

Minutes of the Union

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| Meeting: | Meeting of the Trustee Board (combined with matters of FHR) | |
| Date: | 3 rd September 2019, 6.30pm, King Alfred Centre Boardroom | |
| 1. | <p>Attendance Megan Ball (chair), Victoria Hurley, Ellen O’Dwyer, Jim Dickinson (via Skype), Steve Vear, Heidi Flanagan, Danii Hutchins, Bill Richards, Andrew Hodgson and Tiffany Burnett (minutes)</p> <p>Apologies No apologies.</p> <p>Megan welcomed Trustees to the first Trustee meeting for the new Sabbatical Officers. Introductions were held.</p> | |
| 2. | <p>Minutes of;</p> <p>a. the last Board of Trustees meeting (24th June, 2019)</p> <p><i>Minutes agreed as true and accurate with no amendments.</i></p> <p>Action items. AH noted the following items:</p> <ul style="list-style-type: none"> • AH noted his action on page 10 regarding benchmarking against Cathedral Group & GuildHE Unions on block grants – the data has not yet been made available to him. Should be able to report back on block grants at October meeting. Action AH Anecdotally, block grants have been cut. • Project board will be established next time there is a large scale project in the future • All other actions have either been completed or addressed elsewhere in the agenda • SV requested Action Log is numbered to ensure we can keep track of actions that are still outstanding and carry forward to future meetings. Action TB <p>b. Health & Safety committee meeting (27th June, 2019) Deferred to the October meeting due to staff absence. Action AH</p> <p>c. Notes - Good governance review (19th January, 2019) AH outlined that the notes were collated from the Dictaphone recording from January 2019, cross-referenced with Trustees’ notes. AH noted that this is unfortunately late.</p> | <p>AH</p> <p>TB</p> <p>AH</p> |

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| | <p>AH noted that he would be going through this prior to the next meeting in October and compiling papers for note or interest, such as the Advice Centre paper compiled for today's meeting. This will correspond to the Good Governance code of ensuring Trustees are aware of our social responsibility, community engagement, our welfare provisions gradually over the course of the year.</p> <p>HF thanked AH for compiling this, and expressed the need for less amber and red in the colour coded sections for Good Governance. AH noted that this is now going to be part of his performance review and personal development objectives.</p> <p>HF suggested a reflection and review of movement from red to green on January 2020 Trustee away day.</p> <p>BR also thanked AH for collating the papers and how helpful they are. He noted the increase in papers over the years has been significant.</p> <p>SV noted that Good Governance is a collective responsibility, not just that of the General Manager. SV noted concern that we haven't been able to give any time or focus on making much progress with Good Governance over the year.</p> <p><i>Jim Dickinson joined the meeting via Skype, after initial technical difficulties.</i></p> <p>Trustees were keen to confirm the next step with our Good Governance Review. DH suggested a focus group to continue to progress this, having a couple of sessions between now and January. AH agreed to segment the sections on the plan that fall into his responsibilities as General Manager and the sections that would be useful to have as Trustee-led. SV requested an owner is added for each of the sections on the plan. Action AH</p> <p>AH to circulate skills audit template to Trustees, hopefully ahead of the October meeting. Action AH</p> | <p>AH</p> <p>AH</p> |
| 3. | <p>Matters arising (not covered elsewhere on the agenda)</p> <ul style="list-style-type: none"> - Block grant final position and benchmark <p>AH reiterated that he has not had the data for benchmarking but will bring this in October. Our block grant position is included on the cover paper for our budget, which is to be discussed later in the meeting.</p> | |

