

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES

28-3-19

Present

Jake Bainbridge
Andy Blunt
Laura Edmonds
Charles Isherwood (Chair)
Jo Johnson- *Via conference call*
Adam Knight
Joseph Nelson

In attendance

Simon Law (Minutes)
Matt Webber (General Manager)

Apologies

Jonathan Glazzard (Vice Chair)

Absent

Kate MacKenzie

Actions

SL to post Declaration form to JG
SL to arrange meeting with AB to discuss measuring impact through Communications.

Jake Bainbridge [JB] and Charles Isherwood [CI] present about 'Being a Sabbatical Officer.'

CI welcomed board to the meeting including Chris Dow [CD] and Zoha Shah [ZS] and confirmed there were no conflicts of interest.

1. Minutes from last meeting:

14-3-19 and 31-1-19 minutes were approved.

Actions were read and discussed. Updates shared by SL regarding his actions. Awaiting reply from KM. JG yet to be posted the paperwork after having received the form back from JJ.

2. Diversity Goals setting

CI requested trustees to share ideas for diversity.

JB shared his thoughts that images should be diverse. JN shared his desire for Trustees to be targeted to address diversity. AB shared his desire for the student demographics to be shared at the start of each board meeting. AK believes some profile and awareness work should be done with Trustees. LE shared thoughts on identification. The board discussed the fundamentals around targets, diversity and representation. JJ expanded on a strategy to diversify the candidate pool of Officers.

Further areas discussed included; balance sought between society and sports student trustees on the board, change the emphasis on winners to include candidates that lost [Celebrating all] and where there are diversity shortfall bring in role models from other SU's who have won.

3. Officer Goals

CI asked to take goals as read and opened to questions. JN congratulated CI on the 39% turnout. Questions were asked on whether the 'Cut the Cost Campaign was continuing. CI will be reflecting on the campaign after a busy March period. Data collected will be analysed and actions taken. CI shared discussed ideas that are currently being discussed with the University.

CI shared his thoughts on QSU success.

Q: What goals were being achieved vs handing over. CI noted that black attainment gap would be in the handover but others will be achieved.

CI reflected on the candidate pool for President. The size and diversity of the group were particularly pleasing.

JB asked to take goals as read and opened to questions.

Q: Where was the disability in sport advertised? Discussion was shared between JB and LE. Suggestion that the university disability services could send out an email. SL welcomed feedback on how the communication strategy could reach specific demographics.

Q: How has recognising clubs and committee throughout the year? - JB reflected that this had not been done officially. He shared that he was happy with the level of recognition received through the Clubs and Society Awards Evening.

4. GM report with KPI dashboard

Award shortlisting- MW shared with the board that we have been shortlisted for Students' Union of the Year with Educate North for 2019.

Lounge- Partnership work with the University was discussed.

QSU report- MW keen to adjust the process for strategic plan by bringing in an external research group.

Data Protection and information policy renewal- Board requested the Data Protection and information policy to come back in May.

Student Staff Wages- The board approved increasing the student staff base rate top £7.70 to tie in with the national minimum wage requirements and the addition of a supervisory rate at the General Manager's discretion of £8.10 per hour. Where we were required to pay a different salary to meet National Living Wage requirements this would be adhered to.

A paper was discussed regarding the Deputy General Manager which was approved.

The Board agreed to switch our website to MSL and to use reserves in this financial year to pay for it.

The Board agreed to meet the cost of a sabbatical officer's visa fees for 2019/20 using organisation reserves.

5. Management accounts

Board approved Management accounts

6. LTSU Quality Students' Union

MW reflected on the process and how it is already impacting his thoughts on the strategic plan.

MW thanks CI for his input. Reflecting that he was far more supportive from his position as President in comparison to other SU's.

AOB

MW requested input for officer training from the board.

Board reflection time

Next Meeting, Thursday 23-5-19, 6-9pm, LC1-28

Attendance for academic year 2018-19

Name	4-10-18	1-12-18	31-1-19	14-3-19	28-3-19	23-5-19
Jake Bainbridge	Y	Y	Y	Y	Y	
Andy Blunt			Y	Y	Y	
Laura Edmonds	ap	abs	abs	Y	Y	
Jonathan Glazzard	Y	Y	Y	ap	ap	
Charles Isherwood	Y	Y	Y	Y	Y	
Jo Johnson			Y	Phone	Phone	
Adam Knight	Y	Y	Y	abs	Y	
Kate MacKenzie	Y	ap	Phone	ap	abs	
Joseph Nelson	Y	Y	Y	Y	Y	