

## Lancaster University Students' Union Trustee Board

### Minutes of formal meeting held Friday 18 March 2022

Present		
Oliver Robinson	SU President & Chair of Board	He/Him
Amanda Chetwynd	External Trustee   Vice Chair of Board   Finance & Risk Sub-Committee Chair	She/Her
India Ellis	SU VP Union Development	She/Her
Amy Merchant via Teams	SU VP Welfare	She/Her
Paul McCarthy via Teams	SU VP Sport	He/Him
Dom Casoria	SU VP Societies & Media	He/Him
Gayatri Shewani	SU VP Education	She/Her
Richard Soper	External Trustee   Chair of Governance Sub-Committee	He/Him
Dave Morris	External Trustee	He/Him
Tony Camp	External Trustee   FRSC expert member	He/Him
Sam Maesschalck	Student Trustee	He/Him
Rhys Peploe	Student Trustee	He/Him
Callum Slater	Student Trustee	He/Him
In attendance		
Misbah Ashraf	SU Chief Executive	She/Her
Jane Morgan Jones	Financial Controller & Company Secretary	She/Her
Veronica Longmire	Executive Administrator   Minutes	She/Her
Chris Cottam	Advocacy & Governance Manager & SU Data Protection Officer	He/Him
Alan Roberts	Counterculture Consultancy   item 3.2	

#### OPENING BUSINESS

The Chair of Board welcomed members to the meeting and was grateful for the presence of all members who had travelled from a distance. Members noted there would be an adjournment in order to hold a meeting with members of University Council around the revised Articles of Association.

**Apologies** | None. | **Declarations of Interests** | None announced.

**Minutes of previous meeting and Matters arising from the Minutes** | Board accepted the minutes of the meeting held 14 January 2022 as a fair reflection of discussion and noted the outstanding actions.

#### MATTERS FOR APPROVAL

**Annual Health & Safety Update to March 2022 and Lancaster SU Annual Health & Safety Report 2020-21** | Board noted the annual report had been submitted to the University Committee for Safety, Health and Wellbeing [CSHaW] and further noted the headline update.

It was **agreed** that work would be undertaken noting matters of priority and resources. Document to be submitted to next meeting of Board.

Board **approved** the Annual Health and Safety Report for 2020/21.

**Central Supermarket Review** | Board noted the proposal to continue trading to allow for post-Covid recovery. Board further noted the comments and observations from members. The Chair of Board remained resolute that the store should not remain open. However, with different expertise now on the Board there was support for the proposal submitted to include identified changes.

Board **approved** the proposals and support from the University.

**Projected Outturn for Year End 31 July 2022** | Board observed the proposal to approve the projected out-turn for year end 31 July 2022, respecting the fact they had been discussed elsewhere prior to being presented at this meeting. Concerns and observations were taken on board and the Chair of Board summarised that the position was potentially positive but risks still remained.

**Executive Committee Bylaw** | Board noted that the revised bylaw had passed at an Executive Committee meeting and was being presented for additional approval. The revisions included: shorter deadline for agenda items | an additional clause for all officers to submit written reports, and that at the point of the meeting the agenda should be taken as read.

Board **approved** the revised Executive Committee Bylaw.

**Full-time Officers ByLaw** | Board noted that the revised bylaw had been approved at an Executive Committee and was being submitted for additional approval. The revision included placing the VP Union Development as Lead Officer on the Climate Emergency declaration, working towards Union commitment to net-zero carbon emissions by 2030, liaising with University staff on their commitment to net-zero carbon emissions by 2035. Board further noted that the VP Union Development had been working under the bylaw since the beginning of term of office.

Board **approved** the revised Full-time Officers Bylaw.

At this point the meeting adjourned to allow for a presentation to University Council members on the changes to the Students' Union Articles of Association.

### **MATTERS FOR DISCUSSION**

**Sports Review** | the proposal was that Board note the model outline and accept that it be forwarded and recognised by the University. Board was informed that the Sports review began in 2018 and the model outline proposed to build solid foundations on which to develop Lancaster into one of the most active campuses in the UK, eliminate barriers and address key recommendations put forward through the Sports Review. Board acknowledged the University's input and recognised the financial importance. Board **supported the model in principle** with a preference for a concrete proposal. Actions identified

**Counterculture Review** | Board acknowledged the submitted document was one set of recommendations from reports from different consultants.

**Full-time Officers' Salary and Job Benefits** | Board noted and appreciated the content of the submitted paper and from discussion, with relevant officers declaring a conflict of interest and stepping out of the meeting, the conclusion was for further discussions to occur. Officers then returned to the meeting.

**Workshop Update** | Board noted the views arising from the recently held workshop and thanked the project lead for working in the background.

**Governance & Democracy Review Update** | Board observed the update and overview of the project.

**Student Trustees Items** | Board noted matters raised by the student trustees.

### **MATTERS FOR INFORMATION**

**Chair's Report** | Noted.

**Report from Chief Executive** | Board noted the report from the Chief Executive.

**Management Accounts to 31 January 2022** | Board noted the accounts.

**Decisions Approved Electronically since Previous Meeting** | None to note.

**Register of Attendance** | Board noted the register.

**Updated External Speakers Report** | Noted.

**Safeguarding Update** | No update to report.

**Board Sub-Committee Approved Minutes** | Board acknowledged the approved minutes of its sub-committees.

**Forward Schedule of Business** | noted.

**Date and time of next formal meeting** | Board noted the next formal meeting on 10 June 2022.

### **CLOSE OF MEETING**

The Chair of Board had pleasure in closing the meeting.