**Lancaster University Students’ Union Trustee Board**

Minutes of the meeting held **Tuesday 10 December 2019**

**Officer Trustees present**: George Nuttall | Chair

 Hannah Prydderch

 Grishma Bijukumar

 Bethan Morgan

 Lewis Marriott

**External Trustees present** Graeme Osborn | Vice Chair

 Mark Alexander

 Amanda Chetwynd

**In Attendance:** Antony Blackshaw | Interim Chief Executive

 Jane Morgan Jones | Financial Controller | Company Secretary

**Apologies** Kathy New | Student Trustee

 Jenna Higham | Student Trustee

 Misbah Ashraf | Head of Marketing & Commercial Services

1. **Declaration of Interests** | A. Blackshaw declared with regard to Paper B4 (Formal Proposal for Interim Management Services).

**2. Apologies** | noted above.

**3. Minutes of previous meeting |** minutes of 11 October 2019 accepted as an accurate record with amendments.

**4. Matters arising from the** minutes | amendments and outstanding actions noted.

Thanks were given to Ben Evans (previously VP Activities and Officer Trustee), Claire Geddes (previously Chief Executive) who had both resigned since the previous meeting and to Jenna Higham (Student Trustee) as this meeting was the end of her 2nd term as a Student Trustee.

**5. Trustee Board membership / Register of attendance** |minor amendments made.

**6. Decisions approved electronically since previous meeting** | noted.

**B. MATTERS FOR DISCUSSION REQUIRING FORMAL APPROVAL/ CONSENT**

**B1. AGM Motions** | potential conflict highlighted in the motions proposed/ seconded by the VP Union Development and VP Education | discussion and focus was given to motions that applied to the Trustee Board | student trustees interviews held and awaiting Executive Committee approval | Sugarhouse Student Referendum Result Policy noted [discussion to take place] | significant discussion on the pros and cons / legal implications based on advice received / alternative options to improve transparency regarding the live-streaming of Trustee Board [Actions noted] | Saving our Sugar House policy noted | approval to mandate full and part-time officers to take a Public Political Stance on the potential sale of the Sugar House undertaken at the AGM | increased student input into the SU spending policy noted and was work in progress | Union Democratisation Policy items relating to the University had been presented to them | the points relating to the Articles of Association taken on board | Affordable Student Housing Policy information noted. [Actions identified] | no Board action required on the Climate Emergency Policy |

**B2. Referenda Results** | **Sugarhouse** | discussion in detail on background, what has happened to date / rationale and looking forward. The Board noted the result of the Referendum and agreed to cease negotiations for a potential sale. Action identified. The Board also decided to overturn the previous decision of the Board that The Sugarhouse would close at the end of June 2020. Actions identified.

**Trustee Board Referendum |** outcome of Referenda noted. Board agreed that the motion would be included in the governance review of the Articles of Association and By-Laws due in 2021 [with other AGM motions]. Board agreed to bring the review forward.

It was agreed that the appointment of student and external trustees for current vacant positions could not be delayed and the Executive Committee will need to ratify the appointment of the two student trustees recently interviewed and offered Trustee roles (subject to Exec.) | noted that although the % of paid Trustees was higher than it should be; steps were being taken to rectify this.

Other points included that the Sugarhouse referendum turnout was 26%, not 24.4% | the Interim Chief Executive spoke about the OneVoice issue. [Action identified].

**B3. Chief Executive Recruitment** | the interim presented a paper and timetable and the make-up of the Tender panel was discussed. Following discussion, there was agreement to use Executive Search partners for the Chief Executive role and two external trustees | tender document to be approved digitally | the possibility of direct employment of the Chief Executive, rather than joint contract with the University discussed and Actions identified.

**B4. Formal Proposal for Interim Management Services** | the interim proposal for January / mid-February was removed | paper presented by the Interim Chief Executive [who then left the meeting due to the conflict of interest] to allow Board discussion. The Financial Controller also left the room. Costs, benefits and the priorities for the Union were discussed and the Interim Chief Executive and Financial Controller re-joined the meeting | remote support for January and early February was not taken up | Board agreed to offer A. Blackshaw, through BMC, the role of Interim Chief Executive from 17 February to 30 May.

**B5. Student Trustee Recruitment** | appointment of two student trustees noted subject to ratification by the Executive Committee.

**B6. Minutes for approval** | Executive Committee, Finance and Risk Sub-Committee and Governance Sub-Group | to be ‘noted’ going forward.

**C. MATTERS FOR DISCUSSION**

**C1. Chair’s report** | verbal update included AGM / Referenda / VP Activities / new VC appointment.

**C2. Interim Chief Executive’s Update** | verbal update included presence at the Union for 3 days following week and then back mid February.

**C3. Management accounts** | Qtr ended 31st October 2019 taken as read.

**C4. Safeguarding Update** | paper emailed to Trustees after the Board Pack circulated. The scope / extent of safeguarding was discussed, in addition to the membership of the Safeguarding / inclusion Strategic Group.

**D. MATTERS FOR INFORMATION (not requiring discussion)**

**D1. Trustee Board minutes executive summary |** Executive summary of 21June 2019 noted.

**D2. Health and Safety / Wellbeing Group** | meeting rescheduled to 17 December.

**D3. Commercial Meetings Minutes |** Retail | Sugar House | SU Living | Marketing & Communications minutes, from recent meetings,noted.

**E. ADDITIONAL AND FUTURE BUSINESS**

**E1. Forward Schedule of Business** | January Trustee Board to be re-arranged to February. Away Day cancelled.

**E2**. **Date and time of next meeting**

**E3. Any other business** | Confidential.