

**LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES**  
**Thursday 12<sup>th</sup> October 2017 6.30pm**  
**Venue: Leeds University Union**

**Present:**

Charles Isherwood (Chair and Officer Trustee)  
Adam Knight (Student Trustee)  
Kate Mackenzie (External Trustee)  
Joseph Nelson (Student Trustee)  
Georgia Wood (Officer Trustee)

**In Attendance:**

Matt Webber (General Manager) (Minutes)

<b>Actions</b>	<b>By Who</b>
CI, KM and MW to meet to discuss benchmarking against the Governance Code and this will form part of the development day in December	CI, KM and MW
Due to time questions MW posed to the Board around creation of a KPI Dashboard and Board input on a behaviour framework will be discussed at the Board Development Day in December. Governance training will also form part of this led by KM and CI supported by MW and the trustee induction training will be presented by KM. The Board will also ask DH to provide a Finance induction/refresher for the Board.	ALL (but particular note for training preparation for KM, CI and DH)

**1. Welcome from the Chair**

Charles welcomed the Trustees to the meeting.

**2. Apologies for Absence**

Apologies were noted from David Howarth and Georgia Wood. No apologies were received from Isobel Tanner.

**3. Declaration of Conflict of Interests**

MW explained what a conflict of interest is. All Trustees confirmed that they had no conflicts of interest.

**4. Approval of previous Trustee Board Minutes May 2017 and update on actions**

The minutes of the last meeting were approved.

- MW confirmed he had not received previous student trustees' testimonial but that recruitment had happened anyway.
- MW confirmed he had shared the template of good governance he had created in his own trustee role. **Action: CI, KM and MW to meet to discuss benchmarking against the Governance Code and this will form part of the development day in December**

- MW confirmed that DH was now Vice Chair and Supervising Trustee for any officer Code of Conduct matter. KM encouraged CI to use DH as someone to mentor him.
- MW confirmed that the University HR team had agreed we could use their counselling service for both officers and staff.
- MW confirmed the Associate Membership proposal would come back at a later point nearer to graduation season.
- MW confirmed trustees had been invited to get involved in induction and the social event had taken place in June with some of the trustees getting to meet each other over dinner.

## **5. Sabbatical Officer Goals Update**

### **CI outlined an update on his goals:**

- Looking at student usage of welfare service. Has met with a university staff member in student support to discuss usage which has seen a 29% increase this year
- Democracy Review was now underway working with MW on this and keen to create a Welfare officer post
- SU on Tour is starting this month and advised this is a feedback exercise with students. He would be linking this into a 'Cut the Costs' campaign that looks at the true cost of a university degree. CI particularly interested in placement costs which vary depending on individual placement.
- Working on a 'School Report' in organisation and management that will identify what the issues are in this area for students.
- Launched academic societies being set up in courses where scores lower in the NSS
- Work on Quality Students Unions had taken a backseat during Freshers' but work would now continue on this. Completed Part A and action plan created with MW on Part B
- Involved in recruiting a new Student Adviser and successful applicant is going to be a strong addition to the organisation
- Writing a blog each month so students know what he is doing
- Working closely with Union staff to get Course Reps recruited and to encourage other students to run for President in the next elections

KM felt it was important to create a business case for a Welfare sabbatical officer. JN wondered if it was worth having a council member who looked after welfare. CI said there may be some consideration of the two current sabbatical officers' roles and remit. KM said the Welfare Rep could wrap up into the Democracy Review.

On Cut the Costs KM suggested CI looked at where other Universities do this and benchmark against them. JN thought campaigning on cost and placement is key and really a big student issue.

KM thought that the election turnout is such a good negotiation tool and that it was important we reached 40% in the next elections.

### **GW outlined an update on her goals:**

- Main focus on culture, inclusivity and community and has noticed all groups have a pride about their group.
- Wants to create and support student communities and has ran a REC night where groups came together in Freshers'.
- Running another event at Christmas.

- Working on under represented groups working closely with Council. Worked with the LGBT Officer on creating events including a club night in the on campus bar.
- Working on Interfaith week with CI and faith based societies
- Launched five academic societies in part on NSS results and where there were low satisfaction scores.
- Launched a Give it a Go programme with over 100 events over the year. GW is also ensuring at least 15 of these events take place in the Lounge as the space is under utilised.

JN thought he had found some students who could set up the Philosophy Society again.

KM felt the work around culture and community links really nicely in the community and belonging goal of the strategic plan.

GW also shared a kit tender had been completed with Samurai being awarded the tender.

## 6. General Manager Update

MW outlined his report:

- Democracy review underway – different schools of thought as expected on where we go with officer roles but there is a wide recognition we need to increase welfare representation
- Strong NSS score going from 94<sup>th</sup> to 29<sup>th</sup> in one year. Consistent with other successes and challenge is now to maintain it and increase further. Academic Interest Awards (student led staff awards) launching monthly awards and this will hopefully support a further increase in NSS score on 'Academic Interest question and influence on SU'
- MW asked and had approved by the Board the AGM and Elections arrangements including dates and Returning and Deputy Returning Officer. Additionally, had approved the writing off of a debt owed by the University relating to a Sub TV payment
- Strong Freshers' in terms of variety and number of events with almost 60 including an on campus escape room and giant outdoor cinema. Challenge in financial model of wristband tickets and whether this is something that we can maintain.
- New University Chief Operating Officer has started. Initial impressions positive by both MW and CI and monthly meetings are being put in the diary.
- Green Impact accreditation underway with a placement student working on the project one day a week
- External Trustee recruitment had started through a collective recruitment with over 20 other Unions ensuring a cost
- **Action: Due to time questions MW posed to the Board around creation of a KPI Dashboard and Board input on a behaviour framework will be discussed at the Board Development Day in December. Governance training will also form part of this led by KM and CI supported by MW and the trustee induction training will be presented by KM. The Board will also ask DH to provide a Finance induction/refresher for the Board.**

KM commented that she felt the SU always put on good events.

## 7. Audited Accounts

MW congratulated Beverley English the Union Finance Administrator on her hard work throughout the audit. The Board asked for their thanks to be extended to BE. The Accounts were approved and will now go to the Union AGM.

## 8. Volunteering Policy

KM commented it was thorough. The Volunteering Policy was approved.

#### **9. HR Policies**

AK noted a couple of formatting errors on the Data Protection policy which MW would ensure was not in published policy. All Policies approved.

#### **10. Note the Risk Register**

MW explained the Board were ultimately responsible for the organisation and part of this was about ensuring an effective risk management process was in place. MW therefore puts the risk register on the agenda for each meeting with updates and additions where appropriate. Some risks are for Board to deal with, some are for him as GM and some are shared. MW encouraged Board members to read through the risk register and be satisfied that risks are being managed appropriately. A short discussion going through current risks then followed.

#### **11. Any Other Business**

There was no other business.

#### **12. Board Reflection time**

**Next Meeting: Saturday 2 December 10am at Leeds Trinity University**