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| | <p>- Confirmation of Minutes for Website, 24.06.19 AH sought approval to add the previous meeting minutes to the website. <i>Trustees assented.</i> AH to add minutes to the website. Action AH</p> <p>BR noted Trustee profiles on the website, AH agreed to send reminders to all Trustees to send their profiles. Action all trustees</p> <p>- Tour of building projects This happened prior to the meeting.</p> | <p>AH</p> <p>All Trustees</p> |
| 4. | <p>Confirmation of agenda</p> <p>SV noted the length of the agenda and the importance of some of the lengthier items, in particular the General Manager appraisal which is tabled as the last item to be discussed. SV suggested identifying which items are likely to take longer than others and review the agenda order to ensure we don't run out of time for important items.</p> <p>It was agreed that the General Manager appraisal is to be tabled today for information, and carried to the next meeting for discussion and potential approval. The majority of Trustees noted that they had not had sufficient time to read the paper as it was circulated at a late stage, and SV noted that the scope had greatly increased from original discussions. There were concerns that JD was unable to discuss fully due to needing to type on Skype.</p> <p>Trustees unanimously agreed to leave the item 15 - General Manager appraisal in the agenda, but to discuss it at 8.30pm in this meeting to leave enough room for discussion.</p> <p>HF also wished to discuss the Union strategy document and the absence of it. AH noted that with the changeover of Officers he has struggled to find the time to complete the strategy document. The top level has been completed, with our mission and vision, and Zones/KPIs, but we are still filtering down the SMART objectives underneath this. AH agreed to send out a copy of where we are at now after today's Trustee meeting. Action AH.</p> <p>AH stressed that the fully completed paper will be given to Trustees in October. Action AH and MB. MB also noted that unfortunately the importance of this document was not included in her handover.</p> | <p>AH</p> <p>AH</p> |

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| | <p>SV repeated his comment from the last meeting about if we are having enough meetings and if there is an administrative shortage. JD noted that we do not have an annual cycle of business, as other Unions have. We need this in order to determine if we have an admin shortage and a meeting shortage. SV and JD we do have both an admin shortage and a meeting shortage, but we need to determine the extent of this gap. JD suggested to sit down with MB and AH before the October meeting to create this and report back to Trustees.</p> <p>AH noted that the Board meetings do naturally provide a great deal of stress and workload, and he hasn't had an opportunity to benchmark what other Unions do in terms of quality and frequency of papers. He would not be averse to sitting down and explore the Board's expectations and whether he is meeting them, to consider what support might be available.</p> <p>HF noted that we have a serious situation where our central strategic document is overdue, and the subsequent impact the lack of strategy document is going to have on the Union as a whole, and the impact of playing 'catch up' for the rest of the year because of the absence of this key governance document.</p> <p>HF also noted that she feels uncomfortable with discussing many of the agenda items in the absence of the strategy document.</p> <p>It was agreed that JD, MB and AH would sit down to look at templates for our annual cycle of business and make these work for our Union. JD, MB and AH will meet to come up with a plan ahead of the October meeting. BR questioned if there would be time available to do this given the start of the new academic year, but MB and AH noted the importance of doing this, and agreed to ensure this is done before the next meeting in October. Action JD, MB, AH</p> <p><i>The rest of the agenda order was agreed.</i></p> | <p>JD, MB, AH</p> |
| 5. | <p>Pay Scales & progression</p> <p>Trustees received for approval the Union's new policy on pay progression (TR080), which was written to ensure our staff have a way of viewing their salary and progressing up the pay scale.</p> | |

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| | <p>AH noted that this is a similar framework to the University's framework for this, noting that this is not the same.</p> <p>AH noted that appraisals take place between Easter and Summer annually.</p> <p>JD asked if a member of staff would ever take on a temporary large project which would not qualify for regrading but which we may wish to reward financially. AH noted that occasionally this may be the case, such as the small stipend we used to pay for the clerk to the Board. Generally though these gaps are filled with student staff hours.</p> <p>After discussion, it was noted that the pay progression is not a given and is based on performance.</p> <p><i>Trustees unanimously approved the policy.</i></p> | |
| 6. | <p>Report from the General Manager</p> <p>Trustees received for their information a report from the General Manager (TR085).</p> <p>AH noted regretfully that his report on this occasion would be verbal.</p> <ul style="list-style-type: none"> • The majority of AH's time over the summer has been spent on coordinating the project work across the Venue, Offices, Retail and Laundrettes. • Pleased to report that all were completed within the allotted timescale, and more or less within the agreed spend • AH noted the Venue spend, only spent £6.5k of the contingency. • The shop was completed on time with no additional cost or problems <p>HF voiced that both the shop and venue look outstanding. The layout of the shop aligns with the retail strategy paper. HF praised the clear messaging across the shop.</p> <p>BR also praised the Advice Centre space and noted the importance for our Student Union Advisor to have this dedicated private space, especially in light of the current emphasis on mental health support at university. HF noted the location itself was also excellent for students to be able to find and access support.</p> | |

