Formal Trustee Board
Minutes of meeting held 25 October 2024

Present		
Cerys Evans (CE)	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
Ella Smith (ES)	Wellbeing Officer	She / Her
Harrison Stewart (HS)	Education Officer	He / Him
Jack Watson (JW)	Activities Officer	He / Him
Ariana Dell (AD)	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
Charlotte Barker (CB)	Trustee Board Secretary	She / Her
Michael Jayson (MJ)	Crowe Auditor	
Ibrahim Hashmi (IH)	Crowe Auditor	
Maria Melian Chacon (MMC)	Management Accountant	
Apologies		
Paula Kinsella (PK)	Head of People	She / Her
Jane Morgan Jones (JMJ)	Head of Finance	She / Her

1. Opening Business
1.1 Apologies | Received from Paula Kinsella and Jane Morgan Jones.
1.2 Declarations of Interest | All declarations for 2024-25 have been completed and no additional declarations were received in relation to any items on this agenda.
1.3 Register of Attendance | Attached for information.

2. Matters for Formal Approval
2.1 Annual Report and Accounts for year end 31 July 2024
Michael Jayson, Ibrahim Hashmi and Maria Melian Chacon attended the meeting between 13.00-14.10.
MJ confirmed that he would inform the trustees about:
1 – any items as part of the audit from a statutory audit perspective.
2 – any findings from audit that include significant risk areas.
Subject to receiving some documents it is an unqualified audit; it is a clean audit report, and they are comfortable signing the accounts.

The Finance & Risk Sub-Committee chair requested that he has additional time to read the accounts and that the trustees do not sign the accounts at this meeting. This was agreed by the other trustees, and digital signing would happen next week.

The auditors and MMC left the meeting.

The Board discussed the Annual Report and requested that a few minor changes are made as the Report needs to be reprinted due to the slight delay in the signing.

The Chief Executive has asked the Auditors for a debrief meeting to explain how the audit went, and lessons learnt. To be attended by ML too.

The Chief Executive expressed thanks to the finance team and to the student who designed the Annual Report.

2.2 Minutes of Meeting | Last held 6 June 2024 | Approved by Trustee Board.

2.3 Redacted Minutes of Previous Trustee Board Meetings
The Trustee Board discussed the minutes and suggested that a photograph was removed from one set of minutes.

Approved by Trustee Board.

2.4 Trustee Code of Conduct
The Vice Chair reminded the members that the force and importance of the code of conduct had been lost and that the new version now includes a foreword, examples of breaches of trust and a signing page. The code has now been signed by all the trustees.

Approved by Trustee Board.

2.5 Expert Committee Members
The Head of Advocacy & Governance confirmed that the paper has been to GSC to formalise the process to appoint expert committee members to each Sub-Committee and that a statement about diversity and skill set was added. The Trustee Board discussed that these appointments could be used as a pipeline for the appointment of full external trustees when a position becomes vacant or to keep knowledge when an external trustee steps down.

DM noted that the paper didn't mention that expert committee members should also adhere to the code of conduct. The rest of the Trustee Board agreed that this should be added to the paper and the Head of Advocacy & Governance added it to the paper during the meeting.

Approved by Trustee Board.

2.6 LUSU Safeguarding Policy and Procedures 2024
The Head of Advocacy & Governance confirmed that the updated policies and procedures have been to GSC, and that the updates are regarding terminology and definitions and a clearer reference to Nightline.

Approved by Trustee Board.

2.7 Appointment of RO and Deputy RO for 2024/25
The Head of Advocacy & Governance has taken the paper as read, and that the Trustee Board approve the appointment of the NUS Electoral Services Team and the appointment of CC as the deputy RO and the Student Voice and Insight Manager to deputise for the DRO in their absence.

Approved by Trustee Board.

3. Items for Discussion

3.1 Carbon Footprint Report: Next Steps
The Trustee Board discussed the Small World Consulting report, and the Activities Officer suggested that the report is released to students so that they know what our footprint is and then speak to students, to see what can be done in the future to reduce the footprint. The Education Officer agreed that students would be interested in the findings.

The commercials and specifically LUSU Shop and its supply chain are our major source of carbon. It was discussed that it would be useful in the future to have another audit that could test how we have reduced our carbon emissions and to include Roses which wasn't included in this report.

4. Items for Information

4.1 Sugarhouse
The Head of Commercial confirmed to the Trustee Board that Sugarhouse is a going concern and that there is a demand for the nightclub.

A poor start to the trading year due to the loss of experienced staff, meant that SLT has had to step in to manage Sugarhouse and to keep the doors open. Valuable knowledge has been lost and not transferred to remaining staff and the lesson learnt is that it is important to have a training manual going forward. New staff have been employed who have nighttime experience and the team is working together and have lots of ideas.

MA / CC / JW were thanked for stepping in. Thanks to the Comms team for their commercial marketing contributions as it has made a difference in terms of numbers and to the Management Accountant for helping with the different possible scenarios.

We now have campus ambassadors to interact with students and are looking at better deals and drink prices. Staff are to have training in customer service and so that they have a Sugarhouse way of working e.g. welcoming style.

The Head of Commercial informed the Trustee Board that they have briefed the management business school about a Sugarhouse project like the one they did for LUSU Shop and there is to be a long-term PR message that money comes back into the students' union. The Head of Advocacy & Governance noted that the Comms team is small, and they have been redeployed to work on this and that they are moving towards a clearer marketing plan for the organization and will need to give priority to the commercial team.

The Vice Chair read out the letter of support for Sugarhouse and formally proposed that the letter is adopted. Approved by Trustee Board.

The Trustee Board discussed the need for financial information to be available more quickly so that SLT can respond quickly to changes in the business. Why the students' union has businesses was discussed and the Head of Commercial confirmed that the nightclub provides a safe space for students and women; the housing is the best available and the shop is the cheapest. The Chair confirmed that it is the only wheelchair accessible nightclub in town.

The Head of Advocacy & Governance mentioned that the curriculum transformation project to change to two semesters will also increase time that students are on campus and that we need better dialogue with the University regarding student numbers and data so we can improve our targeting.

4.2 FTO Exit Interviews

The Board noted the report. The HRRSC Chair thought it would be useful to know how the FTO's experiences help with where they want to go next.

4.3 LUSU Block Grant

The Board discussed the block grant letter and decided that it would be useful to bring an item to the next Trustee Board meeting about the relationship between LUSU and Lancaster University and how we work with them.

4.4 President's Report

The President's general update and Council report is taken as read and included details about who each of the officers are and their values.

CE informed the Board that new student trustees are currently being elected.

5. Electronic Decisions Since Previous Meeting

None.

6. Additional and Future Business

None.

7. Meeting Closed