

Meeting Minutes

Meeting title:	Trustee Board		
Date:	19/10/2016		
Time:	14:05 - 17:25		
Location:	HC009		
Chair:	Megan Maddex		
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
	Marko Qiaochu Tse	MQ	Sabbatical Officer Trustee
	Sam Perry	SP	External Trustee
	Andrew Gameson	AG	External Trustee
	Mike Platten	MP	External Trustee
	Bonnie Amato Southcott	BAS	External Trustee
In attendance:	Megan Maddex	MM	Sabbatical Officer Trustee & Chair of the Board
	Hanna Head	HH	Sabbatical Officer Trustee
	Lewis Clemison	LC	Sabbatical Officer Trustee
	Marko Qiaochu Tse	MQ	Sabbatical Officer Trustee
	Naomi Fry	NF	Student Trustee Nominee
	Adam Powney	AP	Student Trustee Nominee
	Lorna Reavley	LR	Chief Executive
	Judith Strike	JS	Finance Manager
	Geoffrey Frost	GF	Blue Spire, Agenda item 7
	Ben Martin	BM	Academic Caseworker, Agenda item 11

Minutes		
Item	Topic	Action/Who
1	MM opened the meeting and welcomed all the new Sabbatical Officers, External Trustees and Student Trustee nominees.	
2	Apologies for absence: MM: apologies received from Sam Perry and Andrew Gameson.	
3	Conflict of interests expressions: None noted.	
4	Minutes of the last meeting: Committee agreed to sign off the minutes from last meeting - 04/07/2016 with amendments.	KC to amend the minutes MM to sign off minutes.
5	Matters arising: Committee went through the matters arising and the below was noted: <ul style="list-style-type: none"> AB believes there aren't any restrictions. 	In Progress
6	Reports from: Finance Committee - MP gave an overview from Finance Committee that took place that morning and the below was noted: <ul style="list-style-type: none"> Commercial income is significantly down. 	

	<ul style="list-style-type: none"> • AB is leaving which is also likely to affect income. BS asked when AB's exit date was, LR confirmed that he has given 12 weeks' notice in the hope of being able to train up his replacement. • Agreed level of Reserves at 12k a year including pension deficit contribution. • Update on investments splitting over three different banks to minimise risk. • It was agreed not to take additional Crime insurance as it didn't cover what we need it to. • AAA Tender Document was revised to take forward. LR discussed that we need to put together a Tender panel at this meeting. • Agreed Tender panel will be HH, BAS and AP • Trading company is set up, JS is sorting out banking but it's almost ready to go. • Bad debts were discussed and FC authorised LR to write off debts of £500 or less. LR confirmed it was from previous administration. It was decided to explore the possibility of using Bailiffs. • The accounts were agreed to what had been reported throughout the year • GF gave an overview of the pension liability in the balance sheet. <p>Risk and Control Committee</p> <ul style="list-style-type: none"> • Yet to hold a meeting <p>Officer Committee</p> <ul style="list-style-type: none"> • Yet to hold a meeting <p>Student Council</p> <ul style="list-style-type: none"> • Yet to hold a meeting <p>Societies Council</p> <ul style="list-style-type: none"> • Yet to hold a meeting 	<p>JS & LR to revise and take forward.</p> <p>LR to send revised tender document out.</p> <p>JS to explore the possibility of using Bailiffs.</p>
7	<p>Annual Audited Accounts - GF</p> <p>GF gave an overview of the audited accounts and pension fund liability. BAS queried how it works, GF explained that as it is a closed scheme it is closed to any future accruals.</p> <p>Accounts were signed off by MM and MP</p>	
8	<p>Management Accounts</p> <p>JS gave an overview of the report and the below was noted:</p> <ul style="list-style-type: none"> • JS updated an additional income line was added as the Trading company wasn't setup when Freshers' Fayre stalls were sold, so the income has gone against the charity. Anything non trade is going through charity account until the Trading Company is up and running. • Café Bar is 32% under budget however the accounts only cover two weeks of trading. • All other departments are under budget; this is mainly due to staff vacancies. • Union support - £3000 rebate from last year's NUS affiliation fee to use against the current year. Therefore the forecast shows a surplus figure. 	

