Formal Trustee Board
Minutes of meeting held 9 November 2023

Present		
Cerys Evans (CE)	SU President and Chair of Trustee Board	She / Her
Amanda Chetwynd (AC)	External Trustee, Safeguarding Lead	She / Her
Mike Leckie (ML)	External Trustee, Chair of Finance & Risk Sub-Committee	He / Him
Dave Morris (DM)	External Trustee, Chair of HR & Renumeration Sub-Committee	He / Him
Richard Soper (RS)	External Trustee, Vice Chair of Trustee Board and Chair of Governance Sub-Committee	He / Him
Sam Hedges (SH)	SU VP Education	He / Him
Josh Newsham (JN)	SU VP Welfare	He / Him
Harrison Stewart (HS)	SU VP Union Development	He / Him
Jack Watson (JW)	SU VP Sport	He / Him
Thomas Cross (TCS)	Student Trustee	They / Them
Nathan Mooney (NM)	Student Trustee	He / Him
Laura Yianni (LY)	Student Trustee	She / Her
In attendance		
Misbah Ashraf (MA)	Chief Executive Officer	She / Her
Tony Camp (TCP)	Head of Commercial Services	He / Him
Chris Cottam (CC)	Head of Advocacy & Governance	He / Him
Jane Morgan Jones (JMJ)	Head of Finance	She / Her
Charlotte Barker (CB)	Trustee Board Secretary	She / Her
Apologies		
Santi Siabato Trujillo (SST)	SU VP Societies & Media	He / Him

1. Opening Business

The Vice Chair welcomed everyone and all the new members to the Trustee Board and introductions were made. The Vice Chair reminded all members that everyone must abide by the Code of Practice; that any discussions and the material supplied at Trustee Board are confidential and it is the decision of the Trustee Board and not individuals to release information.

The Chair welcomed everyone present to the meeting.

1.1 Apologies | Received from Santi Siabato Trujillo.

1.2 Declarations of Interest | It was noted that the Trustee Board Members Declarations of Interest have been received.

1.3 Register of Attendance | Attached for information.

2. Matters for Formal Approval

2.1 Minutes of Meeting | 9 June 2023 | These are not available and minutes will be collated from meeting notes.

2.2 Changes to Union Assembly: Overview and Byelaws

VP Union Development reported to Trustee Board that the previous Officer team realised that Union Assembly (UA) needed to change due to poor turnout and lack of student engagement. The proposed changes to UA have been to Governance Sub-Committee and cleared by Lancaster University. UA has already met in its new format and was extremely successful and that voices from academic reps, JCRs and PG were heard.

The Board discussed representation at UA if someone holds multiple roles. VP Union Development confirmed that the question of being able to delegate your seat if someone holds multiple roles had been addressed at UA and the Chair confirmed that they do not want anyone to be unrepresented.

During discussions, the Board noted that the role of chair is critical and that they will need to have the right level of support if they are to be successful in the role.

Approved by Trustee Board.

2.3 Health & Safety Report

The CEO informed Trustee Board that the Health & Safety annual report covers the period August 2022 to July 2023. All health & safety legislation and compliance is followed, in line with ISO 22301. Key elements of the report are:

- Qualified Persons – increased staff with IOSH and First Aid qualifications. In December, SLT will be completing IOSH Managing Safely.
- Safety Framework – has been approved by Lancaster University.
- Risk registers – are up to date.
- Audits – are up to date.

External health and safety consultants PIB Risk Management completed the audit of the Students' Union and the ten recommendations have been actioned and progressed.

The Board discussed the accidents and incidents reported at Students' Union events, including the increase in spiking both at Sugarhouse and city wide. It was confirmed that the Students' Union have more rigorous processes than other venues in the city and has regular contact with local licensing officers.

Preventative campaigns, including the safety talks during welcome week by VP Welfare were discussed. VP Welfare confirmed that it is a long-term project that is due to launch in January 2024.

It was noted that following new legislation for high-risk sport and concussion, staff and student leaders cannot take a risk and need to call 999 whenever there has been a head injury. Under reporting of injuries at sporting events is a concern.

The Board discussed the increase in violence and aggression at Sugarhouse between students and towards staff.

- Searches have increased from 1 in 20 to 1 in 10 people.
- Additional CCTV has been installed.
- Body cams have been introduced.
- Want to install a panic alarm in office, directly linked to the police.

