

Lancaster University Students' Union Trustee Board

Minutes of the meeting held Thursday 25 June 2020

Officer Trustees present:	Victoria Hatch Interim SU President Chair of Board Bethan Morgan VP Education Lewis Marriott VP Campaigns & Communications
Trustees present	Graeme Osborn External Trustee Vice Chair of Board Amanda Chetwynd External Trustee Mark Alexander External Trustee Kathy New Student Trustee Sam Maesschalck Student Trustee Eloise Frost Student Trustee
In Attendance:	Misbah Ashraf Interim Chief Executive Veronica Longmire Executive Administrator Minutes Jan Sowa and Nina Musgrove Greenhouse Consulting [item C3.] Chris Cottam Education & Support Manager [item C8.]
Observers	Atree Ghosh VP Union Development-elect Amy Merchant VP Welfare & Community-elect Paul McCarthy VP Sport-elect Shannon McCaul VP Societies & Media-elect Oliver Robinson SU President-elect

The meeting took place via video conference due to the restrictions relating to Covid-19.
The Chair welcomed everyone to the meeting and introductions were made.

[A] Opening Business

- A1. Declaration of Interests** | None raised.
- A2. Apologies** received from Jane Morgan Jones.
- A3. Minutes of previous meetings**
- A3.1 Minutes of the meeting held 3 April and the additional meeting held 4 May 2020 were approved.
- A4. Matters / Actions arising from the minutes:**
 - Democracy & Governance role now going through HR processes | role of Postgraduate Researcher was placed on hold until September 2020.
 - SU Financial Strategy placed on hold as work not yet undertaken.
 - CEO Recruitment | proposal not yet returned from the agency.

[B] Matters for Discussion requiring Formal Approval / Consent

B1. Operating Risks and Planning [in light of Covid-19]

The pre-circulated document outlined the challenges the Union was facing and what the risks and impacts of Covid-19 could be. Board were asked to identify any additional mitigating actions and discuss and agree a set of budget assumptions for the trading entities for 20-21. It was noted that discussion at the recent Finance & Risk Sub-Committee meeting had focused on the trading entities and loss of income.

Board noted: the reduction in income across LUSU Services Co; that retail was currently projected to break even with mitigating actions in place; a recent grant application to the City Council successful; applications for other hospitality grants were underway; costs of the furlough scheme had been taken into account with changes to posts or redundancies; student staff would not continue to be furloughed as they would not have worked over the summer vacation. Board agreed that a trial opening of Sugarhouse as a bar in compliance with C-19 regulations would be explored

SU Living leases/contracts | Board noted: that all rooms had been let; some requests had been received from students asking to be released from contract due to not returning to Lancaster; landlords would expect to receive their guaranteed rental income.

Board discussed the following risks to charity income: the block grant and designate funding reductions, head-lease contracts and guaranteed payment to landlords, and noted the lack of external financial expertise.

Board noted: it was anticipated the block grant would be received quarterly; the University would require assurances around value for money and a detailed breakdown of how the grant would be used; many Union staff had been furloughed to save salary costs where activity was

not possible or impacted by C-19 restrictions; contracts with third parties had been cancelled / postponed / moved to being paid monthly wherever possible.

Following the discussion, Board agreed the proposed assumptions for the 2020-21 budget.

ACTION: The Interim Chief Executive to explore trial opening of Sugarhouse as a bar in line with C-19 regulations.

B2. Budget 202-21 and Forecasts 2021-23

Board noted the paper and that the block grant had not yet been approved.

Board discussed the difficulty to agree the budget and forecasts when the block grant position would not be known until September.

ACTION: The Interim Chief Executive arrange an additional Board meeting once there was more clarity about the block grant position.

B3. Sub-Committees Membership

Board was asked to note the need to appoint new student trustee members to the Union's regular standing committees, that Sam Maesschalck was the student member of Finance & Risk Sub-Committee [FRSC] and Eloise Frost the student member of Governance Sub-Committee [GSC] replacing Kathy New whose term of office was ending. Graeme Osborn is the current Chair of GSC and Amanda Chetwynd is the current Chair of FRSC.

Kathy New was thanked for the time and effort she had given as a member of GSC.

ACTION: Incoming officers to agree which officers should join the sub-committees.

Thanks were passed to everyone offering to sit on the committees.

B4. Risk Policy Annual Review

Board was being asked to:

- ❖ discuss and agree the proposed changes to the risk policy as part of its annual review
- ❖ consider the level of detail to be reported to Board by the Finance & Risk Committee
- ❖ to agree how and when risk appetite should be discussed
- ❖ note that the risk matrix would revert to the previous 4x4 model in the future

Board approved the proposed changes to the policy and to the matrix reverting to the 4x4 model.

