

Meeting Minutes

Meeting title:	Trustee Board		
Date:	10/05/2017		
Time:	14:00 - 17:02		
Location:	RM 150		
Chair:	Bonnie Amato Southcott		
Note taker:	Karen Curphey		
Trustee Members:	Megan Maddex	MM	Sabbatical Officer Trustee & Chair of the Board
	Hanna Head	HH	Sabbatical Officer Trustee
	Lewis Clemison	LC	Sabbatical Officer Trustee
	Sam Perry	SP	External Trustee
	Andrew Gameson	AG	External Trustee
	Mike Platten	MP	External Trustee
	Bonnie Amato Southcott	BAS	External Trustee
	Naomi Fry	NF	Student Trustee
	Adam Powney	AP	Student Trustee
In attendance:	Lorna Reavley	LR	Chief Executive
	Judith Strike	JS	Finance Manager

Minutes		
Item	Topic	Action/W ho
1	MM requested that another Trustee chair the meeting as she was feeling unwell. All agreed that BAS would chair. BAS opened the meeting and welcomed everyone.	
2	Apologies for absence: MP	
3	Conflict of interest expressions: <ul style="list-style-type: none"> SP noted conflict of interest for tabled Agenda item 18 – Lottery Tender Document. LR noted conflict of interest for Agenda item 10 – Draft Budgets 2017-2018 due to pay scales for all paid SOSU staff at meeting. 	
4	Minutes of the last meeting: Committee agreed minutes from last meeting – 25/01/2017.	KC to give copy of previous minutes to MM to sign.
5	Matters arising: Committee went through the matters arising and the outstanding matters are: <ul style="list-style-type: none"> LR confirmed that the BCM role has been redrafted to become Income Generation Manager. The Job evaluation has been completed and this will be taken to HR Committee for approval. Budget forecast has been reworked to include Living wage increase for staff at grade 2. LR confirmed this will go to HR Committee to be looked at in more detail. External Trustee Sabbatical Officer support/mentor is still an open item that needs to be agreed between External Trustees and Sabbs. 	LR to submit IGM job role and evaluation to HR committee. LR to submit Budget forecast to HR Committee. MM, HH, LC to agree External trustee mentors.
6	Reports from :	

	<p>Finance Committee – JS gave an overview from Finance Committee and the below was noted:</p> <ul style="list-style-type: none"> • FC went through March Management accounts and raised no concerns. • FC agreed to recommend closing the café bar to TB. • FC agreed to reduce opening times of café bar to between 12pm – 6pm. • LR was asked to submit a proposal for alternative use of café bar space. • FC agreed to include the two new income generation proposals submitted by Andy Brown in the SOSUTT budget. • Financial procedures are being reviewed and will be agreed by July 2017. <p>Risk and Control Committee – no meeting.</p> <p>Officer Committee – verbal update from HH</p> <ul style="list-style-type: none"> • Although no meeting has taken place since last TB, HH confirmed that two societies and one society constitution has been ratified. • Officer Elections are currently being held and Officer Committee will be up and running for next academic year. <p>Student Council – verbal update from LC:</p> <ul style="list-style-type: none"> • SC approved all recommended Byelaw amendments. • Trans officer role description was confirmed for next academic year. <p>Societies Council - minutes included in paper for reference.</p> <p>Sabb Reports – Sabbs updated TB on their activities.</p> <p>CEO Report – LR gave an overview of the report and the below was noted:</p> <ul style="list-style-type: none"> • LR confirmed to the board that there are currently no vacancies in the union. • LR updated the board that current Officers have been re-elected with LC moving to VP Education and NF elected to VP Employability & Engagement from 4th July 2017. • LR updated the board that the Referenda on NUS affiliation was not quorate but was strongly in favour of remaining affiliated. LR asked for a decision from the board as to whether we re-affiliate before the AGM as the affiliation fee is due before the AGM. TB agreed to renew affiliation to NUS. • LR updated the board that the Summer Ball will not make a loss. However, going forward it is something that needs to be thought about as we will no longer receive funding towards it from the university. • LR informed the board that the university have requested to use the CSI permanently as teaching space for their music programme and that we may have some room to negotiate how best to utilise the union space through this. <p>Advice Service Report – included in paper for reference.</p>	<p>LR to arrange renewal of NUS affiliation.</p>
7	<p>Management Accounts – JS</p> <p>JS presented the April Management accounts tabled on the day and the below was noted:</p>	

