

# TRUSTEE BOARD MEETING | 5pm 3<sup>rd</sup> December 2014

## 1. ANNOUNCEMENTS & MEMBERSHIP

**Present:** Nona Buckley-Irvine (Chair), Josephine Sesay (Secretary), Peter Greaney, Dave Lewis, Ingvild Lockert, Rahat Siddique, Kabu Senapitak, Thomas Maksymiw, Pari Dhillon, Alastair Duncan, Sebastian Bruhn, Stella Michael, Indo Vickerson, Scott Gammon, Mahamid Ahmed.

**Apologies:** None

**Absent:** None

**In attendance:** Janette Joyce (Crowe Clarke Whitehill Auditors)

Trustees welcomed both Mahamid and Scott as the new Trustees of the Board.

## 2. MINUTES OF LAST MEETING & SUB-COMMITTEES

2.1 The minutes of the meeting held in October 2014 were confirmed as providing an accurate record.

## 3. MATTERS ARISING

3.1 Action List:

- 1) This action was confirmed as ongoing and will be brought to the next Trustee Board meeting in February.

**ACTION:** Jarlath to bring a Commercial Communication / Marketing Report to the December Board meeting.

- 2) Alastair gave a progress update on the Men's Rugby Working Group. Trustees formally praised Alastair for his work on setting up the Rugby Working Group Project but noted his frustration that the group had not demonstrated any real commitment to changing the culture. It was decided that a progress and recommendations report is to be presented by the Rugby Working Group to the next Trustee Board meeting. Trustees also agreed that members of the Rugby Working Group are to be told to recruit new members who are freshers, or have not been involved in rugby or can act as external advisers on misogyny and homophobia. Trustees decided that the onus should be placed upon the Working Group to take a much more proactive and public stance in tackling negative behaviours that continue to be displayed. Trustees also requested that Nona draft a set of conditions based on the points above to be delivered to the Working Group on behalf of the Trustees. Alastair to present the Trustee conditions to the Working Group members at the meeting on Thursday 11<sup>th</sup> December.

**ACTION:** Alastair to invite a member of the Men's Rugby Working Group to the next Trustee Board meeting to provide a formal presentation on progress and recommendations to Trustees.

**ACTION:** Nona to draft a note to the Rugby Working Group on behalf of Trustees to reiterate the disbanding of the Rugby Club and disappointment at the continuation of negative behaviour and to set out conditions to be met by the group: to recruit new students, to take a public and proactive stance in tackling negative behaviours that continue to be displayed, and to present a progress and planned action/recommendations report to the February Trustee Board meeting.

**ACTION:** Alastair to present the above Trustee note to the Rugby Working Group at the Group meeting held on Thursday 11<sup>th</sup> December 2014.

Trustees discussed the anonymity of the results of a feedback form posted on the Facebook page used by the Rugby Working Group members. It was decided that this is to be removed in order for individual members to be held accountable for comments made. It was agreed that Alastair is to circulate ideas as alternatives to the current system used, for Trustees approval.

**ACTION:** Nona to arrange for the removal of anonymity of results of a feedback form on the Rugby Working Group's Facebook page and provide an update to Trustees in the February meeting.

**ACTION:** Alastair to circulate to Trustees alternative ideas for the social media used as a result of the anonymity being removed before the February meeting.

- 3) Alastair provided an update to Trustees regarding the AU for All Campaign. It was decided that the key objectives to this will be circulated to Trustees for feedback

**ACTION:** Alastair to circulate a report on the AU for All Campaign to Trustees for feedback by the February meeting.

- 4) This action was confirmed as ongoing. Trustees will be presented a further update in the February Trustee Board meeting.

**ACTION:** Alastair to update Trustees as to the reviewing process for the Athletics Union complaints procedure at the February meeting.

**All other Actions were confirmed as complete**

#### **4. CHIEF EXECUTIVE'S REPORT**

4.1 Pari presented the Exit interview Report for 2013-14. This was said to be for approval.

- Trustees were provided with a background and summary explanation of the report and directed to the Recommended Actions section of the paper. Dave was formally praised for managing workload under a period of high turnover.

Trustees concluded by unanimously approving the Exit Interview Report and its recommended actions.

4.2 Dave presented the Dashboard paper to the Board.

- Trustees were informed that the overall update on the Dashboard was good.

