

## LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES

31-1-19

### Present

Jake Bainbridge  
Andy Blunt  
Jonathan Glazzard (Vice Chair)  
Charles Isherwood (Chair)  
Jo Johnson  
Adam Knight  
Kate MacKenzie- Via video conference  
Joseph Nelson

### In attendance

Simon Law (Minutes),  
Matt Webber (General Manager).

### Actions

No conflicts of interest stated

#### 1. Minutes from last meeting:

Spelling mistake noted; new should be news

#### 2. Officer Goals

**JB- Officer Goals update:** Jake Bainbridge [JB] requested his notes were taken as read.

Compliments were made for January disability focused activities during Re-fresher's week. Charles shared the enjoyment of students he had spoken with.

Awareness of the Advice service was noted as having improved. JB agreed and suggested the causes.

Society engagement during January was discussed with JB explaining the current engagement rate of the societies.

Questions were asked as to whether the active clubs and socs were being praised for their actions. JB explained how we have been promoting their activities.

**CI- Officer Goals update:** Charles Isherwood [CI] requested his notes were taken as read.

Questions were asked around the continuation of 'Cut the Cost'. CI reflected the feedback from students was counterintuitive. The board suggested the wording of the questions may have caused misunderstanding amongst students. Sample size was discussed. 500 was the target but was falling short. CI highlighted the scale and effort required to reach the current sample size.

Increasing candidates for President was mentioned. CI shared with the board his methodology behind recruiting.

### **3. Governance Task and Finish Group Outcomes- Verbal update**

Verbal update from CI. CI outlined the method and outcomes from the Governance code review describing how progress was being made.

CI thanked those that supported the creation of the governance manual.

Page 6 edits were suggested. CI agreed to discuss the suggestions.

### **4. GM report with KPI dashboard**

AGM- Board approved 14<sup>th</sup> March date.

SU Shop- Board approved the permanent establishment of the shop service September to June term time.

Appointment of independent examiners- Board approved independent examination.

Code of practice- Board approved the edits to the 'Code of practice'.

QSU- Interviews scheduled for next week.

Mid-year reflection- Summary of the day shared with the board.

The Lounge- updates were shared with the board.

Communications strategy- Noted for agenda point 8.

Course reps- Discussed in AOB.

Student minds- Discussed preliminary partnership project with the board.

Rate your Union- Questions were welcomed.

Website- Update on the where we are with the approaching completion of our current service provider.

Student numbers- Student numbers are down. MW shared more updates on University stats.

### **5. Management accounts**

Matthew Webber [MW] summarised the midyear changes made to the management accounts. Compliments were made towards the success of the finances around the shop and marketing.

### **6. Incorporation**

MW outlined the options of incorporation with the board.

Debate was has between the board.

Board voted 9/0 in favour of CIO. Board voted 6/3 if favour of students as members.  
2a [CIO students as members] voted on by board.

#### **7. Budget 2019-20**

Board approved budget

#### **8. Communication strategy**

Board approved strategy. Board praised the hard work Simon Law [SL] did in producing the document

#### **9. Delegation of authority**

Approved in current state

#### **10. Governance scheduler/risk register**

Board discussed and agreed risk register was suitable.

#### **AOB**

Course representative system- board approved changes to Bye law.

Feedback from board was care needed to address the varying demands from different year groups.

**Next Meeting, Thursday, 6-9pm, LC1-28**