

Minutes of the meeting of Lancaster University Students' Union Trustee Board held 5 April 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
 Islay Grant | Officer Trustee
 Graeme Osborn | External Trustee
 Jane Riley | External Trustee
 Laura Davies | External Trustee | Vice Chair
 Kathy New | Student Trustee
 Jenna Higham | Student Trustee
 Abiola Adelabu | Student Trustee

In Attendance:

Claire Geddes | Chief Executive
 Misbah Ashraf | Head of Marketing & Organisational Development
 Veronica Longmire | Executive Administrator | Minutes
 Richard Walker | Interim Head of Membership Services | agenda item B1.
 Bob Hart | Communications Manager and Iain Thorley | Graphics Designer | agenda item C4.

Apologies:

Mark Alexander | External Trustee
 Jane Morgan Jones | Financial Controller | Company Secretary

A. Trustees only session took place.

The formal meeting was called to order at 12:30pm.

1. **Declaration of Interests** | None declared.
 2. **Apologies** | noted above.
 3. **Minutes of previous meeting** | minutes of 17 January 2019 accepted as an accurate record.
 4. **Matters arising from the minutes**
 - 4.1 **Company Articles** | Board was informed that from discussion with the Students' Union solicitor it was anticipated that proposed changes would be submitted to Governance Sub-Group.
 - 4.2 **Safeguarding** | Role descriptor for Vice-Chair's responsibility being dealt with as part of safeguarding.
 - 4.3 **Health and Safety policy** | work underway | revised policy to next meeting. Action noted.
 5. **Trustee Board membership / Register of attendance**
 6. **Decisions approved electronically since previous meeting** | None.
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B. MATTERS FOR DISCUSSION REQUIRING FORMAL APPROVAL/ CONSENT

- B1. Safeguarding | Action plan and next steps** | document pre-circulated
 - B1.1 The interim Head of Membership stated that as safeguarding was considered to be a prominent matter the Athena Foundation had been requested to undertake a full audit of the Union, based on the wider responsibilities of charities as introduced by the Charity Commission. Points raised at Governance Sub-Group had been taken on board to include timescales | staff being brought up to speed | demand on staff time | market-testing.
 - B1.3 The audit showed significant work was required to achieve a 'fully compliant' position with the indicator being 'best practice'. The scale of the project would include development of new policies | integration with other policies | policy review excluding democracy | designated Safeguarding Officer with a Deputy in place | clear sign-posting to employees around their responsibilities | whistleblowing.
 - B1.5 **Proposal** put to Board was for the Union to engage Athena Foundation as the Safeguarding partner thereby giving the opportunity to address gaps, the majority of which being covered prior to the beginning of the academic year 2019 and for Athena to deliver both policy and training | including a sustainability option | custom training packs and train the trainer courses. Discussion ensued about costs, value, capacity and sustainability. **Board noted that Governance Sub-Group was in favour of 'full consultancy' and agreed the project should move forward providing sustainability could be guaranteed.**
- B2. Draft Budget 19-20 and Forecasts 20-22** | document pre-circulated
 Budgets with analyses and assumptions had been submitted by budget-holders | some areas under discussion | block grant discussion with the University | Climate for Students' Unions' funding discussions across the country reported as challenging | assumption that the University would fund 50% towards competitive sport, as per current year. **Budgets approved subject to satisfactory discussions with the University.**
- B3. Risk Registers | light review** | no observations raised and registers **approved.**
- B4. Strategic Dashboard** | pre-circulated document highlighted the first quarter results from Student Pulse | the second quarter results would be useful to benchmark against the first set of results.
- B5. Minutes for approval** | Board **approved** the minutes of Executive Committee | Finance and Risk Sub-Committee | Governance Sub-Group.

- B6. Framework for Campaigning within the Union** | pre-circulated document noted that the framework remained within the law | minor changes would potentially be required upon completion of safeguarding matters | the document was being submitted for its annual review and re-approval | document to be submitted to Executive Committee for discussion. **Framework approved subject to minor amendments.**

C. MATTERS FOR DISCUSSION

- C1. Chair's report** | pre-circulated report informed Board of the launch of Wellbeing Wednesday | Bite Club campaign | celebration of the University Mental Health Day | planning of the Student Support Services campaign | Exam Wellness campaign | officer support review survey | exploring avenues of working with SU Living and LU Homes to provide information to students living in off-campus accommodation | Social Media Conference | University laundry re-tendering process | Student Money Hub | Associated Course costs review | planning visits to comparator Universities around postgraduate matters | discussion with University around eliminating Graduate Teaching Assistants issues | LGBT History Month events | development of an SU Sports and Inclusivity strategy named 'All In' | trans-inclusive facilities at the Sports Centre.
- C2. Chief Executive's report** | document pre-circulated
- C2.1** The report informed Board of safeguarding | no further correspondence from or with the Charity Commission regarding term 1's incident | impending review of the external speakers policy and supporting processes | review of the trading subsidiary companies' articles based on Board's direction regarding operating plans | submission to Board of the new safety policy | the fact it was understood the University was moving forward on sport funding with priority on coaching and Roses.
- C2.2** Board informed that a speaker event by a society involving a potentially controversial figure to some in the university community had been postponed to the Michaelmas term 2019/20 due to funding gaps and incomplete risk assessments within specified deadlines | that the situation remained dynamic and time intensive and the University Chief Administrative Officer had requested trustees to consider and respond to certain questions / issues. Discussion ensued.
- Board agreed funding for student events was acceptable subject to it being parallel to University policy.**
- C2.3** A restricted / commercial in confidence matter was discussed.
- C3. Management accounts** | February 2019 year to date | taken as read with no observations raised.
- C4. Communications Strategy progress**
Board received verbal update on the communications strategy, noting that progress had been made regarding Digital First and data was being collected from Student Life Pulse.
- C5. Discussion points from student trustees** | none raised.

D. MATTERS FOR INFORMATION (not requiring discussion)

- D1. Trustee Board minutes executive summary**
The executive summary of 12 October 2018 and 17 January 2019 were noted by the Board.
- D2. Environmental Sustainability Strategy** | document pre-circulated
Board informed that the Vice President Union Development and the Students' Union Projects Co-ordinator had produced a revised environmental sustainability strategy | submitted and approved by the Executive Committee.
- D3. Elections results and Officers-elect manifestos** | documents pre-circulated for information.
- D4. Health and Safety / Wellbeing Group** | Minutes of 29 November 2018 were noted.
- D5. Commercial Meetings Minutes** | Retail | Sugar House | SU Living | Marketing & Communications minutes, from recent meetings, noted.

E. ADDITIONAL AND FUTURE BUSINESS

- E1. Forward Schedule of Business** | noted.
- E2. Date and time of next meeting**
Date and time of next meeting agreed | advance apologies received from one external trustee.
- E3. Any other business**
- E3.1 Potential Franchise agreement** | Board informed that the Union was in active discussions regarding potential franchise.
- E3.2** Board noted that a University senior member of staff was to retire later in the year.
- E3.3** Board informed that new Charity Commission guidance regarding communications with other bodies was due to be released.
- E3.4** Best wishes were extended to teams going to York for Roses.