

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Thursday 4th Oct 2018 6pm
Venue: Leeds Trinity Students' Union

Present

Charles Isherwood
Joseph Nelson
Adam Knight
Jonathan Glazzard
Kate Mackenzie
Jake Bainbridge

In Attendance

Matt Webber (General Manager)
Simon Law (Minutes)
Matt Nunnerley 6:15-6:45 (SU Advisor)

Apologies

David Howarth
Laura Edmonds

Actions in short

- Action for MW to bring back reply on a modern slavery policy
- Action for JB to feedback on BME representation in our clubs and societies at next meeting
- Action JG to run Diversity session with Trustees at Board Development Day
- Action MW to ensure Governance Task and Finish group is set up

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 Laura

Minutes, as read, agreed by all present.

Actions: N/a

2. Officer Goals Update

JB

Monthly incentives relating to our core values.

Disability sport awareness week: In the process of being planned. Empowering students to access our whole week of activities. There was discussion of bringing in professional athletes as guest speakers to empower students as a way of engaging students.

Give it a Go: Staff and I are already setting up activities

BME representation: Our clubs a societies was discussed. **Action for JB to feedback on BME representation in our clubs and societies at next meeting**

Events around Black history month were outlined.

Online booking for to book with MN, SU Advice. An increased branding of the SU advise service as an independent academic appeals support

CI

Hidden course cost: Highlighted the desire to find students financial support around academic placements.

Rate your Union: Explained the approach to SU on tour. This included location, theme and time. The set up will target specific students who we would like to engage with.

Black History Month: Applauded the actions of Staff and Volunteers on their events.

Representation: Charles and Jake already approached regarding VP and P for next year.

Reading list: Review of academic reading lists for ethnicity of authors. Challenges and results shared

Mental Health events further explored. Discussion raised between the difference of Mental Wellbeing and Mental Health.

3. Student Advice Presentation

MN outlined a presentation on SU Advice service. The service had been through a thorough review which had included a re-brand, online appointment service and academic and mental health advice. Several trustees and MW congratulated MN on his hard work and how well the service was performing. MN left the room.

3. GM Report

AGM and Election dates: Board approved dates

QSU: MW appointed QSU verifier

Trustee recruitment: 1 place vacant. Skill set discussion.

Fresher's: Well done to SL for leading on the event. Professional partnership formed during the events that will continue.

SU Shop: Really good feedback. Budget and KPI targets were discussed. Short, medium and Long term strategy discussed.

Code of conduct: Updated with the university

Core Values: MN staff leading on core values. Chaired by Jonathan.

Audit: Congratulation for Beverley English for this completion. Financial targets discussed along where saving could be made.

Website: Status of contract and changes currently being made to data sharing were shared.

4. Management Accounts

Board noted the high standard of finance skill from BE and this is very helpful in supporting the board with their roles.

No Questions

5. NSS Paper

NSS- Position in the league discussed. This was considered to be very positive and several members of the Board commented on how well the organisation was performing. Board members were also happy with the actions in place to improve further.

6. Governance Code

Sub Group volunteer recruitment: Kate, Jonathan, Joseph will support Charles with Governance Code.

Charles request that any trustees that have questions follow up with him. JG as part of the work on the Governance Code would run a diversity session at the next Board development day.

-Action JG to run Diversity session with Trustees at Board Development Day

JG left the room.

7. Audited Accounts

Accounts approved by board

8. Governance Scheduler.

MW explains Scheduler to board

Trustees agreed with format and reflected on it positively.

8. HR policies

Policies approved by board

Action for MW to bring back reply on a modern slavery policy

Board noted an excellent set of policies from MW

8. Review the Risk Register

Spelling mistake raised GDPR compliant (Complaint)

MW discussed one new risk item which was about loss prevention in the SU Shop and the measures being undertaken to manage this risk.

9. AOB

The new University strategy was discussed and reflected on positively of the shared goals of their strategy and the SU's

Next Board meeting Saturday 1st Dec 10am