It was noted that an increase in violence and aggression on campus has been reported by Lancaster University.

The Chair thanked Michael Fleming for his work on this.

Approved by Trustee Board.

2.4 Safeguarding Policy and Procedures

The Designate Safeguarding Lead, reported that following the annual review of the Safeguarding Policy and Procedures of the Student's Union, changes have been made to ensure that they are up to date with changes in legislation.

Approved by Trustee Board.

2.5 Approve Election Rules

The Head of Advocacy and Governance reported that the election rules were approved at Governance Sub-Committee on 9 November 2023.

Approved by Trustee Board.

2.6 Appointment of RO & DRO

The Head of Advocacy and Governance reported that the appointment of Returning Officer and Deputy Returning Officer were approved at Governance Sub-Committee on 9 November 2023. It is proposed that as in previous years, the NUS Electoral Services Team is appointed, and Chris Cottam is appointed Deputy Returning Officer.

Approved by Trustee Board.

3. Items for Discussion

3.1 Items from Student Trustees

There were no items submitted by the Student Trustees.

3.2 Strategy Update

The CEO reported that the Strategic Plan had been presented to Governance Sub-Committee on 9 November 2023 and that it contains four themes to focus on over the next three years.

The Board discussed that the student body had not yet been consulted over the Strategic Plan and that it would first go to Union Assembly before wider consultation with the student population. Discussion for the need for a suitable marketing strategy aimed at students occurred and how the strategy would continue beyond the term of the current FTOs.

Action: The draft Strategic Plan to be brought to Trustee Board at the January 2024 meeting.

3.3 Formal Approval of Annual Report and Accounts for year end 31 July 2023

The clean accounts were not available for formal approval since the information was still being uploaded on the day of the approval of the accounts. The Trustee Board has an extra week to read the information before an additional meeting is scheduled to approve the annual report and accounts. The accounts were explained to the new members of the Board by the accountants, Crowe.

4. Items for Information

4.1 Chair's Report

The Chair explained that the report outlined the areas that the officers are focussing on this year. The Board noted the report.

4.2 Report from Chief Executive Officer

The CEO highlighted that the cost of living is impacting students and that there is a correlation between hours worked by students and underperformance at university.

The Board discussed the impact that rent increases are having on students, the possible political capital the Students' Union has to influence changes to rent rises and how to communicate the Students' Unions and FTOs viewpoints to students.

4.3 Staff Structural Review

The CEO explained to the Trustee Board that following recent staff vacancies within the Students' Union, a staff structural review was authorised by the Human Resources and Remuneration Sub-Committee and has been undertaken by Antonia Frezza (Head of HR & Strategy).

4.4 Conflicts of Interest Register

The Trustee Board noted that the Conflicts of Interest Register has been completed to the reflect the current Board membership.

4.5 Code of Practice

The Trustee Board noted that all the Trustee Directors have signed in adherence to the agreed Trustee Code of Practice.

4.6 Central Retail Update

Head of Commercial Services confirmed that central retail is on track; new tills are to be installed soon to keep track of pricing; new LUSU shop branding is nearly complete and will go ahead at the end November; marketing campaign to publicise that central retail is the cheapest store on campus.

4.7 Commercial Services Update

The Board noted the Head of Commercial Services report on Sugarhouse, Welcome Week and LUSU Living The CEO and the Chair expressed their appreciation for the work that the Head of Commercial Services has completed since his appointment earlier this year.

4.8 FTO Structural Review
The review is still in early stages and the Trustee Board was informed of the process of consultation. .

4.9 FTO Induction Review
Following presentation to Human Resources and Remuneration Sub-Committee, the details of the FTO Induction has been shared with the Trustee Board. VP Union Development praised this year's induction, and this was seconded by the other FTOs.

4.10 Staff Development and Training
Following presentation to Human Resources and Remuneration Sub-Committee, completed staff development and training has been included for information.

5. Any Other Business
The Board discussed the possibility of recruiting an additional external trustee.

The block grant letter was discussed, and Vice Chair and Chair of Governance Sub-Committee confirmed that following the Governance Sub-Committee meeting on 9 November 2023, it was agreed that a response will be written, and it will be shown to the Trustees before it is sent.

The Chair highlighted to the Board that it is trustee's week and thanked all the trustees.

6. Electronic Decisions Since Previous Meeting
None

7. Meeting Closed

Approved: 12/01/2024