



TRUSTEE BOARD

The second ordinary meeting of the Trustee Board for the 2016/17 session, was held on Wednesday 01 February 2017 in Meeting Room 4, Beit Quad at 3pm.

Unconfirmed minutes

Present:	Neil Sachdev Jill Finney Jaralath O'hara Tim Seers Kate Owen Rachel Blythe Oliver Ford Toni Semmence James Cox Nas Andriopoulos Emily-Jane Cramphorn Luke McCrone Abi de Bruin	Trustee Board Chair External Trustee Managing Director Student Trustee External Trustee Deputy President (Finance and Services) Student Trustee Student Trustee Deputy President (Clubs and Societies) Union President Deputy President (Welfare) Deputy President (Education) Council Chair
In Attendance:	John Dinnewell	Administration Support Manager
Apologies:	Andy Heeps	Alumni Trustee

	Action
Item 1 – Welcome 1. The chairperson welcomed the Group.	
Item 2 – Conflicts 1. None declared	
Item 3 – Apologies 1. Andy Heeps.	
Item 4 – Minutes 1. Names to be added to agenda 2. The minutes of 27 October 2016 were approved	Admin Support Manager
Item 5 – Action Tracker 1. Date and progress columns to be updated on the Action Tracker. 2. Citizens UK review – Nas is arranging phone call for this. 3. Council reform work plan – is in a working group considering two options and was aimed to be an evaluation exercise – Abi to update at next meeting. 4. Reserves has gone to Finance & Risk Committee – remove from tracker.	Admin Support Manager Council Chair Admin Support Manager

<ol style="list-style-type: none"> 5. EPOS launched 01 February – to be removed from tracker. 6. The Strategic and Operational Risk Registers will be brought to the Board Away Day 7. Communications Crisis Plan has been added as appendix to Managing Director’s Report – remove from tracker. 8. Alumni approach at other institutions – Nas to report at next meeting. 	<p>Admin Support Manager</p> <p>Admin Support Manager</p> <p>Union President</p>
<p>Item 6 – Governance Committee Minutes from 01 June 2016</p> <ol style="list-style-type: none"> 1. This committee has not met for a long time and will need to seek a new Chair. 2. Neil, Nas, Kate and Jarlath to arrange phone call/meeting to arrange process by the end of February. 	<p>Managing Director</p>
<p>Item 7 - Finance & Risk Committee minutes from 25 January 2017</p> <ol style="list-style-type: none"> 1. The Union is performing well financially, with a surplus of £80,496. This strength comes from Beit Venues and masks areas concern such as minibus hires and marketing income. 2. The minibus fleet is was not managed well at the beginning of the year, with several buses off the road in repairs or MOT at the busiest time of the year, which is concerning. F&R asked Malcolm to come back at next meeting to explain the detail and make assurances that a plan is in place for next year. 3. The demand for the service is there and there has been staffing turn-over in Student Activities. 4. The loss is in the area of £23k. 5. The Board requested a full report from Malcolm. 6. Low income in Marketing is from the careers fair, which is being reviewed, and also low advertising income. 7. Nas is looking at the Union’s Sponsorship Strategy to examine what can be done to improve income in this area. 8. Credit was given to Rachel for her work on salvaging the events budget for a large Bhangra Soc event, which saw £37k recovered from Birmingham NEC. A further 20% is still being held and Rachel is working to recover this. 9. Several socs (8-10) hold large events of this kind, spending C£50k and there is a need for a project management template to assist with planning and management. A threshold is also needed to define a large event, and thus a need for this formal plan. 	<p>Head of Finance & Resources</p>

<p>10. Malcolm to draw up an event plan template and guidelines for large events, to include formal budget threshold.</p> <p>11. Jarlath to add appendix for H&S incidents to his report for each meeting.</p>	<p>Head of Finance & Resources</p> <p>Managing Director</p>
<p>Item 8 – Communications Committee update from 07 December 2016</p> <ol style="list-style-type: none"> 1. The committee recommended a review of the role of Felix, to be commissioned as an independent report from an external resource. 2. The legal aspect needs to be included in the scope of the review and Andrew Keenan can act as Project Lead. 3. Jill, Nas and Jarlath to act as subcommittee to appoint the report writer and commission the review. 4. Andrew Keenan submitted an Officer Trustee paper which will inform the Elections Strategy. 5. The Crisis Communications plan was circulated. 	<p>Managing Director</p>
<p>Item 9 – DPFS Role Review</p> <ol style="list-style-type: none"> 1. Nas was congratulated on a good report which asked good questions of the Board. 2. The Board also gave congratulations on the launch of the new strategy, which has received good feedback from College, and suggested that a review of the impact of the previous strategy which could then feed into the new one. 3. Rachel was credited with a good piece of work in reviewing the definition of the DPFS role 4. Jill suggested amendments to the wording around accessibility of accounts to give greater clarity to the remit to expand transparency of Union accounts. 5. Wording on accounts accessibility to be picked up at Council review in summer. 6. Board approved changes and auditor training to be arranged for new role holders going forward. 7. Two By-Law changes were also put forward: a change of LGBT to LGBT+ and the creation of a Liberation Officer specifically for mental health. 8. The Board approved proposed By-Law changes. 	<p>Union President</p> <p>Managing Director</p>
<p>Item 10 – Strategic Risk Register</p> <ol style="list-style-type: none"> 1. This will now need to be re-aligned to the new strategy and this could be the basis for a session at the Board Residential. 2. It is encouraging that this work is being done, involving horizon-scanning, the work on the TEF in Nas' paper, commitments to Non-SK venues and Andrew Keenan's paper on engagement and elections. 	