	<ul style="list-style-type: none"> Reserves – New line added to the balance sheet to reflect the pension deficit. JS noted that AAA income will be significantly less than expected. 	
9	<p>Chief Executive update report</p> <p>LR gave an overview of the report and the below was noted:</p> <ul style="list-style-type: none"> Commercial Services Manager position is advertised until 7 November 2017, with hopes of holding interviews on 14th November 2017 NSS question 26, LR confirmed that lots of unions are working collaboratively to try to understand the impact of the question change with support from NUS. Welcome Centre redevelopments are complete, it's still in a transition period working through old stock that won't be replaced. LR confirmed that there are some windows that need replacing which the University were funding and that there have been discussions with SUSU's letting agency. Staff development day with training on Autism for SOSU staff. A film crew were out during BNO which could have been a potential issue. HH provided an interview and the final piece was a balanced report. LR is happy with what went out and the way SOSU was represented. LR brought an online VNC campaign to the Board's attention and confirms that so far the SU have not given a comment. LR asks for guidance from the board regarding the SU's next steps. <p>TB agreed</p> <ul style="list-style-type: none"> The SU's website would be updated with correct links to complaint procedures A summary of the complaints procedure would be included in a news item. The domain owner would be invited to come in for an informal discussion around the campaign A low key press response would be prepared. 	<p>LR to continue talks with SUSU letting agency</p> <p>LR to invite the domain owner in for informal discussion.</p> <p>LR to request communications department to update website.</p>
Break		
10	<p>Welcome Centre/ Café Bar plans update</p> <p>LR gave an overview of the report and the below was noted:</p> <ul style="list-style-type: none"> Welcome centre redevelopment came in under budget. Plans for letting agent, advice service and welfare wall in progress. Café bar performance is down significantly more than anticipated. 	
11	<p>Advice Service Presentation – presented by Ben Martin</p> <p>BM gave a presentation on the Advice Service from August to October 2016</p>	
12	<p>Guidelines Review</p> <p>LR gave an overview of the Guidelines and asked TB to approve the document.</p> <p>TB approved document with some amendments.</p>	LR to amend document.
13	<p>Social Media Policy Review</p> <p>LR gave an overview of the policy and the below was noted:</p> <ul style="list-style-type: none"> MP questioned in 12.3 who are the 'authorised staff'? LC noted that all employees must adhere to the university's computer usage policy. <p>Social Media Policy to be reviewed by Risk and Control Committee</p>	LR to take Social Media Policy to next Risk and Control Committee meeting.

14	<p>Operational Targets</p> <p>LR gave an overview of the Operational Targets and the below was noted:</p> <ul style="list-style-type: none"> • An additional target to be added is a full review of the financial procedures. • MP requested adding a target around societies monitoring. • Remove the NSS target as the question had changed. <p>TB approved the Operational Targets.</p>	
15	<p>Student Trustee Applications</p> <p>LR submitted two applications to the board for approval.</p> <ul style="list-style-type: none"> • One new application • One old application that had been presented to the board before but still requires more information <p>TB decided to leave the two applications on file and discuss at the next meeting.</p>	
16	<p>AOB</p> <p>LR raised that a Directors' meeting needs to be held for the new trading subsidiary.</p> <p>TB agreed meeting will be organised via email outside of this meeting.</p> <p>Confidential item raised.</p> <p>LR informed TB of the NUS Trustee Development Conference on 10th November in London at a cost of £85 per delegate. If any members wished to go they let her know.</p>	LR to arrange meeting date
<p>Next Meeting – Wednesday 25th January 2017 – 2pm -5pm</p> <p>Meeting close 17:23</p>		