**Lancaster University Students’ Union Trustee Board**

Minutes Summary of the meeting held **Wednesday 5 February 2020**

**Officer Trustees present**: George Nuttall | Officer Trustee | Chair of Board

Hannah Prydderch | Officer Trustee

Grishma Bijukumar | Officer Trustee

Bethan Morgan | Officer Trustee

 Lewis Marriott | Officer Trustee

 Victoria Hatch | Officer Trustee

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

Amanda Chetwynd | External Trustee | present until 5:30pm

**Student Trustees present** Kathy New | Student Trustee | present until 4:00pm

**In Attendance:** Misbah Ashraf | Interim Chief Executive

 Jane Morgan Jones | Financial Controller | Company Secretary

 Veronica Longmire | Executive Administrator | Minutes

**Apologies** Mark Alexander | External Trustee

**Observer** Aidan Grills | Leeds University Union Chief Executive

**[A] Opening Business**

**A1. Declaration of Interests** | None raised.

**A2. Apologies** | noted.

**A3. Minutes of previous meeting |** minutes of 10 December 2019 accepted with minor amendments.

**A4. Matters arising from the minutes** | All actions completed or on the agenda.

**[B] Matters for Discussion requiring Formal Approval / Consent**

**B1. Postgraduate Engagement and Funding** [taken with item B3.]

**B2. Projected Out-turn y/e 2020** | increase in projected deficit noted | did not include decisions to be made at this meeting | significant increase in governance costs as a result of recruitment process for a new Chief Executive, legal advice and HR support | review of the commercial marketing budget | importance of Finance & Risk Sub-Committee around financial risks | assumption that two months of University designated funding for volunteering would not be drawn down | actual financial position would continue to be monitored.

**B3. Reserves** | Trustees discussed the use of Reserves and amended Reserves Policy in view of the proposals for funding. After significant discussion around the merits, costs, financial sustainability in the longer term, Board agreed funding for research to be undertaken with a view to developing postgraduate engagement and well-being | Board also agreed fixed term funding for additional support in Advice & Democracy [a Democracy & Governance Co-ordinator and Student Advice Caseworker].

**B4. Live Streaming of Trustee Board Meetings** | live-streaming of Board meetings was discussed and agreed not possible in a meaningful way and that other systems of increasing transparency and visibility to the membership would be explored. Actions identified.

**B5. Full-time Officer Induction Review** | Board agreed to a review and update of the current officer induction programme with a view to improving the experience of full-time officers and their effectiveness as officers and trustees. Actions identified.

Agenda item C3. Was discussed at this point, as some Board members had to leave the meeting.

**B6. Full-time Officer Role Restructure** | the Chair stepped down as Chair and the Vice-Chair became Chair for the item. The Chair as Union President presented a proposal, based on his election manifesto, to change the format of the full-time officer team prior to the upcoming elections [**New |** VP Societies and Media | **New |** VP Sports | **Change |** to VP Welfare | **Remove |** VP Campaigns & Communications and VP Activities]. Board noted the approval of the Executive Committee. Board accepted the changes as approved by the Executive Committee having fully discussed student consultation / referendum / that Trustee Board had the ability to override the approval of the Executive Committee. Board agreed that all officer roles would be reviewed at the point of the governance review.

**B7. Sugar House Position and Next Steps** | Clarity on the ‘next steps, as a result of the referendum and Board’s agreement to continue operations at the Sugar House, was requested. Board discussed monitoring new developments in the area and potential future noise complaints. Board agreed to expenditure under delegated authority in order to ensure regulatory compliance etc, the continuation of external events, obtaining advice on the possible revision of the operation’s standing within the Services Company. Proposed expenditure above the delegated authority limit to be submitted to Board for approval. Actions identified.

**B8. Elections** | The appointment of the Chief Returning Officer and Deputy Returning Officer for College, Part-time Officer, Full-time Officer and NUS delegate elections for a period of one year, and the Election Rules and Regulations [to include the regulation on the use of ‘Slates’ in elections, from the Elections Guidelines/Regulations being moved into the Election Rules were approved. Actions identified.

**[C] Matters for Discussion**

**C1. Chair’s Report** | the Chair had nothing to add to the meeting.

**C2. Chief Executive’s Report** | gave an update on the appointment of a new Vice-Chancellor / the Sports Review being placed on hold / the recruitment of new Chief Executive / recruitment of external trustees / the NUS strategic conversation.

**C3.** This item was confidential.

**C4. Management Accounts | 31 December 2019 YTD** | Board agreed to take these as read.

**C5. Trustees Away Day** | Board **agreed** that an away day should be an annual event going forward. Actions identified.

**[D] Matters for Information**

**D1. Trustee Board Register of attendance** |Noted.

**D2. Decisions approved electronically since previous meeting** | Noted.

**D3. Minutes |** Minutes of the Executive Committee and Governance Sub-Group meetings noted.

**D4. Safeguarding** | Board’s attention was drawn to the fact it was important for the update to be read.

**D5. Complaints and Feedback** | Board to read report.

**D6. External Speakers / VIP Requests Update** | Board to read report.

**D7. Strategy / Pulse Update**

**D8. Student Numbers Growth: Size vs Student Experience |** Board was asked to note the policy to boycott Open Days and Applicant Visit Days, as proposed by the VP Education, and agreed by the Executive Committee at its meeting on 14 January 2020.

 Board discussed its ability to override an Executive Committee decision based on potential significant financial implications | the Executive Committee not being aware of the potential financial implications when approving the policy | financial risks were apparent but the extent was not fully known at this point | the need to be aware of potential impact across the organisation | the management challenge posed by the financial impact. The VP Education was given credit for taking a stance on this issue, as it was necessary.

**[E] Additional and Future Business**

**E1. Forward Schedule of Business** | noted.

**E2. Date and Time of Next Meeting** | noted.

**E3. Any Other Business** | Boardwas reminded that Board packs were confidential and agreed that going forward packs would be digital by default and members must ‘opt-in’ to receive a paper version.

The meeting closed at 6:00pm and outstanding items would be picked up digitally or in the next meeting. Members were thanked for their attendance.