B5. Housing Lease Agreements & Contracts

Board was asked to note that contracts for 2020-21 were already signed. Advice from the solicitors had not been received in time to incorporate into the contracts for 2020-21 and would be incorporated into the contracts for 2021-22. Board discussed the business model and potential risks and agreed further the situation would be discussed in future meetings once the full impact of the C-19 restrictions was known. Board also discussed the implementation of a single conflict of interest policy across the Students' Union Group.

Action: Interim Chief Executive to circulate legal advice and updated financial information to trustees.

[C] Matters for Discussion

C1. Chair's Report | The report included the change in the officer structure and the impact on all officers; work underway for Welcome Week and first term; sport; taking on welfare issues for students; and active involvement at University meetings / faculty forums etc.

C2. Chief Executive's Report | Board noted the report, and that County JCR were holding a vote on whether to disaffiliate from the Students' Union. Board further noted that under University governance JCRs were only recognised as part of the Union and disaffiliation would therefore be acting outside of its powers. It was noted that the reasons included the conduct of the presidential by-election and RON campaign.

C3. Commercial Services Review

Board noted that the review of the commercial services had been completed and Jan Sowa and Nina Musgrove joined the meeting to provide feedback. It was noted that Section 6 of the report summarised the research undertaken and Sections 10-13 outlined recommendations for improvement. Board discussed the main recommendations for each area and agreed that certain recommendations could be implemented in the short term, but others would have to wait until a permanent Chief Executive was appointed.

C5. Sugar House | separate limited company

Board was informed that following discussion at the previous Board meeting about the possibility of making the Sugar House a separate limited company, the auditors had advised that it would not make much difference at the venue did not have assets. However, it was felt an appropriate service-level agreement with the Charity would be beneficial and believed that Board should review the delegations matrix at a future date.

C6. Coronavirus Update

Board noted that the Interim Chief Executive was reviewing the SU building capacity for staff returning to the building. Initial observations included that it would only be a quarter of the current capacity, a potential one-way system, and that whilst C-19 planning was underway staff should continue to work from home until further information was received from the University.

C7. Management Accounts to 30 April / 31 May 2020

Board noted the management accounts to 31 May; that FRSC had received the April accounts and a cash-flow update; the risks around the Sugar House not opening in Welcome Week; and sports funding.

C8. Elections Update

Conflicts of interests were declared by Victoria Hatch, Lewis Marriott and Oliver Robinson. Board noted the report on the recent full-time and part-time officers' elections held in June. Discussion included the RON campaign and potential breaches of election rules; questions around campaign expenditure and budgets; the integrity of the election process; and the general process that complaints needed to be dealt with prior to votes being counted. Board noted that the election rules would be reviewed for the next academic year and be submitted to GSC in September then Board in October.

ACTION: Education & Support Manager to submit election rules for 2020-21 to GSC in September after consultation with the FTOs and Democracy Committee.

C9. Student Trustees items for discussion

A suggestion was put forward that there should be an opportunity for students to actively engage with the Union about ways to improve student experience. Board noted that Democracy Committee would view these in the first instance. The SU President-elect was encouraged to further discuss this matter outside of the meeting.

ACTION: The FTOs-elect to produce a plan for the next year.

Board noted that it was good practice for meetings to be held between 10:00 and 16:00 where possible to ensure those with external commitments were able to attend.

[D] Matters for Information

D1. Trustee Board Register of attendance | Noted and error corrected.

D2. Decisions approved electronically since previous meeting

- Updated Financial Regulations
- Acting Up / Additional Responsibilities allowances

D3. Recruitment of External and Student Trustees update

Board noted that the Appointments Panel had completed the recruitment process for External Trustees and successful candidates had been submitted to Executive Committee for ratification. That committee had been unable to ratify due to the meeting not reaching quorum. Board further noted that there had been a diverse shortlist, and that the appointees should receive confirmation of ratification as soon as possible.

D4. Minutes to Note | Executive Committee minutes of 10 and 25 February, and 17 March [approved]; minutes of 21 April and 21 May [unapproved]; minutes of 16 June [not yet available]. Finance & Risk Sub-Committee minutes of 20 March 2020 [approved]; minutes of 11 June [not yet available]. Governance Sub-Group minutes of 6 March and 20 May [approved]

D5. Health & Safety / Wellbeing Group minutes of meeting held 3 March 2020. The minutes remained unapproved at this point due to staff furlough.

D6. Safeguarding Update | No minutes available for this item.

- D7. Complaints and Feedback** | The only matters were covered under item C8.
- D8. External Speakers Update** | Board noted there had been nil activity in this area.
- D9. Democracy & Governance Review** | Board noted that Counterculture had been appointed to conduct the governance and democracy review.

[E] Additional and Future Business

- E1. Forward Schedule of Business** | Noted.
- E2. Date and Time of Next Meeting** | Thursday 8 October 2020.
- E3. Any Other Business** | Thanks were recorded to the outgoing trustees for their hard work and dedication during their time in office.