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| | <p>TB noted the report on the Advice Centre which was included at the back of the Trustee papers but unfortunately was accidentally not attached in AH's email.</p> | |
| 7. | <p>Financial Performance (FHR)</p> <p>The Board received for information and discussion a paper (TR086) from the General Manager to update on the Union's yearend financial performance (Aug 2018 – July 2019).</p> <p>AH outlined that in the last couple of months there were a few surprises, which is frustrating as it meant we had a different end point from what was predicted.</p> <p>We had a very good income year, above budget, our trade was particularly strong.</p> <p>AH noted a typo on page 56 – the third paragraph down should say '<i>interest receivable</i>' instead of '<i>interest payable</i>'.</p> <p>BR asked why Colours and Winton had poorer than expected attendance and underperformed commercially. EO noted that Colours sold out for the meal and awards, but the after-party was not as well attended as expected and as a result we underperformed commercially for this event. EO noted that people aren't as interested in Winton Awards or spending time in the Student Union venue – people tend to just want to go into town. The dates can also be problematic for teachers, and having a good turnout of students returning can be difficult. However, there are still a good number of students who actively engage with sport participation at Winton, it's just that we've seen diminishing returns on the commercial activity of Winton. Trustees discussed if there was a better way of contacting more graduated teams, EO noted that we currently enlist the help of the University's Alumni team for this. EO noted that it takes a significant amount of our Sports & Societies Coordinator's time to organise Winton and book facilities. MB suggested that this is something we could work on going forward. SV suggested looking at other streams of revenue for this event if people don't want to attend the Winton commercial evening events. BR suggested perhaps targeting this at Graduation. AH noted that we used to send out letters in the past, but this has fallen by the wayside as data protection regulations have become more robust.</p> | |

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| | <p>BR asked about the Waste-Free Shop at West Downs which is planned to run a deficit. AH noted that it is planned to open early next year (January).</p> <p><u>Organisational net surplus</u></p> <p>AH noted the net profit has resolved at £37,865. Our organisation net ratio is at 2.2%, against a target of 1%. AH noted the challenge of unknown factors such as boosted retail over the summer due to building work. AH regretted not having the time to encourage the previous Sabbatical Officers to fully expend their Campaigns lines. Trustees noted that we are much closer to target than last year, and AH mentioned the challenge of unpredicted factors such as boosted retail.</p> <p>AH noted that these figures are unqualified, however we have not heard from the auditors that there are any major issues so AH is not expecting the figures to change. The auditors will be presenting their findings report to the Board at the October meeting.</p> | |
| 8. | <p>Union final budget V5 (2019/20)</p> <p>The Board received, to discuss and agree, the Winchester Student Union working budget 2019/2020 (paper TR078b refers).</p> <p>AH noted the changes from the working budget to our final budget, amended against our yearend actual position. AH outlined that this has also now taken into account the likely underperformance of the Totum cards, and some slight variations to trading expected income based on our yearend position.</p> <p>We are still proposing that this budget be a 0% net profit position, as discussed at the last meeting.</p> <p>We are still running on the assumption that the retail sales will reflect a 10% increase and venue sales a 15% increase as a result of refurbishment and the introduction of Costa as a USP for the Terrace Bar.</p> <p>AH also drew the Board's attention to our block grant, noting that both our outgoing and incoming Presidents were invited to a meeting with the University's Director of Finance and Vice-Chancellor. Our block grant was increased by £1,900. We now have a confirmed £306k block grant from our £310k request, plus £25k for administrating the Student Fellows Scheme – the</p> | |

