

TRUSTEE BOARD MEETING | 5pm 29th June 2015

1. ANNOUNCEMENTS & MEMBERSHIP

Present: Nona Buckley-Irvine (Chair), Rahat Siddique, Sebastian Bruhn

Thomas Maksymiw, Alastair Duncan, Stella Michael, Scott Gammon, Mahamid Ahmed, Nadia Raslan, Jon Foster, Aysha Al-Fekaiki.

Apologies: Ingvild Lockert, Katie Budd.

Absent: Kabu Senapitak, Indo Vickerson

In attendance: Josephine Sesay (Secretary), Pari Dhillon, Peter Greaney, Jarlath O'Hara, Carwyn Evans.

2. MINUTES OF LAST MEETING & SUB-COMMITTEES

2.1 The minutes of the meeting held in May 2015 were confirmed as providing an accurate record. It was noted that Nadia Raslan's name should have been noted as present. It was suggested that the finance section of the minutes be checked for accuracy of terminology.

ACTION: Trustee Board secretary to ensure minutes noted on finance are checked for accuracy of terminology by a member of SMT.

3. MATTERS ARISING

3.1 All actions were confirmed as completed.

4. CEO REPORT

4.1 The Chief Executive updated trustees on the current staffing changes and provided an analysis of the key interventions that have resulted in a more motivated and settled staff team.

Trustees were updated on the shortcomings of the budget negotiation process this year. It was concluded that time would be scheduled in to review the budget negotiation processes between the School and the Union.

5. FINANCE

5.1 The Union's Finance Director presented to Trustees the Management Accounts for April 2015.

Management are currently forecasting achieving the £14k budget which was approved by Trustees at the start of the year, before exceptional costs of £136k. The highlighted risk areas were around conferencing income and aged debt recovery. It was confirmed that it is expected that these can be managed from within the Union's resources. The 'other office expenses' line in Trustee Summary (Appendix A) was questioned as the value was seen as too significant to be amalgamated in one line without further breakdown.

5.2 The Deputy Chief Executive presented the 2015/16 Budget paper for Trustees' approval.

Trustees were directed to section 11 of the paper which details what the budget proposals include.

Trustees referred to Appendix A of the paper. The value of bank charges was queried and clarified that

this is a per-transaction fee on credit card and debit card usage, generally within commercial outlets.

ACTION: Deputy CEO to reconsider the breakdown and title for the 'other office expenses' line seen in Appendix A of the budget paper, so as to be a precise reflection of what the cost entails. An update on this is to be provided in the October Board meeting.

Trustees discussed how profits generated can be used to better serve the events ideas of the Officers and students. It was agreed that Trustees are to put forward initial ideas about how the management accounts are presented to the Board members and such ideas can be put into place ready for the new academic year.

ACTION: Trustees to email the Deputy CEO their ideas and suggestions on how the Management Accounts is to be presented to Board members in the new academic year. An update on this is to be provided in the October meeting.

Trustees concluded the paper by a unanimous decision to approve the budget proposals.

6. STRATEGIC REVIEW

6.1 The Chief Executive presented to Trustees a draft plan of the Strategic Review paper.

Trustees were divided into two groups to discuss their thoughts and feedback on the Strategic Review direction so far. Trustees noted their thoughts on the Union's Vision statement and Themes. The CEO explained the plan to test the Strategic Review with students and find ways to engage them in strategic dialogue through the year.

Feedback noted will be considered and a revised Plan taken into account feedback from trustees, staff and students, will be presented to Board members.

ACTION: Director of Membership to share a revised Strategic Review with Trustees post further testing.

7. ANY OTHER BUSINESS

7.1 The General Secretary presented an update to Trustees on the Men's Rugby Working Group (MRWG) decision.

Trustees were reminded that discussions made in Board meetings are to remain confidential and should not be discussed with external parties.

The Activities and Development Officer informed Trustees that as agreed in the May board meeting, option B was presented to both the MRWG and Women's Rugby Club (WRC). Considerable delays in response from MRWG suggested a lack of willingness to pursue this option, and they have now been given a deadline by which to accept or reject option B.

Trustees agreed to delegate the final decision to the Activities and Development Officer, but expressed concern that MRWG may be trying to manipulate the decision. The Activities and Development Officer is to update Trustees via email as to the results of the meeting held with Club members by Friday 3rd July 2015.

7.2 It was said that this item is to be carried over to the October Trustee Board meeting.

ACTION: Trustee Board Secretary to add Campaigning to the agenda of the October Trustee Board meeting.

7.3 Trustees were asked to ratify the recommendation that a Students' Union (SU) members' membership be suspended as a result of actions highlighted in item 7.3 which was briefly outlined by the Education Officer.

The SU member was in attendance of the meeting and presented a verbal appeal to the Trustee Board as to why their SU membership should not be suspended. Trustees thanked the SU member for their time at the end of the appeal presentation.

The General Secretary declared a conflict of interest in the matter of the appeal and Trustees appointed the Post Graduate Officer as Chair for the discussion on item 7.3. With the exclusion of the General Secretary's vote, Trustees concluded the paper by a unanimous decision to ratify the recommendation that the SU members' membership of be suspended.

DATE OF NEXT MEETING: 5pm Wednesday 21st October 2015