

Lancaster University Students' Union Trustee Board
Minutes of the meeting held Friday 17 January 2019

Members Present:

Rhiannon Llystyn Jones, Officer Trustee | Chair
Matty Robinson | Officer Trustee
Ian Meeks | Officer Trustee
Emily Delaney | Officer Trustee
Toby Wilkinson | Officer Trustee
Graeme Osborn | External Trustee
Jane Riley | External Trustee
Laura Davies | External Trustee | Vice Chair
Mark Alexander | External Trustee
Kathy New | Student Trustee
Jenna Higham | Student Trustee
Abiola Adelabu | Student Trustee

In Attendance:

Claire Geddes | Chief Executive
Jane Morgan Jones | Financial Controller / Secretary to the Board | Minutes
Misbah Ashraf | Head of Marketing & Organisational Development
Martin Ennis | Student Engagement Manager and Area Safety Officer [agenda item B3]

Apologies:

Islay Grant, Officer Trustee

[A] GENERATIVE THINKING – STRATEGIC DISCUSSION ITEMS | student trustee welcomed to the Board for a second term.

- 1. DECLARATION OF INTERESTS** | Three declarations of interests recorded.
- 2. APOLOGIES** | Noted above. An external trustee had resigned with immediate effect. Action identified.
- 3. MINUTES OF PREVIOUS MEETING** | Minutes of 12 October 2018 taken as accurate.
- 4. MATTERS ARISING** | Actions identified at previous meeting noted.
- 5. TRUSTEE BOARD MEMBERSHIP DETAIL** | Action identified.
- 6. DECISIONS APPROVED ELECTRONICALLY SINCE PREVIOUS MEETING** | Commercial operating plans, risk registers and the strategic risk register had been approved.

[B] MATTERS FOR DISCUSSION REQUIRING FORMAL APPROVAL/ CONSENT

- B1. PROVISION OF AUDIT & CORPORATION TAX SERVICES** | New providers approved for audit and corporation tax services for Lancaster University Students' Union [Group] for three financial years commencing year end July 2019. Meeting to be arranged with partner and audit manager.
- B2. RISK REGISTERS** | risk registers reviewed, clarification given where required and approved by the Board.
- B3. HEALTH & SAFETY POLICY** | item presented and questions clarified. Points noted: policy was the Union's rather than using University's policy | health and safety across the organisation was important and had to be taken seriously | Wellbeing champion [staff role] yet to be recruited | health and safety management system to be looked at in the future. Risk policy approved subject to proposed amendments to the policy.
- B4. FUTURE FACILITIES** | restricted item.
- B5. BUDGET 2019/20 PARAMETERS** | key parameters approved and Actions identified for further consideration at next meeting of Board.
- B6. MINUTES TO APPROVE** | Executive / Finance & Risk Sub-Committee / Governance Sub-Group minutes approved. Going forward minutes of the Health & Safety/Wellbeing Group would be for information only.

[C] MATTERS FOR DISCUSSION

- C1. CHAIR'S REPORT** | provided later due to time constraints.
- C2. CHIEF EXECUTIVE'S REPORT** | highlights included external speaker and security costs | Universities top risks and impact on risk appetite / growth projections, spending and funding | staffing and financial impact being funded from Reserves approved |
- C3. MANAGEMENT ACCOUNTS** | October and November management accounts circulated and verbal update given for December.

- C4. STRATEGIC PROGRESS – QTR 1 UPDATE** | points included student insight results | priorities and feedback to Trustees | Dashboard with Pulse results to be circulated when available.
- C5. DISCUSSION POINTS FROM STUDENT TRUSTEES** | none raised.
- [D] MATTERS FOR INFORMATION (NOT DISCUSSION)**
- D1. TRUSTEE BOARD MINUTES EXECUTIVE SUMMARY** | summary minutes for 12 October not yet completed.
- D2. SU FUTURE FACILITIES GROUP MINUTES** | already covered.
- D3. EXTERNAL SPEAKERS REPORT** | no comments raised.
- D4. COMPLAINTS REPORT** | no comments raised.
- D5. COMMERCIAL MEETING MINUTES** | no issues raised and minutes were noted.
- [E] ADDITIONAL AND FUTURE BUSINESS**
- E1. FORWARD SCHEDULE OF BUSINESS** | forward schedule noted. Action identified re future dates.
- E2. DATE AND TIME OF NEXT MEETING** | Friday 5 April, commencing at 11:00am.
- E3. ANY OTHER BUSINESS** | recruitment of external trustee with considerations.

Summary produced by Veronica Longmire
3 April 2019