

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Thursday 12th April 2018 6pm
Venue: Leeds Trinity Students' Union

Present

Charles Isherwood
Kate Mackenzie
Joseph Nelson
Georgia Wood
Adam Knight

In Attendance

Matt Webber (General Manager)
Simon Law (Minutes)
Jake Bainbridge

Apologies

David Howarth
Jonathan Glazzard

Actions in short

MW- Information about 'the law changing' requires adding to the website section for GDPR

MW- Add GDPR to risk register.

SL- Cloud based system for trustee's papers

1. Welcome from the Chair including apologies for absence, declaration of conflict of interests, minutes of the last meeting and arising actions

Charles welcomes Jake Bainbridge to the meeting.

Apologies received from David Howarth and Jonathan Glazzard.

Minutes, as read, agreed by all present.

2. Officer Goals Update

Charles to update board on his goals available tomorrow

Q: Cutting the cost. Since OS has left it has taken a back pedal. Upon the start of the new staff member. School report has taken priority.

Georgia Wood:

- Together more than just a club. Favourite was clubs and societies. We gave out our first ever 'more than just a club' award to hockey.
- Varsity: We lost narrowly. Enjoy the relationship with George at YSJ which GW would like to pass onto JB. Academic societies: whilst students are not here we will not be holding as many events
- Give it a go: Has come to an end achieving 100+ events. Some events yet to be held but main program has finished.
- Q: Give it a go and Varsity to continue?
SL to take lead on GIAG and Varsity looks likely to take place again.
- Q: Possible to do society based events?

Certainly, talking to stakeholders around involving societies.

GW and CI highlighted the issues with no students being on present on campus.

3. GM Report

Matt went through his report.

- Well done on election on JB and CI. Well done to SL for stepping up during elections in the absence of OS.
- We did have a consequence to snow closure. We have gone forwards from last season and hope to continue next year.
- Awards and events, plenty going on across the organisation.
- GDRP crucial. KM has been the champion for GDPR including for other organisation. We have updated our compliance with the university.
- Opt in process to share data. Election turn out may be impacted. Opt in methodology agreed upon for collection of data for students. Other methodology was discussed. The university have been asked to remove annual opt in for students to the SU.
- Officer training taking place in June.

(MW shared a more in depth understanding around GDPR to the meeting)

- Data map has been created to make sure we are clear all understand what data we hold.

Q: Will we have to update risk register?

Yes. Mitigating those risks were highlighted and will feature in risk register discussion.

Q: Use of the website data for clubs and socs?

You will be have access until full training. SL informed the group of current data protection procedures surrounding clubs and societies.

- MW shares the change in charity status and names. External advise was sought (Laura Moss, Wrigley solicitors) on this transition. It has been advised to cost up to £3000. There are some consideration on staffing to be considered.

Q: Do you think the university will have an issue with this?

No unless someone had a poor experience of incorporation on the university board.

- In terms of timing it will take place by 2019. Timing due to financial year ends.
- IIV qualification will now be achieved. Well done to SL for speeding this up by a year on original targets. Quotes from students highlight a success. About 10 other students' Unions who have achieved this.

Q: Course rep recruited?

We were on track but two measures were yellow. MW reflected that if all KPI were green our expectations were set too low?

- The meeting agreed with the outcomes of the dashboard.
- We have been shortlisted for Educate North SU of the year.
- OS has now left. We have commenced with the process of recruiting a new post holder.

- We have now increased our wage for student staff. Over 25's £7.83 and under 25's £7.38. The group discussed the comparison of this price change with other Students' Unions. This is a legal obligation.
- Rate your Union (133 achieved). There has been some areas of no go under discussion with the university. MW feels this is an insufficient amount of data. Questions may need to be reduced. A future meeting will determine the universities survey timetable.
- CW and MW are to shadow an external board. An external board will shadow us. This is part of good governance.

Q: Any update with the 3rd Student trustee space?

CI expanded on his efforts. One student has shown interest.

- MW outlines what Quality Students' Unions is to the board. CI and MW have been working on achieving this framework. NUS are relaunching with a new framework and are requesting candidates. We have achieved being part of the first cohort and will be completed by May 2019.
- Budget update yet to be confirmed.
- Officer induction due for 25th June. KM very kindly leading on a data protection workshop.
- KM shares 'no concern' assessment. Gender addition was specifically added after feedback. KM and MW shared the differing approaches by Leeds Beckett and Leeds University.

4. Management Accounts

The Management Accounts were shared with the Board. There were no issues raised.

5. HR Policies

MW outlined all the HR policies for the board.

- Social Media
- Student Staff Protocol
- Grievance
- Finance

All policies were approved

6. Transforming our Welcome point

- MW discussed the reasoning behind the development of the Welcome point. Strategic plan research was referenced. Contextual relationships with other stakeholders was outlined.
- The offer is summarized as a commercial offer including clothing and essentials. Permission from the University is still required. The welcome point expands the service to our students.
- The board discussed the products that may be suitable.
- The space that this opportunity might use was explained.

Q: Will we need to have a shutter?

Card reader machine already present on the front of the SU. Come 5pm only authorized personnel will be able to access.

Q: Will security camera be needed?

Current staffing and infrastructure will be deemed suitable.

Q: Interview clothing long term?

If we can be more competitive then it can be considered.

Q: Where would the clothing come from?
Uniclothing, minimum numbers are 8.

- MW shared his excitement for the plan. Sought agreement from the board for spend of money saved on this project.
- The board agreed to authorize spend from the society and representation budget.

7. GDPR update and update budget proposal.

GDPR policy has been adopted and agreed by the board.

Q: Do you have a webpage? Does it cover information about the law changing?
Yes, /Privacy. Information about the law changing requires adding (**MW Action**)

- Updated budget proposal was explained by MW.

Q: What outdated society budgets are being used?

- MW shared the society budgets with the board.
- Board approved budget proposal.

8. Review the Risk Register

Q: Does a risk addition need to be added regarding GDPR?

- MW to add that GDPR risk requires addition. The way we are mitigating this is we are training, auditing, review of our action plan and data sharing procedures being updated and reviewed. MW to update the Risk Register (**MW Action**)
- Reds were discussed.
- Risk register procedures around guest speakers was discussed. Labour Society event was used as a case study.
- GDPR was upgraded to red.

Q: Does the intake of new staff impact on the risk register? (Probation period)
Current risk register was deemed suitable.

9. AOB

There was no other business.

Board reflection time (not documented)

Next Board meeting 7th June 6pm