

**TRUSTEE BOARD FINANCE & RISK SUB-COMMITTEE**

Minutes of meeting held **Thursday 11 June 2020**

|  |  |  |
| --- | --- | --- |
| **Committee Members present** | |  |
| Amanda Chetwynd | | External Trustee | Chair |
| Victoria Hatch | | Interim SU President |
| Sam Maesschalck | | Student Trustee |
| **Staff present** |  | |
| Jane Morgan Jones | Students’ Union Financial Controller | |
| Misbah Ashraf | Interim Chief Executive | |
| Veronica Longmire | Executive Administrator | Minutes | |
| **In attendance** |  | |
| Michael Jayson | Crowe UK [Union’s Auditors] | Agenda Item 10 | |

The committee noted that David Dobson had recently been appointed as a member of the committee with financial expertise. The Executive Committee had yet to ratify the appointment.

The meeting was held remotely via Microsoft Teams.

**Agenda item 1 | Apologies** | received from David Dobson, observer.

**Agenda item 2 | | Minutes of meeting** held 20 March [2020-03-20] accepted as a fair reflection of discussion.

**Agenda item 3 | Matters Arising / Review of Actions** [from the minutes]

JCRs’ budgets on hold pending completion/approval of the Union’s budget. Other Actions identified at the previous meeting had been completed, were on the agenda, or carried over to the September meeting.

**Agenda item 4 | Management accounts to 30 April 2020**

The April management accounts had been circulated and the May accounts were still in progress. It was noted that further work was being undertaken on reviewing the Charity management accounts against the revised projected out-turn.

**Agenda item 5 | Cash-flow update**

The meeting noted that the previous cash-flow forecasts had been updated to reflect the actual position as at 31 May 2020 / were to be extended to 31 July 2021 and would be based on the revised projected out-turn figures for the period to 31 July 2020 / further noted that for the period from August 2020 the figures would need to be further revised to reflect the amended budget.

Discussion ensued around the completion of a high-level forecast for LUSU Services Co. assuming negligible income, producing detailed forecasts for Commercial Marketing, Sugar House and Central, potential government backed loans for Services Co. and Housing Limited.

The committee agreed that essential spending only should continue, as defined by the Trustee Board, or for health and safety/compliance/regulations / legal purposes / low-level admin costs.

It was also agreed that discussions should commence re Housing and adopting a stance for term 1 of the upcoming academic year.

**ACTION | Group to be determined and established to enable discussions to commence re Housing and term 1 with consideration given to how best to include student consultation**

**Agenda item 6 | Operational Risks & Planning** [to include Covid-19]

The pre-circulated document drew attention to the key risks, uncertainties and impacts across the Union as a whole, in light of the pandemic. The intended outcomes were for this committee to discuss and agree a set of assumptions for the 2020-21 budget for approval by the Trustee Board at its meeting on 25 June 2020, together with the next steps/plan of action.

Full discussion took place on the commercial areas: Commercial Marketing / Sugar House / Retail, their income streams, the risks and uncertainties, expenditure and the budget proposals, noting that at this point University funding remained under discussion. The Financial Controller expressed appreciation on the committee’s feedback around ways to deal with matters.

**Agenda item 7 | Financial Controller’s report**

The committee noted actions taken / to be taken around pensions re-enrolment / business interruption insurance / Housing contracts and leases and the need to review [in the following year] property owners leases for UG and PG students / business rates payment holidays.

**ACTION | Financial Controller to chase pensions re-enrolment**

**Agenda item 8 | Risk Policy Annual Review**

Proposed adjustments to the risk policy were put forward for discussion and clarification sought regarding detailed review / what level of detail was required by Board. It was believed sub-committees should make decisions in line with policy on behalf of the Board / Board should receive key changes / the proposed adjustments should be dealt with by the management team / that the Covid-19 risk should be reviewed bi-monthly unless a reassessment was required. It was further believed the 4x4 matrix was more straightforward.

**ACTION | Matrix to be reviewed in due course**

**Agenda item 9 | Budget 2020-21 and Forecasts 2021-23**

It was determined that this item had been dealt with under agenda item 6. A heartfelt, massive thank you was expressed to the Financial Controller for all the work she had undertaken behind the scenes, especially for achieving savings. The Finance Team were also thanked for working so hard.

**Agenda item 10 | Sugar House as a separate Limited Company**

The audit partner from Crowe UK was in attendance for this item. It was noted that the company was the audit partner for a number of Students’ Unions and NUS. The response received as to whether the Sugar House should be a separate trading subsidiary was that separation already existed in that the property was in the SU Charity and its operations carried out through the trading subsidiary. However, it was believed a formal service level agreement between the Union and the trading subsidiary would be valid.

**ACTION | Formal service level agreement to be agreed for the Sugar House and Retail**

**Agenda item 11 | Forward Schedule of Business**

Meetings dates of 10 September and 3 December were accepted.

**Agenda item 12 | Any Other Business** | none raised.