

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Thursday 7th June 2018 6pm
Venue: Leeds Trinity Students' Union

Present

Charles Isherwood
Joseph Nelson
Georgia Wood
Adam Knight
Jonathan Glazzard

In Attendance

Matt Webber (General Manager)
Simon Law (Minutes)

Apologies

David Howarth
Kate Mackenzie

Actions in short

All- No Actions

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

CI confirms there are no conflicts of interest

Apologies received from David Howarth and Kate Mackenzie

Minutes, as read, agreed by all present.

Actions

MW: Privacy page updated on website and GDPR added to risk register.

SL: Facebook Workplace was shared with board. Still some yet to register. All board papers will be available for next meeting via Workplace.

2. Officer Goals Update

GW

Currently writing a review of the entire sports season.

I have handover opportunities and regrets in relation to time. Regret that minorities could have had more attention. Certainly for next year. Finishing up 'More than just a club' with sports passes (explained to group). We have achieved free facilities for members.

Board agreed this was a huge success.

Q: Board queried whether students could book out facilities for free?

GW explained the procedure around book facilities and what the service level agreement would cover.

CI

Hiring of Matt Nunnerley implicitly championed the mental health area of the SU in relation to my desire to drive mental health.

Board inputted that the hiring of an Advisor was a huge strategic move that positively impacted students.

All the changes to VP role positively influence representation and that the course rep system worked more effectively as a result.

Board Fed back that there were requests for attendance to meetings during academic peak times such as placement. This was discussed and agreed as impractical.

School report has gone well and the university are addressing actions as we speak.

Wanted to achieve QSU part B this will now be delayed until December due to Matt and I being otherwise engaged in SU work.

Hidden costs campaign ran this year but the school report took priority. For next year this will be a priority.

Election turn out increased. I wanted 6 candidates but got three. GW and CI agree the outcome of election was positive.

Board: What are your (CI) priorities next year?

Cutting the costs. Placements are not cheap. I would like the university to give students more support. We are encouraging this to be recognised by staff within the university.

Goals are flexible. I would like to achieve QSU but I feel that students should be at the centre of what I aim for. Additionally, I would love 80% training (Mental Health).

GW adds hypothetical goals should she continue which include growth of academic societies, BME engagement and events that relate to a cohort of individuals specifically.

CI and GW highlight the partnership with Leeds City College's attendance to Pride. Collaboration explained to board.

3. GM Report

MW went through his report.

Officer induction. Input received from staff and trustees in writing the program. Plans are progressing well.

JG has agreed to be a mentor for JB and DH for CI.

GDPR deadline has passed. Staff are now fully trained and signed off. We are compliant with GDPR. KM was thanked for her input in its achievement.

Commercial opportunities are really exciting, with regards the bar. Buying power and partnership with the university were explained. Positive progress made with an approach to improving the products and student experience in the Lounge.

Retail space will be developed over the summer. From September this will offer minimal food items and clothing. We have worked closely with LUU on this venture. Their commercial experience has been helpful. Home and away meetings have allowed reflection on our offer. I will be sense checking commercial project with YSJ as they are a similar size.

Board: Agreed that it will be great to engage students within that space.

Green impact has been submitted to NUS. We expect a return of good. The positive impact of placement student, **MH**, was highlighted.

Annual appraisals for staff will commence at the end of the month

Our website is up for renewal in a year's time. **SL** and **MW** had a recent meeting with our current provider.

MW shared the values and set up of the new company.

As we have been a good partner with a high turnout we hope to see our partnership continue. I will be informed of pricing structure at the end of the month.

The university is 18.5% up on students this the upcoming year. Further statistics surrounding the universities growth were shared.

Huge thank you for **GW**. Dedicated, hardworking and have enjoyed working together.

Board: Requested information on NSS.

21st July results are being released. **MW** expanded on the projected outcome. Questions 26, around academic interest, was discussed amongst board. **GW** and **CI** shared possible ways to highlight academic interests to students.

The communication strategy was referenced with regards a possible solution to challenges. Due to be submitted to board in September.

Board: requested a brief overview of IIV

SL, MW, CI and **GW** shared the experience and outcomes from the process

4. Operating plan

MW submitted operational plan for board's discussion.

Expanded on:

- Volunteer expansion in the Advice service.
- Highlighted commitment to 80% training around mental health.
- Academic appeals and independent advice was further discussed.
- Committed to QSU

Board discussed the skill register for the trustee team. **CI** was waiting for two submissions.

CI drew attention to 60% satisfaction on 'Rate your Union.'

Board: Could this not be higher?

MW outlined the new plan of action to streamline the feedback.

CI shared the idea of 'Project listen' which he feels the university are open to holding.

MW rounded off the review of the operating plan with a discussion around the values project.

Board approved operating plan

5. Budget

MW shared the budget for consideration by board.

Q: Board queried the rise in staff budget. **MW** attributed this to the staffing structural changes and on pay scale increments.

Board passed the new budget.

6. HR Policies

MW outlined all the HR policies for the board.

- Adoption Leave Policy
- Flexible Working Policy
- Maternity Leave Policy
- Paternity Policy
- Shared Parental Leave

All policies were approved

6. Online banking

MW shared the procedures with regards the online banking system. It has been experienced that **CI** and **GW** have not required the process.

Challenges around payments and current authorized individuals was highlighted as a reason to update the payment procedures.

MW proposed plans for Deputy position to be added to online banking. **GW** would be replaced by new VP.

New online banking procedures were approved

7. Management accounts.

On course for a nominal surplus

No significant debtors or creditors to report.

Board were happy with the review of the management accounts.

8. Review the Risk Register

Board happy with the risk register

Q: Do the trustees need GDPR training?

MW highlighted the planned introduction of GDPR training for trustees.

9. AOB

Board: Due to Welfare role being part time. How is that barrier being overcome for certain provision of health related products?

MW: The new shop will allow for full time availability of health related products.

Next Board meeting TBC