	<ul style="list-style-type: none"> • JS noted that April is currently showing a deficit. • The Business and Commercial salaries were over budget. • JS highlighted that we are 66% behind on trading compared to last year, which has had a huge impact on our income. • LR confirmed that a close eye is being kept on the budget and she is confident we will keep on budget. 	
8	<p>Pensions Deficit</p> <p>LR explained the pensions deficit situation to the board and gave an overview of the paper, the below was noted:</p> <ul style="list-style-type: none"> • LR confirmed we budgeted enough within our reserves to cover the deficit payment. • Discussions were held around the table and the following was agreed by TB: LR will respond to the University by: <ul style="list-style-type: none"> - Requesting a three year projection for the block grant with a 3% inflation increase. 	LR to contact University re: pension deficit decision and requests.
9	<p>University Funding</p> <p>LR gave a verbal update on the funding received by the University and the below was noted:</p> <ul style="list-style-type: none"> • LR confirmed to the board that the block grant had been cut by £10,000. 	
10	<p>Draft Budget 2017 – 2018</p> <p>JS went through the draft budget proposals with the board.</p> <p>BAS suggested including agenda item 12 ‘Café Bar alternative proposals’ so that the board could be fully informed before any decisions were made and this was agreed by the board.</p> <p>Reading break/coffee break agreed for tabled agenda item 12.</p>	
Break		
	<p>Draft Budget 2017 – 2018 continued and including Café Bar alternative proposals’ (item 12 on the agenda)</p> <p>LR gave an overview of Café Bar alternative proposals and discussions were held around the table, the below was noted:</p> <ul style="list-style-type: none"> • LR mentioned that Finance Committee’s recommendation was to close the Café Bar. • BAS asked how long it would take to break even if we closed the café bar? LR confirmed that the draft budget without the café bar reflected an immediate saving of £10,000. • LR noted staffing of a proposed new welcome centre/study area would need to be looked in to as it would be open later than the current welcome centre. • BAS requested we research policies and procedures regarding students consuming their own alcohol onsite. <p>TB agreed to close Café Bar at the end of this commercial year.</p>	LR to investigate procedures and policies regarding students bringing their own alcohol onsite.

	<p>Draft Budget discussion continues:</p> <p>JS went through budget option 2 and the tabled budgets and the below was noted:</p> <ul style="list-style-type: none"> • There was a debate over whether or not FC has agreed to raise the budget for the website by £5,000. • Discussions were held about the Night Bus service, including the possibility of running the service for four nights a week with one permanent driver for one academic year. Due to the many changes in the current climate TB agreed that JS and LR will continue to explore the possibility of continuing service next year. • TB agreed that pay increases for SU staff will go through HR committee. • The SU Website was discussed, LR confirmed it was going out for Tender and BAS suggested investigating the potential of using the University's provision of website services. <p>Actions agreed by TB:</p> <ul style="list-style-type: none"> • LR/MM to have conversations with the University about the potential of the Café Bar space changing and the University's potential use of the CSI space. • JS/LR to create budget on 'wind down' costs of Café Bar to include any equipment on lease. • TB overturned the open policy that was passed by student council to extend the opening hours of the café bar due to financial impact on the union. 	<p>JS to check with MP what was agreed for website funding.</p> <p>JS and LR will continue to explore the possibility of continuing service next year.</p> <p>LR to send potential staff pay increases to HR Committee.</p> <p>LR to investigate the potential of using the University's website services.</p> <p>LC to update Student Council on policy change at next meeting.</p>
11	<p>Bank Paperwork</p> <p>JS asks Trustees to complete the bank paperwork for the charity account. Trustees agree to complete the paperwork after the meeting to save time.</p>	
13	<p>RO Report</p> <p>LR went through RO report and noted that advice given in the report has been taken on board by the union.</p>	
14	<p>Byelaw Review</p> <p>LC updated the board on the Byelaw amendments and the below was noted:</p> <ul style="list-style-type: none"> • AG questioned whether 10.8 needs to have an 'and' or an 'or' added between two options for considering a vote of no confidence. TB agreed an 'or' will be added. <p>TB agreed all Byelaw amendments submitted to the board.</p>	<p>LC to add an 'or' to Byelaw 10.8.</p>
15	<p>Student Trustee Application</p> <p>LR introduced a new Student Trustee Application and the below was noted:</p> <ul style="list-style-type: none"> • LR discussed the new submission. TB agreed to nominate Sebastian Graves-Read to go forward to Student Council for ratification. • LR updated the board that the two previous applications held on file would now not fit the criteria of being able to hold the position for 	<p>MM, HH, LC to take SGR's Student Trustee application to Student Council for ratification.</p>