<ol style="list-style-type: none"> 3. Nominations for elections open on Monday 06 Feb and are open for 3 weeks, with the results delivered on 10 March. 4. TOs are actively approached by interested parties and encourage candidates to put themselves forward. 5. The main focus is communicating the benefits and skills that TOs can gain in the role via posters, the website and social media. 6. Andrew Keenan will schedule workshops to encourage candidates. 7. Issues from last year relating the elections management have now been resolved. 8. College funding agreement process is moving forward. 9. People Management Strategy to come to next Board meeting 10. Jarlath raised that sexual harassment has been a focus for Unions in the news recently and recommended that the Union's risk register was explicit on this. 11. Emily-Jane has run a poster campaign on respect and is currently bidding for additional HEFCE funding, which includes details of College initiatives currently in place. 	<p>Managing Director</p>
<p>Item 11 – Door Charge Infographic</p> <ol style="list-style-type: none"> 1. Rachel detailed expansion to the newly developed graphic, further detailing large expenditure. 2. Rachel raised the questions of the viability of £10k worth of speakers in Metric, two of which are no longer working. 3. Drama Soc have put in a bid to purchase the speaker system with a view to selling it on. Royal Albert Hall are also interested in purchasing it. 4. Rachel to put a business case together for the sale. 	<p>Deputy President, Finance & Services</p>
<p>Item 12 – Annual Agenda</p> <ol style="list-style-type: none"> 1. Jarlath tabled a draft annual Board agenda paper with the aim to plan for the year and aid the planning of the Board Residential. 2. Jarlath, Kate and Neil to look at how the strategy fits into this document 3. Health and Safety, KPIs, Democracy Review, Governance, should also be added and Board to sign off with a timetable for each committee. 	<p>Managing Director</p>
<p>Item 13 – Managing Director's Report</p> <ol style="list-style-type: none"> 1. There has been significant turn over in some areas resulting in a reduction on capacity for certain activities. 	

<p>2. The college is supportive of the union and the bid for college funding should focus on demonstrating student need and value to students.</p> <p>3. The annual staff survey is about to be launched, with morale generally high.</p> <p>4. Nas, Andrew Keenan, and Jarlath are the Crisis Communication Plan Committee and it would be useful to do an emergency response exercise.</p> <p>Item 14 – Union President Report</p> <p>1. Report focused on three main areas – Education, Sales and Environmental impact. Legislative changes and an outward-looking approach were considered. Other institutions approach to TEF was discussed.</p> <p>2. Trustees provided NA with names of possible contacts to assist with external political connections.</p> <p>3. A possible membership risk register was discussed and TOs to present a draft to Council and add as an agenda item at the Trustee Board Residential.</p> <p>Item 15 – Deputy President, Education Report</p> <p>1. Report formed a mid-year reflection on achievements so far and the future, and considered two items theoretically accepted by college but not ultimately supported. This gave focus in terms of how effect structures and achieve change.</p> <p>Item 16 – Deputy President, Welfare Report</p> <p>1. Seeking advice on how to implement the new Welfare Reps in the new strategy.</p> <p>2. Helpful to define aims in terms of what you are trying to achieve and then what success looks like.</p> <p>Item 17 – Deputy President, Clubs, Societies & Projects</p> <p>1. There is a great group of volunteers and at the moment have been focused on looking at how the role helps groups to work better and provide more training.</p> <p>2. Has also been involved in the recruitment for the new Head of Sport, which has been a positive experience.</p> <p>3. Also working on engaging with Alumni for life-long membership, with the aim of attracting them before they leave with a focus on customisable memberships, where alumni can delegate where their money is spent.</p> <p>4. Has also been looking at the online offer of the shop with a focus on team kits, international market and clubs for alumni.</p>	<p>Union President</p>
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<p>5. Neil will put James in touch with contact at Amazon.</p> <p>Item 18 – Deputy President, Finance & Services Report</p> <ol style="list-style-type: none"> 1. With a focus on Environmental policy, have been working with the College and the Grantham Institute to look at development of the Union policy, which expired in June 2016. 2. The policy should have Board ownership and could lead to bigger Council discussions in terms of targets and impact measures. <p>Item 19 – Council Chair Report</p> <ol style="list-style-type: none"> 1. All 5 Council meetings this year have been quorate and we are aiming to have all papers online, as there is clearly a desire to engage. 2. Natural Council turnover has helped with discussions about how Council roles work. 3. Neil hailed Abi's achievements in bringing about positive change to Council. 4. Aiming to complete the Democracy Review this year, with new checks required in terms of areas such as live streaming of meetings and how votes are recorded. 5. NA to circulate Democracy Review to Board for comments once complete. <p>Item 20. Any Other Business</p> <ol style="list-style-type: none"> 1. Trustee officers are six months into their roles and all reflected positively on their experience thus far. 2. The Board acknowledged that they are at a good standpoint for the year at this mid-way point. 	<p>Union President</p>
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