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| | <p>funds for which now lies with the Student Union (although this is still a joint partnership scheme with the University).</p> <p>BR noted the rent cost of the Union and suggested that we should label our block grant as £211,900. AH noted that regrettably the block grant figure is not 'real' and our affiliation fee to NUS and how we are viewed on league tables are based on that large sum. As part of the Memorandum of Agreement (MOA) we will be seeking some legal advice on our rent price. The MOA also outlines that the University has an obligation to tell students how they give money to us. At the moment there is no structured approach to how our block grant is determined.</p> <p>Our block grant remains on AH's agenda. MB noted that we have requested a 5 year plan/guide from the University of what we might expect. The Vice-Chancellor had agreed that this can be given to us, however, since the changeover in office of our Presidents, we are now being told that this cannot be given to us. MB will continue to push for this and will update Trustees as needed.</p> <p><i>Trustees unanimously agreed to approve the budget, noting that this is a 0% net ratio budget.</i></p> <p>AH noted that our budget will now go to the University's Board of Governors September meeting.</p> | |
| 9. | <p>Union strategy</p> <p>The agenda stated that Trustees would receive Union's proposed strategy 19-22 (paper TR087 refers) for comment.</p> <p>However, as covered earlier in the meeting, this will be presented at the October meeting.</p> | |
| 10. | <p>Memorandum of Agreement</p> <p>The Board received for feedback, the draft Memorandum of Agreement (MOA) between Winchester Student Union and University of Winchester (TR088 refers).</p> <p>AH outlined the context of the MOA, this used to exist in previous years and lasted for approximately a decade until 2006, when the then Deputy Vice-Chancellor suggested not renewing the document and continuing on with our current relationship (which was exceptionally good). However, Senior Management has since changed and in light of their recent</p> | |

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| | <p>rapidly changing agenda, AH felt the document needed to be reinstated and updated to safeguard the Union (and the University).</p> <p>AH sought Trustee's feedback on this document, noting that it is not complete and still in draft form. AH noted that the document has gone to relevant University Directors and HoDs for their feedback. Ultimately the document will be signed by Trustees.</p> <p>HF noted that she found the document to be well written and liked the tone of the document, which was in the spirit of mutual cooperation and fostering a long term relationship, moving on from our differences.</p> <p>BR brought Trustee's attention to clause 11.5, involving the University's logo/crest/trademarks and the University recovering compensation. AH noted the additional caveat of financial support for the Union should they decide to invoke this. After discussion it was agreed that AH will amend to say '<u>recover reasonable</u>'. Action AH</p> <p>HF noted clause 5.2, referencing complimentary facilities operating discreetly. HF suggested that this may however be in contrast to the Retail Strategy document. AH noted that the retail document was written as an internal document only, but agreed that we should be seeking a harmonious and complimentary relationship on both sides.</p> <p>BR noted that the data sharing areas were good, however AH noted that we are still waiting on the University to confirm our formal data sharing agreement. Our good working relationship with the University's Centre for Student Engagement was discussed in terms of our extra-curricular activities. HF mentioned the University's Privacy Notice has been updated in terms of extra-curricular activities. AH outlined that we are working very much in collaboration with the University on this and our Privacy Policy has also recently been updated to reflect this.</p> <p>BR noted clause 19.4 about elections and posters being removed if damaging the University's property. After discussion, it was agreed that AH will revisit the wording of this clause to outline what we mean by 'losses' and soften some of the wording ('reasonable'). Action AH</p> | <p>AH</p> <p>AH</p> |
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| | <p>SV agreed that the MOA is well worded, and agreed with HF's earlier comments, but emphasized that a document does not define a relationship and we need to be aware of our relationship perhaps negatively changing over the previous two years. SV noted the previous positive relationship between our previous President and the Assistant Vice-Chancellor. TB requested to speak, and outlined that regular meetings between our Sabbatical Officers and the University's Senior Management Team have been included in the MOA in the hope to reinstate these meetings.</p> <p>HF noted that the timing of this MOA is important with a new Sabbatical team, following a number of issues we have had with the University over recent years. VH noted that one of the Sabbatical Officers' priorities is to foster good working relationships with the University.</p> <p>JD noted that he also is in favour of the document. He noted that a lot of this is related to another issue, which is the University's approach to collective student engagement, and questioned if there are formal measures or a policy in place for this. TB outlined that the University and the Union have co-written a recently updated Student Representation Policy which outlines the processes for our Student Academic Reps as well as the requirement for student representation across all University boards, committees and working groups. However, there is nothing relating to informal collective student engagement. JD agreed to look into and circulate examples of other Union/University approaches to this, as we may wish to propose something similar. Action JD</p> <p>It was discussed that the MOA is written as an annual rolling agreement, although it could potentially be explored to have a more extended cycle for this document.</p> <p>AH requested that Trustees send around any further feedback. Action all Trustees</p> <p>The MOA will be tabled again at the October meeting for final approval ahead of taking to SMT.</p> | <p>JD</p> <p>All Trustees</p> |
| 11. | <p>Bye-law 4</p> <p>Trustees receive for approval, amendments to Union Bye-law 4 – Activities (TR089 refers).</p> | |