	<p>18 months. TB agreed to reject the previous applications.</p>	<p>LR to update previous applicants that their applications have been rejected.</p>
16	<p>IID Accreditation Update</p> <p>LR updated the board that the IID Accreditation had expired and asked if they wanted to pay to gain accreditation again.</p> <p>TB agreed that IID will become a permanent agenda item for the HR committee and the IID accreditation will not be renewed.</p>	
17	<p>House of Lords recommendations</p> <p>LR summarised recommendations paper from the House of Lords and highlighted a few points that may impact the union.</p>	
18	<p>Lottery Tender Document</p> <p>LR gave an overview of the proposed Lottery as an income generation idea and drew attention to the key issues:</p> <ul style="list-style-type: none"> • LR brought up item 3.4 and asked the board if we want to share our data with the lottery. TB agreed not to share our data with the lottery. • LR confirmed that advice is being sort from Endsleigh regarding item 3.6 to do with insurance and whether or not we need it. • LR highlighted 4.1.2 regarding policies and practices and confirmed that it was probably not relevant to the union but asked for the board's thoughts. <p>TB agreed:</p> <ul style="list-style-type: none"> • Original Lottery proposal paper to be sent out to all board members. • Lottery proposal should be put out to tender. • Lottery panel (AG, MM, JS) to advise Board on final recommendation via email by 23rd June 2017 to be signed off by 26th June 2017. 	<p>LR to send out lottery proposal document to all TB members.</p> <p>LR to send out lottery tender document.</p> <p>AG/MM/JS email final recommendation to TB by 23rd of June 2017.</p>
18	<p>AOB</p> <p>Feedback</p> <p>LR updated the board on a feedback meeting held with herself, MM and Colin Scott, a previous Student Officer and staff member. The key points raised were:</p> <ul style="list-style-type: none"> ○ Suggestions of creating more support for Student Officers, perhaps having an official induction with introductions to key contacts within the University. ○ Activist academy should be continued and potentially 	

	<p>enhanced to aid officers with their communications.</p> <ul style="list-style-type: none"> o No platform for Student Officers to engage with students. o Potentially creating space for Student Officers within the union. o Complaints around the union website and communications between students and the union being difficult <ul style="list-style-type: none"> • AP commented that the concerns were student body wide and suggested that the focus on Communications needs to be changed and re-shaped. • BAS offered guidance on Communications strategy and LR agreed to arrange a meeting with BAS in June. • MM to respond on behalf of TB <p>Tobacco products</p> <p>LR updated the board that due to a packaging change the union cannot sell some products beyond 20th May 2017 and there is a potential risk of losing £667.90 worth of product. Aim to sell off the products through contacts and LR confirmed the union will minimise the loss as much as possible.</p> <p>Risk and Control Meeting</p> <p>SP mentioned that the meeting would need to be re-arranged. LR to re-arrange date for Risk and Control Committee.</p> <p>External Trustee/Sabbatical Officer Mentoring</p> <p>BAS asked what involvement the new Sabbs would want from the External Trustees and offered her support. HH confirmed the Sabb team are aware of the outstanding action to decide their mentors and will agree it soon.</p> <p>Summer Ball</p> <p>MM to invite External Trustees to the Summer Ball.</p>	<p>LR to arrange Comms strategy meeting with BAS in June 2017.</p> <p>MM to respond on behalf of TB</p> <p>LR to re-arrange date for Risk and Control Committee.</p> <p>MM to invite External Trustees to the Summer Ball.</p>
	Next Meeting – 7 th July 2017 14:00 – 17:00	
	Meeting close 17:02	