

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Thursday 25th January 2018 6pm
Venue: Leeds Trinity Students' Union

Present

Jonathan Glazzard
David Howarth
Charles Isherwood
Kate Mackenzie
Joseph Nelson
Georgia Wood

In Attendance

Matt Webber (General Manager) (Minutes)

Apologies

Adam Knight

Board workshop on 'What is important?' which looked at identifying key performance indicators for the organisation.

| Actions | By Who |
|--|---------------|
| Create KPI Dashboard from Board development session | MW |
| Charles and Kate to meet about Governance Code | CI, KM |
| David and Joseph to email Matt with availability in February for discussion around income generation | DH, JN |
| Matt to ensure there is a question on impact on volunteering on students lives in SU volunteering survey | MW |
| Matt to look at open drive for documents. | MW |

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

Charles welcomed the Board to the meeting.

Apologies were received from Adam Knight.

There were no conflicts of interest.

The minutes of the previous meeting were approved. Actions were discussed. Kate and Charles had not met about the Governance Code as yet but would do so. David and Joseph had not shared availability for a discussion around income generation but would email Matt with this. All other actions closed off.

2. Officer Goals Update

Georgia updated Board on her goals.

- Main priority to launch 'together more than just a club'
- Ran a second Rec night which had lower attendance than the first due to holding at Christmas
- Working with University on 'Fundraising February' to support funding for groups and 'Inspiring Futures.'
- Campaign on Wednesday Afternoon Free

- Give it a Go has had well over personal goal of 100 events

Joseph said there was now a Philosophy Society again which was positive. Jonathan asked about how we capture the impact of and skills gained in volunteering? Matt said this was included in the Annual Report and that there was a similar question to this in the volunteering survey the SU would be running at Easter. He would ensure this question is asked.

Charles updated Board on his goals.

- Met with the Director of Student Support Services at the request of Student Council to ensure there is provision for students for Disability and Dyslexia support.
- Focus on being more democratically representative had been positive with Democracy Review being successful. Also visited Teesside SU to look at their practice and would be going to York St John SU with Georgia.
- Quality Student Unions had been deprioritised with Democracy Review but had met with Matt to talk over progress since.
- Hidden Course Costs had received 60 respondents and he wanted more.
- Strong Student Forum turnout

Jonathan wanted to know more about Student Welfare. He believed Counselling should be a last resort so wanted to know what we could do to support student resilience. Charles said he had worked with University student support and asked a similar question. Matt advised that we were launching mental health training with our SU Adviser for sport club and society committee members. Joseph said he welcomed this as a current committee member of a group and that there was a need for it.

3. GM Report

Matt went through his report.

- Refreshers had gone well with the various fairs for Clubs, Housing and Societies. A range of Academic Societies had met supporting our aim of Academic Societies for all students by 2020. We had also launched Club & Societies Awards which all Trustees are encouraged to attend.
- Spent a great deal of time on GDPR compliance
- Reminder of AGM date and that all Trustees are encouraged to attend
- Democracy review successful. Well done to officers for leading the 'yes' campaign. Nominations now open for 200 roles.
- Mid year appraisal would take place shortly with Charles supported by David. Rest of staff team would follow end of January/early February.
- Financial procedures are due for review and Beverley from the SU Staff team would be contacting David from the Board to look at these as well as consulting with staff
- Investing in Volunteers Audit would take place in February. Well done to Simon from the SU Staff team for all his hard work on leading this.
- Attending Leadership Race Equity training run by NUS
- Had gone to a Governance Code meeting run by NUS that looks to tweak the new code to be more 'SU friendly' with Charles. This new code should help Charles and Kate in their discussions around the Governance Code.

Matt asked for a GDPR champion. Kate agreed to do this.

Kate asked about an open drive with key Union documents. Matt said he would look into this.

4. Management Accounts including mid-year forecast

The Management Accounts were shared with the Board and the mid year reforecast was approved.

5. Budget 2018/19

The Budget was put forward for the following year. Charles handed over chairing to David for a discussion about Sabbatical Officer pay. The Budget was approved.

6. Scheme of Delegation

The Scheme of Delegation was noted and there were no changes to the existing Scheme of Delegation that Trustees asked to be made.

7. Review the Constitution

The Constitution was reviewed and there were no changes to be made.

8. Review the Risk Register

Matt put forward a role description for a Nominated Deputy. This was approved with minor amendments. Matt will lead on recruitment of a Nominated Deputy from the team. There were no changes made to the Risk Register.

9. Future Board meetings

Charles explained that he wanted more time with Board members and that rather than rushing through items on an evening that a weekend day session could be more beneficial. Some Board members did not want to meet on weekends. It was agreed to put in a 50/50 split of meetings from the 2018/19 year of week day and weekends.

10. AOB

There was no other business.

Board reflection time (not documented)

Next Board meeting TBC