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| Lancaster University Students' Union Trustee Board Minutes of formal meeting held Friday 20 January 2023 |
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| Officer Trustees Present | | |
|--------------------------|--|-------------|
| India Ellis | SU President & Chair of Trustee Board | She / Her |
| Callum Slater | SU VP Union Development | He / Him |
| Danny Goodwin | SU VP Societies & Media | He / Him |
| Victoria Phillips | SU VP Welfare | She / Her |
| Noah Katz | SU VP Education | They / Them |
| Megan Homburg | SU VP Sport | She / Her |
| Student Trustees | | |
| Harrison Stewart | | He / Him |
| Andrew Millington | | He / Him |
| External Trustees | | |
| Richard Soper | Vice-Chair and Chair of Board Governance Sub-Committee | He / Him |
| Amanda Chetwynd | Member of TB Human Resource & Remunerations Sub-Committee | She / Her |
| Tony Camp | Chair of TB Commercial Services Sub-Committee and member of Board Finance & Risk Sub-Committee | He / Him |
| Mike Leckie | Chair of Board Finance & Risk Sub-Committee | He / Him |
| Dave Morris | Chair of Board Human Resource & Remuneration Sub-Committee | He / Him |
| In attendance | | |
| Misbah Ashraf | SU Chief Executive Officer | She / Her |
| Jane Morgan Jones | SU Financial Controller | She / Her |
| Chris Cottam | SU Advocacy & Governance Manager | He / Him |
| Veronica Longmire | SU Executive Administrator & Committee Secretary | |

1. OPENING BUSINESS | The Chair welcomed everyone to the first meeting of the new year.

1.1 Apologies | received from student trustee Nabeel Hussain Tul Kubra. The committee accepted the early departure of external trustee, Tony Camp.

1.2 Declarations of Interests

The committee noted that the declarations of interest was an important piece of compliance and part of Charity Commission legislation. It was also highlighted that the matter had been raised in the PwC audit and must be resolved. Thanks were passed to those members who had submitted the completed form.

1.3 Register of Attendance | **Action identified.**

2. ITEMS FOR APPROVAL

2.1 Minutes of previous meetings and Matters Arising from the minutes

The minutes of the meeting held 21 October 2022 were noted. These minutes, together with the emergency meeting of 17 November and the meeting of 24 June 2022 to be circulated digitally for approval. Discrepancies found to be passed to the minutes-taker. **Actions identified**

Matters / Actions Arising from the Minutes

- ◆ Risk Registers: top topics to Board | each sub-committee Chair responsible for management of risks.
- ◆ Sugar House Proposal for Investment | discussions to commence and on agenda for next meeting.
- ◆ Minutes on Website: substantial backlog. **Actions identified**

2.2 LUSU Health & Safety Annual Report for 2021-22

Board noted the recommendation to approve the annual report, accepting that approval was required prior to being signed-off at University level and that no red flags had been raised from that direction.

Discussion ensued around the concerns of the current position and going forward | the Chief Executive covering the void | in the interim Board to consider the 'Risk' | support for the area | University handling accident reports.

Board were asked to observe there was no out of hours resources at the Sugar House | no emergency referral service | 999 calls being made if there was doubt | the toll on student staff across the organisation as well as the venue | the increase in mental health issues at the venue | the additional resources now in place at the venue [Advocacy & Governance Manager dealing with reports from the venue, accidents via the Senior Leadership Team and safeguarding matter being dealt with by the designate Safeguarding Lead.

The report remained **unapproved** requiring further discussions. **Actions identified**

- 2.3 Returning Investment in Student Leaders** | Board noted the presented paper and agreed to take the item in conjunction with item **4.4** on the agenda.

Board were asked to hold discussion on the broad parameters of the forecast 2024-26 taking account of the year-end forecast. Board noted the highlights of the paper, that there should be support for student leaders and student groups, together with the general feeling of students regarding investment in the Union

Discussion included that: as a starting point the Union needed to be at a break-even position | have a longer-term investment plan | consider funding going forward | that a 5-year plan would give more certainty | potential sponsorship from Sugar House to SU groups etc.