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| | <p>AH invited Trustees to read the Executive Summary of Changes which explained the amendments in depth, drawing their attention in particular to:</p> <ul style="list-style-type: none"> • The addition of Representational networks • Defining Volunteering and Fundraising through RAG <p>JD noted his approval of the changes, but noted that some sections may need to be reviewed following upcoming UUK guidance.</p> <p><i>Trustees unanimously approved the amended Union Bye-law 4 – Activities</i></p> | |
| 12. | <p>Behaviour - Licensed trade</p> <p>The Board received for information statistical information regarding the behaviour of members related to licensed trade (TR090 refers), as an action from the last meeting.</p> <p>AH noted that the policy does seem to be working, although quite a lot of his time is spent dealing with student behaviour.</p> <p>BR praised the fact that we keep such robust records of these incidents. AH noted that the electronic data recording is very helpful or data mining purposes.</p> <p>SV noted that he was surprised by the level of seriousness of some of the incidents which had been referred to him as Supervising Trustee, and that there is a definite need for an external perspective.</p> <p>AH noted the data we know have, outlining the spikes in poor behaviour at specific times of the year, enables us to ensure that our SIA and Front of House staffing quota is sufficient to manage behaviour throughout the year.</p> <p>SV also noted the multiple follow up actions to hold SIA to account for some of the things they did or did not do. AH to speak to SV separately to update him on this follow up action.</p> <p>Action AH</p> <p>JD noted that the word 'sexual' was not mentioned anywhere in this report, and that perhaps some of these incidents are sexual harassment in nature but we are not specifically identifying this. AH noted that this would fall under a Category 5 or 6 incident. AH offered to collate this data for sexual</p> | AH |

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| | <p>harassment cases to see the scale of this. It was agreed this would be useful. Action AH</p> <p>JD explained that since the Warwick case and the need to professionalise investigations and join up University and Union procedures better. JD expressed concern that although these students may get banned from our venues, they would be on campus. JD suggested opening a conversation with the University to ensure there is collaboration on investigative support. AH noted that this is part of our Data Sharing Agreement which outlines our holistic ability to prevent future issues in relation to student behaviour, including students at risk and criminal acts. As discussed previously, this document is still in progress. We currently have a strong relationship with the University in terms of identifying particular students. SV noted that in one of the more serious incidents, a member of housing staff sat as a member of the panel.</p> <p>JD questioned if this worked both ways, and whether or not the University would pass key information to us if they were dealing with an issue directly. JD noted in his experience that Student Unions are improving their processes to inform Universities, but Universities are not doing this in return.</p> <p>AH noted that we do have key allies with sharing intelligence, for example many of the University's Security team are ex-student employees of the Union, and we have an excellent working relationship with Student Services, and AH sits on the 'At Risk' meeting group. We also have a strong relationship with the Housing and Security Services Manager who notifies us of individuals causing issues in housing and on campus. The only issue is that this is as yet not formalised in the Data Sharing Agreement. SV noted that our policy outlines referring an issue to the University, but we do not have anything the other way around in writing, for example issues with behaviour in lectures or on campus being formally referred to the Student Union. AH action to check back to see if this is in writing from the University's side.</p> <p>BR questioned how long we keep student data for students who we have taken disciplinary action against. AH noted that we keep this data as long as they are a member to ensure we are responsible from a licencing perspective, and this data is removed when they leave.</p> <p><i>Jim Dickinson left the discussion due to technical failure.</i></p> | <p>AH</p> <p>AH</p> |
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| 13. | <p>Retail Strategy</p> <p>The Board received a paper from the Retail Manager (paper TR091 refers) to support discussion around our Retail Strategy.</p> <p>HF noted that there have been repeated discussions in relation to the shop in Trustee meetings, which is why this strategy document was requested. HF noted that the document was clear and showed a good vision for Retail, and what makes our retail distinct, especially in light of the new West Downs shop.</p> <p>BR found the paper to be insightful, particularly on the space ratio, and commended the Retail Manager. HF also noted that it was great to see new project lines being introduced.</p> <p>HF also drew attention to the importance of offering distinct products to the University, with this being a win win for both. Also managing the risk of supplier network.</p> <p>HF felt reassured by the paper and now feels confident with Retail and able to support the Retail Manager more effectively.</p> | |
| 14. | <p>Risk Register review</p> <p>Trustees were presented with the standing item of the Risk Register (TR092 refers).</p> <p>AH noted that there have not been many changes since the last meeting, all minor changes are outlined on the cover paper.</p> | |
| 15. | <p>General Manager appraisal</p> <p><i>Jim Dickinson re-joined the meeting via Skype.</i></p> <p>The Board received a paper on the General Manager appraisal, for discussion.</p> <p>JD noted that the development of our governance and the development of the organisation are not reflected properly in the arrangements for the appraisal of the role and the job description of the General Manager.</p> <p>In order to have an affective appraisal next year we do need to set some clear objectives at the October meeting to ensure this does not become meaningless.</p> | |

