

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Saturday 2 December 10am
Venue: AF36 Leeds Trinity University

Present:

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

Apologies:

Jonathan Glazzard (External Trustee)
Georgia Wood (Officer Trustee)

In Attendance:

Matt Webber (General Manager) (Minutes)

Actions	By Who
MW to circulate retention statistics.	MW
CI, JN, DH and MW to meet to look at ways to bring in additional income.	CI, JN, DH, MW
Scheme of Delegation to come back to next meeting for review. (Discussed outside meeting at Trustee Development training sessions but included for information)	All

1. Welcome from the Chair

Charles welcomed the Trustees to the meeting. Charles advised that Isobel Tanner had stepped down as student trustee.

2. Apologies for Absence

Apologies were noted from Jonathan Glazzard and Georgia Wood.

3. Declaration of Conflict of Interests

All Trustees confirmed that they had no conflicts of interest.

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

The minutes of the last meeting were approved. CI confirmed that he had met with KM and MW about the Governance Code. KM said there was more work on this to do. All actions around the development day were also complete.

5. Democracy Review

MW outlined the process of the Democracy Review. Having undertaken the research as was outlined in the agreed project plan in August there were now a series of recommendations for the Board to consider. Student Council had seen and accepted the recommendations of the report with minor changes to one role name and eligibility to vote for the Interfaith officer. There had been a range of focus groups, desktop audit of other Union democracy and an external who is a CEO at another Student Union to support the work. CI felt it was positive that an external had commented on how we did things differently and well. That many students could articulate change.

DH asked about splitting the role of taking welfare out of the President role. CI explained that the role of activities officer has little representation. MW backed this up further by highlighting students main concerns in our research for our strategic plan had been around representation and welfare.

MW explained that Council had approved the proposals and felt that specifically the following should go to a referendum:

- Moving welfare remit from President to Vice President
- Creation of a Student Council Chair
- Creation of a Sustainability Officer
- Creation of an Interfaith Officer
- Splitting the Disabilities Officer role into a Mental Health Officer and Physical Disabilities Officer

Board approved to this and put forward a **resolution** for a student referendum for the changes highlighted. All other changes were **approved**.

6. Bye Law 3

MW outlined that Student Council had updated Bye Law 3 to include a definition of sexual harassment. Board **approved** the change to the Bye Law.

7. Auditors

The Board **approved Watson Buckle** as Auditors for the next year subject to approval at the AGM.

8. Behaviour Framework

MW outlined a document proposing a behaviour framework which had gone through staff consultation. There were clear links within this back to our values both explicitly and implicitly in the headings of behaviours. Trustees **approved** the framework.

9. Preliminary Budget

MW outlined a preliminary budget for the 2018/19 year. MW costs for university pay scales typically would not be confirmed until August so there were estimates on worse case scenario. Board did not raise any objections to the budget.

DH wanted to look at retention statistics as this could show a key measure to the University of our value. MW confirmed that this had been done for the previous block grant negotiation discussions positively linking involvement in the Union with student retention.

DH also wanted to look at low risk ways to bring in income to the Union. MW felt the Union performed incredibly well in how it already brought in income and would welcome trustee involvement and ideas on further income generation ideas.

Action: MW to circulate retention statistics.

Action: CI, JN, DH and MW to meet to look at ways to bring in additional income.