Board accepted the proposal, put forward by the Chair, to conclude conversation at this point and that further work be undertaken. **Actions identified**

Submitted proposal **Agreed** in principle subject to further discussion.

- 2.4 Scheme of Delegations** | Chair of Board | submitted paper to be taken as read.
Board were asked to approve the scheme of delegations noting that other Students' Unions were producing.
There was **Agreement** in principle subject to further discussion. **Actions identified**

- 2.5 CEO Appraisal Framework & Report Template** | presented by Chair of Board.
Board were asked to approve the proposals submitted around the CEO appraisal framework and report template going forward.
Board approved the objectives in principle, agreeing that KPIs and a development plan should be produced.
There was **approval**, in principle, to the proposal overall subject to review if required.

- 2.6 Risk Policy**
Board noted that the policy had been reviewed and changes made to operational and strategic items. Board **approved** the key changes.

- 2.7 Trustee Code of Conduct [Draft]** | item presented by the Chair of TB Governance Sub-Committee who highlighted this was now the last opportunity to forward objections and views.
Approved in principle subject to further informal conversation. **Actions identified**

3. ITEMS FOR DISCUSSION

- 3.1 The Teaching Excellence Framework [TEF]** | presented by the SU VP Education
Board noted the report was to be on a 'no surprises' basis and would be uploaded prior to deadline. Comments via email were welcomed.

Thanks were extended to the Advocacy & Governance Manager, SU Student Insight & Voice Manager, and the SU President for their input into the report.

- 3.2 Strategic Direction** | Board noted the discussions held at the July Strategy Day | the review undertaken by TB Governance Sub-Committee around stakeholders within the University | building

greater links | raising the Union's profile | programme of surveys | measuring success | priorities, resources and reflecting on effectiveness.

Board acknowledged that historical surveys had been undertaken | the organisation now had a new Research and Insight Co-ordinator | the substantial shift in the University's view towards the Union | additional consultation | project to be in-house or out-sourced to external company.

Discussion included that a 5-year strategic plan was a priority | constraints around budget and other resources | potential external facilitation | the potential to discuss as an objective of the CEO | there was a strategic plan produced previously which could be used as the starting point | being mindful in the short term of stakeholders and students' experience.

There was **agreement** that a 5-year plan should be prioritised. **Actions identified**

3.3 Budget 2023-24 and Forecast 2024-26 | High Level Assumptions and Parameters | taken alongside item 2.3 with **Actions identified**

4. ITEMS FOR INFORMATION

4.1 Report from the Chair / SU President | Board noted the Chair's report which included the priorities in the higher education sector, regional campaign by all northern Unions, actions in place around a finances support package, engagement at National Conference by the delegation, UCU strikes and marking boycotts and the position to be decided by the Union Assembly.

4.2 Report from CEO | Board was asked to accept the report as submitted. The Chief Executive stated that she had more focus now objectives had been set.

4.3 Incident Management Plan | Board accepted the submitted paper as taken as read and noted the University was to undertake an assimilation exercise to determine whether current strategies were fit for purpose. Comments welcomed.

4.4 Safeguarding Report | presented by the SU Advocacy & Governance Manager [in attendance for this item only].

Board accepted that the submitted paper was to be taken as read and further noted the content and the update provided. Clarification was given that the report covered the recent quarter. **Actions identified**

4.5 Management Accounts to November 2022 | Board accepted that the submitted papers were to be taken as read and noted the current position and potential initiatives requiring budget changes.

4.6 PwC Audit Report | Follow Up | item presented by the Chief Executive outlining the background to the report. Board noted the areas identified where further work was required and that there had been an indication a recommendation would be forthcoming that this would be the last audit. **Actions identified**

4.7 WonkHE Study Tour Presentation | item not taken due to time constraints. **Actions identified**

5. ADDITIONAL AND FUTURE BUSINESS

5.1 Forward Schedule of Business | document to be amended and circulated [digitally] to Board for scrutiny and approval. **Actions identified**

6. ANY OTHER BUSINESS | None submitted.

The meeting closed and trustees re-convened for additional discussion.