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| | <p>AH asked if it was right and proper for him to stay in the room for this discussion, Trustees agreed that they were happy for him to stay.</p> <p>SV asked how much of this has been discussed with the General Manager.</p> <p>JD provided some context from June as the background to this paper, were the outgoing and incoming presidents discussed with Jim and AH whether the current job description was still accurate, and what could end up going into the objectives. JD noted that the change in focus for the job description was not discussed, and therefore the change in job title from General Manager to CEO.</p> <p>AH broadly echoed this and noted that while the exact wording was not exactly as discussed, the general sentiment was. AH noted that the job title of CEO has been brought up before and the number of 'General Managers' there are have diminished across the sector, and he does not have any strong feelings about the title either way.</p> <p>SV also question how much of this has been discussed with MB as our new President and line manager of the General Manager.</p> <p>MB noted that she was present in the meeting in June, shadowing the outgoing President. She noted however that a great deal of the information got lost in the handover process. However the paper does seem broadly an accurate reflection of the discussions had.</p> <p>SV observed that he was surprised to see the scope expand so much from the original conversations around the structure for appraisal – however this scope is probably helpful. SV also agreed with the title change to CEO, and suggested a third person would be needed on the panel.</p> <p>SV also noted that we should be cautious of an annual 360, while they are a really useful tool the value may be diminished if this was to be done annually. Also we would need to consider the system in place for undertaking the 360 and how to do this (e.g. nominated person to undertake this to ensure it is anonymous). HF noted that with her previous experience with 360s, it can be useful to choose different stakeholders depending on what will be most important. Overall, Trustees,</p> | |
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| | <p>including JD, felt this aspect may need some additional thought.</p> <p>SV also noted the pay proposal and suggested we undertake the previously discussed benchmarking exercise to our pay for senior managers in the Union vs. the sector. JD agreed with this and stated that this process should begin as soon as possible.</p> <p>SV also wished to review the proposed objectives and how these are measured, as the suggested objective are not SMART and difficult to measure. JD noted that in the absence of the strategy, the objectives at this stage were just sample and JD would welcome a steer on these from Trustees.</p> <p>BR agreed that benchmarking with other Unions would be useful, looking at the job description nothing has been taken out, but things have been added. BR offered to help with this. JD noted the importance of looking at posts at similar sized Unions.</p> <p>Trustees agreed to postpone further discussions until the next meeting in October. HF noted that in particular, further discussions on objectives is required.</p> <p>AH noted that he would appreciate some notice if the job title was to change to CEO, from a practical perspective (name badges etc.). AH noted that he has begun some work on benchmarking, looking at Kent Union's piece of work on salaries on the South Coast. Trustees broadly agreed that the name change to CEO made sense, but the decision to formally agree this was left to the October meeting.</p> <p>It was agreed that the discussion would be had in full at the October Board meeting, to be discussed further up on agenda. Action AH</p> | |
| 16. | <p>AOB</p> <p>SV commented that the Advice Centre paper is excellent and it's exciting to see the impressive progress.</p> <p>BR also praised the Sabbatical Officers' monthly updates on social media and being transparent with students. It was noted that it was positive to see Sabbatical Officers also taking some holiday.</p> | |