Nicky Pavitt, the Students' Union Academic Representation Coordinator, was formally praised for her help and efforts towards the student representatives' events and the advertising of this.

Nona highlighted the figures for the candidates for the Women's Officer and the new BME officer and expressed her delight of this.

It was said that particular focus is to be made to ensure there is sufficient student participation in the Clubs and Societies in order to highlight any disengaged groups of students.

**ACTION:** Dave to bring a report on Student Participation in Clubs and Societies in order to identify possible disengaged groups of students, in the February Trustee Board meeting.

## 5. FINANCE

5.1 Peter presented the paper on the Monthly Management Accounts and a detailed Finance Report for October 2014 (Month 3)

He informed members that the report provides a summary of the Union's financial position for October which includes summarised figures from the Union's management accounts.

It was decided that training on Management Accounts is to be arranged between Peter and the Trustees.

**ACTION:** Josephine to arrange for Peter to deliver training for Trustees on reading Management Accounts before the February Trustee Board meeting.

Trustees were updated on the Union's reserves target and were referred to the illustrative presentation under section 4.2 of the paper.

It was concluded that the Union's overall financial position is broadly positive and there are no material overspends or concerns to report.

5.2 Peter presented the year end Annual Accounts. Trustees were informed that this paper is presented for approval.

Peter presented the accounts outlining that the Union had performed ahead of budget and had far exceeded its surplus target. This was due to prudent budgeting and better than expected performance in the New Student Centre, and in small part to the high level of vacancies. The better than expected performance was noted to have taken us closer to our reserves target than expected. Peter explained that due to a change in Financial Reporting Standards, the pre-payment of pension scheme payments to the Students' Union Superannuation Scheme would need to be recognised in 2014/15 and would make the reserves look less healthy in the short term, but that in the longer the prepayment has meant an £18k saving.

Trustees noted the successful year, approved the accounts, and Nona and Sebastian signed the Accounts on behalf of the Trustees.

5.3 Janette presented to Trustees the Audit Findings Report as a result of the recent audit that took place in the Union. Janette explained that there were no material concerns in the audit of the accounts. She presented the actions that have been recommended to management for this year and the progress on previous recommendations.

Trustees were directed to page 13 of the report which explains future reporting under the Financial Reporting Standard and the new Charity Statement of Recommended Practice, which will come into effect from 1 August 2015.

Janette concluded the report by saying overall the Union is currently in a healthy position.

## 6. STRATEGIC REVIEW

6.1 Dave presented a paper on the Union's strategic review process.

- Trustees were listed the main objectives of the review and directed to the timeline illustration seen on page two of the paper. Dave further provided a breakdown of the five phases taken from the timeline.

Trustees were asked to put forward any suggested questions to be included in the scope of the review and for any comments on the planned process.

The Strategic Review process was approved by the Trustees.

## 7 ANY OTHER BUSINESS

7.1 - Alastair asked trustees to approve whether the £3000 allocated to the Men's Rugby Club could be used by the Rugby Working Group.

- Dave explained that this amount had previously been agreed by trustees to go towards broader actions to tackle the negative culture and that this small amount should not be managed by trustee board. The board agreed that the Rugby Working Group should be supported to take positive actions to tackle the negative culture but not funded for their own social or sporting activities.

- Nona informed Trustees of the objectives of making catering in the SU facilities cheaper or subsidised. Nona offered to speak with the Deputy Chief Executive; Jarlath O'Hara about the different options for cheaper catering after which present a report on this to Trustees in the February meeting. As this will have financial implications, this will be presented alongside the reforecast exercise and the strategic review to ensure Trustees decide what their priorities are for expenditure or savings.

**ACTION:** Nona and Jarlath to present possible options for cheaper catering alongside the reforecast exercise and the strategic review to ensure Trustees decide what their priorities are for expenditure or savings at the February Trustee Board meeting.

- Nona informed Trustees of the need to better communicate the actions, discussions and decisions of the Union's Trustee Board to students to increase transparency and accountability.

Indo offered to lead on this transparency and communications work for the Trustee Board with Nona and Dave.

**ACTION:** Nona, Indo and Dave to develop plans to communicate the work of the Trustee Board and provide an update to Trustees at the February Board meeting.

## 8 DATE OF NEXT MEETING:

5pm Wednesday 25<sup>th</sup> February 2015