attendance*

Gareth Hughes, Kirsty Morrison, Georgina Lambert, Martin Horrocks, Laura Wilkinson (minutes), Jamie Caress (beginning of the meeting only)

### *Apologies*

Martin Parker, Beth Watling

### *Notification of Any other Business or conflicts of interests*

The Chair added Student Group Regulation Framework. No conflicts of interest were raised.

### *Welcome from the Chair*

The Chair welcomed Clare Powne to her first meeting as an official Trustee and asked all board members to introduce themselves.

### *Meet a member of staff*

Jamie Caress, Opportunities Manager, spoke about his role within the organisation. His work was centred round DUCK, Student Groups and Associations, and managing the Student Staff reception team. He had some background in students' unions, having been a Sabbatical Officer for 2 years at Bishop Grosseteste SU in Lincoln, and going on to work at Loughborough SU, Nottingham Trent SU, and De-Montfort SU before joining us at Durham SU. JC's role is very varied and he was currently spending time on Student Group training, student group development plans, and creating surveys for Student Group feedback to help support them better. AB asked what the most challenging part of his role was and JC stated that binding, GDPR and complaints caused the most challenges. AB thanked JC, and JC left the meeting.

### *Minutes from the last meeting and matters arising*

The minutes of the last meeting were approved with some minor amendments to spelling of names. It was requested that a sentence be added to the minutes to explain that the underlined text shows the confidential minutes.

### *Chief Executive Report*

GH updated on the Articles Review Working Group. The Board was happy to delegate the amendments to the Articles of Association to Governance and Appointments Committee. AB asked for it to be circulated to Board members once it had been agreed in January.

GH advised that the Annual Plan was on track showing no concerns so far, he would be able to give a better idea on areas of success at the next meeting. AB agreed that the Annual Plan would be how strategy development is communicated to the Board, and so members needed to be comfortable that it is the right framework. ER stated that she found the RAG (Red, Amber, Green) rating helpful, but it would be useful to have more information on why a particular rating was given. GH stated that it was ultimately management judgement: amber means it is on track, green indicated positive development and red highlighted concern. MHA asked if the rating had now changed for the Student Group Regulation Framework section, due to recent developments. AB advised that it changed to Red, and this would be further discussed in AOB.

GH gave an update on the NUS governance and financial concern that had been in the press, stating that currently there is nothing for us to be concerned about. GH advised that he and CW would be attending NUS Strategic Conversation Conference in Bristol on 27 November, where they should be given more detail. SJA asked if there would impact on Association funding from NUS, and GH stated that we don't know enough about it yet, but it was highly likely that 'free' resources from NUS would end.

CP asked when Board members would see a more developed version of the Business Unit Reporting spreadsheet. GH stated that it would be circulated electronically in January.

### *Finance Report*

MH presented the Finance Report, stating that there were no concerns, and welcomed questions from Board members.

DE asked where the predicted cash balance figures came from, MHO stated that they have been predicted from previous years.

### *Quality Students' Unions*

KMo presented to the Board, explaining what QSU was, why we were applying for it, and our next steps. KMo informed members that we would be striving for a 'Very Good' score, with the expectation that we would certainly be awarded 'Good'.

BZ asked what we needed to do to move to 'Excellent'. KMo advised that what we needed was mainly time: we have a lot of new great things in place, such as the People Plan, and once these things have been in place for longer and we can review them, we'll have the evidence to apply for 'Excellent' next time (in 3 years).

AB asked if NUS were definitely continuing with QSU among their current crisis, and KMo advised that they have committed to continuing it.

### **Further Action:**

- ▶ LW to circulate slides

### *Strategic Themes Discussion Paper: Making everyday life fairer and Transforming Education*

GL presented slides to the Board on the two strategy strands she was leading: Making everyday life fairer, and Transforming education. GL talked about Student Housing, the Cost of Durham, Sexual Violence, and Education, with contributions from MHa, SC and DE.

AB asked if the University had a housing accreditation scheme. MHa advised that they did not; they had completely stepped away from the private rental sector. There was a County Council accreditation scheme but it wasn't fit for purpose.

CP asked if we were doing anything regarding the issues that fall short of hate crime, and GL advised that our Bystander training covered this.

KMc asked if there were any plans to replacing academic student group activities that have been lost with the Queens Campus move. SC advised that it was on his radar, and he would be talking to the societies, and hopefully we can bring some of the activities in house.

CP asked if Officers get chance to meet with the PVC of Education informally, and DE advised that they do have monthly catch-ups with him.

#### **Further Action:**

- ▶ LW to circulate slides

### *Evaluation of Board Effectiveness*

GH presented the paper to the trustees explaining that the reflection on the Charity Governance Code suggested the benefit of taking time at end of meetings to reflect upon Board effectiveness and discuss ways in which they would like to work in the future.

DE suggested that it would be useful to keep track of all resolutions in a document; members agreed and proposed a table format.

GW stated that it would be useful for papers to be sent out further in advance. AB agreed and stated he was keen for them to be circulated to all Board members two weeks before the meeting. This should be normal practice for the four subcommittees too, where possible, though accepting that timings of meetings may make this difficult.

CW suggested some refresher training in January regarding understanding your role as a Trustee.

#### **Further Action:**

- ▶ Inform LW of any training needs by Wednesday 21 November
- ▶ LW create table for resolutions

### *Any Other Business*

#### *Student Group Regulation Framework*

These minutes are closed.

**The Board voted in favour of Student Group Terms and Conditions.**