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| | <p>MB noted that we have received one application and one expression of interest for two Student Trustees, so there will be an upcoming Appointments Committee.</p> <p>BR noted that he will be on Skype for the next meeting as he will be in Europe.</p> | |
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Action log

| REF | WHO | PAGE | ACTION |
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| AL250319-1 | (Tali Atvars) | Page 1 (25.03.19) | Appoint a Deputy Supervising Trustee |
| AL240619-1 | Andrew Hodgson | Page 2 (24.06.19) | Keep Trustees updated on any progress with obtaining written confirmation from the University on the lifespan of the West Downs shop |
| AL240619-2 | Andrew Hodgson | Page 16 (24.06.19) | Ensure an agenda item is created for the January 2020 meeting to discuss the "Theoretical Union budget with 'Real Living Wage'" |
| AL030919-1 | Andrew Hodgson | Page 1 | Report to Trustees at October meeting regarding benchmarking of block grants against Cathedral Group & GuildHE Unions |
| AL030919-2 | Tiff Burnett | Page 1 | Number reference the Action Log in the minutes |
| AL030919-3 | Andrew Hodgson | Page 1 | Bring the Health & Safety committee meeting minutes to the October Board |
| AL030919-4 | Andrew Hodgson | Page 2 | Segment the sections on the Good Governance plan ensuring there is an owner for each section. |
| AL030919-5 | Andrew Hodgson | Page 2 | Circulate skills audit template to Trustees ahead of the October meeting |
| AL030919-6 | Andrew Hodgson | Page 3 | Add Board minutes to the website for the meeting on 24.06.19 |

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| AL030919-7 | All Trustees and AH | Page 3 | All Trustees to send Trustee profiles to AH for addition on the website (AH to send reminder) |
| AL030919-8 | Andrew Hodgson | Page 3 | Circulate a working progress copy of where we are at now with the Union strategy document |
| AL030919-9 | Andrew Hodgson and Megan Ball | Page 3 | Present the Union's completed strategy document to the October Board meeting |
| AL030919-10 | Andrew Hodgson, Megan Ball, Jim Dickinson | Page 4 | Meet to look at templates for our annual cycle of business and create a plan ahead of the October meeting |
| AL030919-11 | Andrew Hodgson | Page 9 | Amend clause 11.5 of the MOA |
| AL030919-12 | Andrew Hodgson | Page 9 | Amend clause 19.4 of the MOA |
| AL030919-13 | Jim Dickinson | Page 10 | Look into and circulate examples of other Union/University approaches to collective student engagement |
| AL030919-14 | All Trustees | Page 10 | Send feedback to Andrew Hodgson on the MOA |
| AL030919-15 | Andrew Hodgson | Page 11 | Update Steve Vear on the follow up actions to hold SIA to account |
| AL030919-16 | Andrew Hodgson | Page 11/12 | Collate data for sexual harassment cases to see the scale of this at the Union |
| AL030919-17 | Andrew Hodgson | Page 12 | Check to see what is in writing from the University's side on referring behaviour matters to the Union |
| AL030919-18 | Andrew Hodgson | Page 15 | Agenda item for General Manager appraisal at the October Board meeting, to be discussed further up on the agenda |

Decision log:

| MINUTE ITEM | DECISION |
|--------------------|------------------------------------------------------------------------------------------------------------------|
| Item 5 | <i>Trustees unanimously approved the Union's new policy on pay progression (TR080).</i> |
| Item 8 | <i>Trustees unanimously agreed to approve the final Union budget, noting that this is a 0% net ratio budget.</i> |
| Item 11 | <i>Trustees unanimously approved the amended Union By-law 4 – Activities (TR089).</i> |

Next meeting:

29th October 2019, 6.30pm-9pm – business to include presentation of audited accounts.

Paper deadline: 21st October.

Dates of future meetings:**Trustee meetings:**

- 25th January 2020, 10am-1pm – to be followed by away day.
Paper deadline: 17th January.
- 30th March 2020, 6.30pm-9pm – business to include confirmation of pay rates and scale.
Paper deadline: 23rd March.
- 22nd June - business to include working budget discussion/approval & recommendations, 6.30pm-9pm.
Paper deadline: 15th June.

Health & Safety meetings:

- 1st November, 2019, 2pm-4pm
- 14th February, 2020, 2pm-4pm
- 1st May, 2020, 2pm-4pm

Appointments Committee:

- TBC – as called.

Other dates of note in 2019/2020:

- 18th October, Graduation Ball
- 7th May, Colours sports awards
- 15th May, Summer Ball