

Lancaster University Students' Union Trustee BoardMinutes of the formal Board meeting held **Friday 21 October 2022**

External Trustees present: Dave Morris | External Trustee | HR & Remuneration Sub-Committee Chair
 Richard Soper | External Trustee | Governance Sub-Committee Chair
 Tony Camp | External Trustee | Commercial Services Sub-Committee Chair
 Mike Leckie | External Trustee | Finance & Risk Sub-Committee Chair

Officer Trustees present: India Ellis | SU President and Chair of Trustee Board
 Noah Katz | VP Education
 Danny Goodwin | VP Societies & Media
 Callum Slater | VP Union Development
 Megan Homburg | VP Sport
 Victoria Phillips | VP Welfare

Student Trustees present: Nabeel Hussain Tul Kubra | Harrison Stewart | Andrew Millington

In Attendance: Misbah Ashraf | Chief Executive
 Michael Jayson | Crowe Audit Partner [item 4 only]
 Christopher Cottam | Advocacy and Governance Manager [item 6 only]

The meeting took place via Microsoft Teams with the majority of attendees in-person, including the Chair. Board acknowledged the meeting would be recorded for minute-taking purposes. The Chair welcomed all attendees and thanked everyone who had contributed to Board in the previous year.

Opening Business

Formal Thanks passed to the student trustees whose term of office had recently ended and all 2021/22 officer trustees.

Apologies | None to note. **Declarations of Interest** | None raised.

Minutes of previous meeting | Board noted that the minutes of 24 June and the Register of Attendance were not available. Discussion and Actions identified.

Items for Approval

Annual Accounts Report & Audit | The Students' Union Audit partner introduced himself to Board, stating he was responsible for the external statutory audit of the Students' Union. Board then received information on the audit findings [an annual legal requirement] and acknowledged the successes highlighted.

Housing | Board acknowledged the governance position in relation to members of Board as shareholders and the Directors of the trading company and agreed that further considerations should be taken to the next meeting of TB Finance & Risk Sub-Committee.

The Chief Executive confirmed that a formal resolution needed to be called by the Chair of the Board to formally approve the annual report and accounts. Following the meeting, all members of the Board would vote on approval and provide a signature digitally. Board also heard that an alternative was for Board to approve the accounts subject to the signing of the representation letters required by the Auditors. The Chief Executive further confirmed there had been no significant events, fraud or errors that the Auditors should be made aware of.

The Chair asked for Board's approval of the annual report of the accounts for the year-end 31 July 2022, noting no concerns had been raised by attendees.

The Chair thanked the Audit Partner for the work completed on the Audit, as well as the Financial Controller and her team, the Chief Executive Officer, the student graphic designer and everyone else involved in this process at any stage. The Audit Partner left the meeting at this point.

LUSU Housing Limited | The Chair referred Board to the accompanying papers and requested that the background of the housing scheme be observed. During discussion comments were taken from external and student trustees, the previous Trustee Board's position around the purchase of properties, the LU Homes accreditation scheme and other considerations.

Following discussion the Chair asked attendees to vote on the proposal to exit the LUSU Housing Company Ltd. The proposal received 8 Votes For | 0 Abstentions | 1 vote Against.

The Chair confirmed Board's agreement to exit LUSU Housing Company Ltd and requested that Board be shown a proposed exit strategy.

Safeguarding Policy and Procedures

Board noted the position regarding the safeguarding policy, that it was up to date in terms of legislation and good practice, had been approved at Governance Sub-Committee level and required Board's approval as an organisational policy. Board unanimously voted to **approve** the safeguarding policy.

Election Rules and Appointment of the Returning Officer 22/23

Board acknowledged that the Union's governance required approval of its Returning Officer on an annual basis | agreeing a set of election rules. Board noted that the policy had been approved by both the Governance Sub-Committee and Democracy Committee and required final approval by Trustee Board. Board unanimously voted to **approve** the Election rules subject to the completion of minor adjustments.

Items for Discussion

Trustee Code of Conduct | the Chair of the Governance Sub-Committee referred Board to the accompanying paper suggesting that the Code of Conduct was helpful to Board as a collective.

The Chair queried whether Board was comfortable with having a Code of Conduct, to which all Board members agreed.

Governance & Democracy Review Timeline

Board received background information on the Articles of Association and discussed the basis on which University Council would approve the Articles. Board noted that the University was being kept updated with progress. Board unanimously voted to **approve** the Articles timeline after discussion was held.

Sugarhouse | Board noted the proposal submitted. Board complimented the Chief Executive's work on this and agreed that a paper should be presented to the Trustee Board Commercial Services Sub-Committee on the prioritisation of investment into the venue. Board thanked the Chief Executive and her team on the effort put into Sugarhouse.

Items for Information

Chair / President's Report | Board received the Chair's report which included the Executive crash-course training | Welcome Week | the priorities | that Board would have an opportunity to have input on TEF 2023 prior to submission. Board extended thanks to all involved in Welcome Week including the JCR Officers.

Strategy Away Day and Cost of Living | the Chair confirmed these would be discussed at a future date.

Additional and Future Business | Actions identified and agreed.

Any Other Business | Actions identified and agreed.

The Chair thanked all attendees for attendance.

MEETING CONCLUDED