

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES

23-5-19

Present

Jake Bainbridge
Andy Blunt
Laura Edmonds (Late Arrival)
Jonathan Glazzard (Vice Chair)
Charles Isherwood (Chair)
Jo Johnson
Joseph Nelson

In attendance

Simon Law (Minutes)
Matt Webber (General Manager)

Apologies

Adam Knight

Actions

Action: SL to arrange time to discuss Data sharing & Diversity with AB and MW

Action: SL to share the recommendations from the board regarding the Governance Tracker which was to continue the Governance Task and Finish Group.

Governance update: CI shares an update on the Governance tracker. Reviewed the skills audit and explained how this would proceed. Discussions followed on amber and red items.

Unconscious bias training was raised by the board. MW confirmed that staff have been trained and future new starters will be covered by a repeat. Board noted it would be a great target to achieve at trustee training. This could be done at the Board Development Day.

Board discussed the live nature of the document. Recommendations were agreed for regular review of the document by a sub group of the trustees..

CI shared his thanks for JG for his support as Deputy Chair.

CI welcomes the board. There were no conflicts highlighted by the board.

Governance action plan was noted by board

CI also updated the Board that Kate Mackenzie has resigned as a trustee..

1. Minutes from last meeting:

28-3-19 minutes were approved with the addition of the Governance Manual was approved at the last meeting.

Actions were read and discussed:

- SL confirmed declaration forms have been posted and returned.

- SL and AB confirmed that they have a meeting set in the calendar to discuss measuring impact through communications.

2. Officer Goal Update

CI shared his reflection on his goals.

CI expressed regret on the outcome from the 'Cutting the Cost' campaign and hoped that it would be continued by a future President.

Placement expenses were discussed between the board and CI. This included the amount of finances required and the methodology behind receiving funding from the university.

CI shared that the union had received an invite to a QSU celebration event at the Houses of Parliament.

JB congratulated CI for his hard work and this was echoed by other board members.

JB shared his reflection on his goals.

JB has suggested to next years VP that disability activities should be more regular rather than a one-off event. Additionally, SU on tour should include the council.

Board noted the feedback from students on LGBT events. JB and CD have discussed the development of new LGBT events. The evolution of the rainbow laces into a campus-based event rather than just sports teams was one evolution discussed.

The board congratulated JB on his achievements, positively noting the membership total compared to the scale of the student population.

CI thanks JB for his inclusion in sports related projects.

3. GM report with KPI dashboard

MW began his report by thanking departing trustees JB, CI, AK and JN for their hard work and commitment to their roles.

Election preparation: MW requested the board confirm election arrangements. Board approved NUS as the Returning Officer and MW as the Deputy Returning Officer for the elections in 2020.

Budget updates: MW shared his reflection on the attempts to recruit a new Activities Assistant. MW proposed updates to budget to edit the format of the position to make it more recruit able. Requested budget adjustments approved.

Commercial update: MW shared an update on Commercial projects. MW congratulated KS on her success in the SU shop. Board members asked about development in the shop for the next academic year. MW updated the board on the next changes within the service.

MW shared an update for incorporation. Delays are expected to result in a 2019/20 academic year completion.

CI thanked MW for his reports in each meeting.

4. Policies

MW requested the board to approve edits due to changes in staffing and banking.

MW and board thanked BE for all her work on updating the policies.

The board approved edits to Financial operations manual and procedures.

The board approved edits to Annual and special leave policy, Data protection & information and Sickness policy.

5. Management accounts

Laura Edmonds arrived at the meeting

Board approved Management accounts

6. Commercial opportunity

Board approved reserved item

7. Beyond 2020

MW explained the contents on the paper and requested the board to approve use of the reserves on a research role.

AB and SL shared ability to deliver diversity targets through data sharing agreement. Action: SL to arrange time to discuss Data sharing & Diversity with AB and MW

Several Board members advised that recruitment focused on someone with a marketing background rather than academic.

Board approved the request

8. Operating Plan 2019-20

MW highlighted that the majority of targets will be met. There were discussions around areas that may not

Board noted the need to engage with societies further. Further reassurances were requested regarding academic societies. MW shared edits to include liberation within the target.

Board approved the Operating Plan for the forthcoming year.

9. Governance Scheduler

The Board noted the Governance Scheduler.

AOB

JG wanted to thank all Trustees who are stepping down. Round of applause from room. CI shared his thanks.

Board reflection time**Next Meeting- TBC**