

## Lancaster University Students' Union Trustee Board

### Minutes of the Emergency meeting held Thursday 30 July 2020

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**Officer Trustees present:**

Bethan Morgan | VP Education [She/her]  
 Shannon McCaul | VP Societies & Media [She/her]  
 Paul McCarthy | VP Activities [He/him]  
 Amy Merchant | VP Welfare [She/her]  
 Atree Ghosh | VP Union Development [He/him]  
 Oliver Robinson | President of SU | Chair of Trustee Board

**External Trustees present**

Graeme Osborn | External Trustee | Vice Chair of Trustee Board [He/him]  
 Amanda Chetwynd | External Trustee [She/her]

**Student Trustees present**

Callum Slater | Student Trustee [He/him]  
 Sam Maeschalck | Student Trustee [He/him]  
 Eloise Frost | Student Trustee [She/her]

**In Attendance**

Misbah Ashraf | Interim Chief Executive [She/her]

**Observing:**

Amy Stanning | Mature Students Officer [She/her]  
 Max Kafala | BAME Officer [He/him]  
 Jesse Phillips | LGBT+ Officer [They/them]  
 Molly Lawson | Students with Disabilities Officer [She/her]

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The emergency meeting took place via Microsoft Teams due to the Covid-19 pandemic and led by the Chair of Board. Board acknowledged the meeting would be recorded for minute-taking purposes.

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#### **Agenda Item 1 | Apologies** from Mark Alexander, External Trustee

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#### **Agenda Item 2 | Executive Committee proposals**

Board was asked to discuss and agree two proposals approved at the Executive Committee's meeting on 30 July 2020:

- the creation of a Student Consultation Panel to input into the Union's budget process, chaired by the Mature Student Officer and Chair of the Executive Committee; and
- the creation of a Finance Sub-committee by Executive Committee, to input into the 2020/21 budget.

Board was also asked to consider whether it feels the next Board meeting, due to take place next week, should be delayed allowing for these proposals to be implemented and the budget to be considered meaningfully. Board noted that the Student Consultation Panel could not be a Student Jury due to restrictions set out in the Articles of Association, but that there was nothing preventing a panel being set up along similar lines for this specific purpose.

Discussion included: the impact of the cut to the block grant from the University, and that the figures discussed do not include additional funding which has yet to be finalised from the Community, International and Roses budgets.

There were concerns over the proposed consultation panel's terms of reference and need for clarity on the panel's remit is and how feedback from it would be considered by the Board. There were additional concerns over staff workload, particularly for the Financial Director and Finance Team, and the tight timescales of the budget process, which could result in reputational damage with students.

Board discussed a proposal to move the creation of the consultation panel to January 2021 and for it to review the budget at that point, and the challenges of doing so mid-year. Board considered the processes necessary in order to share confidential information with the panel. Board acknowledged the reputational benefits of the proposals and including students in the budgeting process, and that the matter should be considered in the governance and democracy review to identify a long-term solution for future years. Board considered the challenges of, in a very short period of time, providing and explaining sufficient information to the panel so they are able to carry out their function. Board acknowledged the need for additional resources in order to implement the proposals and meet the budget deadlines, the exact details of which need to be established.

Board approved two proposals:

1. to authorise the Executive Committee to set up the Student Consultation Panel in order to input into the 2020/21 budget process
2. to authorise the Executive Committee to set up a sub-committee on Finance in order to input into the 2020/21 budget process

Board noted that the 6<sup>th</sup> August Board meeting would contain a progress update.

**ACTION: The Chair of the Board and Education & Support Manager to implement the proposals.**

**ACTION: The Chair of the Board and the Interim Chief Executive to update the Board on implementation.**

**ACTION: Interim Chief Executive to submit proposals for additional resource to Chair of the Finance and Risk Committee for final approval.**

Board thanked the Chief Executive Officer, Financial Controller and Team for dealing with the incredible amount of work this matter had taken.

The Chair thanked the trustees for attending the meeting at such short notice.

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