

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Wednesday 24th May 2017 5.30pm
Venue: Leeds University Union

Present:

Joshua Clough (Officer Trustee)
 David Howarth (External Trustee)
 Stephanie Little (Officer Trustee)
 Kate Mackenzie (External Trustee)
 Jack Mudge (Student Trustee)
 Matt Robinson (Student Trustee)
 Andrew Walker (External Trustee)
 Georgia Wood (Student Trustee)

In Attendance:

Charles Isherwood (President-Elect)
 Matt Webber (General Manager) (Minutes)

Actions	By Who
Current Student Trustees to send to SL/MW a brief testimonial for the recruitment pack.	JM, MR, GW
Share a document MW has created for his own trustee role for another organisation with the Board that can support self-analysis of how well an organisation meets the new drafted code.	MW
SL and External Trustees to discuss Vice Chair and Supervising Trustee role before the next Board meeting.	SL, DH, KM, AW
MW to ask University HR whether they would provide access to counselling services and University HR Support should sabbatical officers require it	MW
MW to include eligibility process for next Board meeting for Associate Membership Proposal	MW
MW to share sabbatical officer induction with external trustees so they can see how they can get involved.	MW, DH, KM, AW
ALL invited to join Trustee get together with new officers informally from 5.30pm on 22 June.	ALL

1. Welcome from the Chair

SL welcomed the Board to the meeting.

2. Apologies for Absence

No apologies received.

3. Approval of previous Trustee Board Minutes February 2017

The minutes of the previous meeting were approved.

4. Matters Arising

No matters arising

5. Declaration of Conflict of Interests

6. Sabbatical Officer Goals Update

SL updated first. SL advised that there was a dog room on campus to support Mental Health. It was held in a part of the University with lower engagement and still was well attended. SL worked with JC on handing out free drinks with voter registration stickers on them to encourage students to vote. A number of students were already registered to vote but those who hadn't were then encouraged to do so.

SU on Tour has quietened off to try to get people to vote, fill in the NSS. Moved away from direct feedback and onto questions around 'what would you do as President for the day?'

Worked closely with the Chaplaincy on activity. Staff awards went really well. Managers of departments are still asking even now what great things their staff have been doing. QSU Part A complete and we have now moved onto Part B.

Strategic plan is complete but depends on resource from the University. There may be amendments depending on funding.

SL also advised that we had won 'SU of the Year.' DH offered his congratulations to everyone at the Union on achieving this.

SL had also been working on ensuring there is a full Board. SL has struggled with student recruitment with expressions of interest but no students following the recruitment process. MW advised it was vital we got student trustees recruited as we would be without any student trustees by the end of June and thus be inquorate for future meetings.

JC shared his update. He advised that he has increased societies and there were more representatives at the recent annual Club & Societies Awards. He also held some forums around student groups and finances for the new committees. As part of our commitment to groups he has also undertaken chair one to one debriefs.

JC offered his role to be shadowed by potential VP candidates but this was not taken up. He commented on the good turnout in elections and has been working closely with successor GW on an induction handover.

GW had two questions. In terms of finding student trustees how will you pick these? SL advised four people had expressed interest. One has withdrawn as unsure if still a student next year. This leaves three who could come onto the Board who have expressed interest but not necessarily in the way they were asked to. SL is pushing them to do this. David suggested current student trustees put a quote forward for how they found being a student trustee.

GW also asked about whether the chairs lunch with pizza had worked as others had stepped up to the role and not been invited. JC said three attended and non-chairs where they had contributed above and beyond were also invited.

Action: Current Student Trustees to send to Steph/Matt a brief testimonial for the recruitment pack.

7. General Manager Update

MW advised there was still no word on budget from the University. Various scenarios had been put together for the budget outcome.

MW advised of good news of winning the Educate North & UK 'Students' Union of the Year' and congratulated all involved in the Union in our win. We also had seen a 60 place jump in the annual 'WhatUni' rankings and had received a record turnout of 34% one of the highest in the country and which we would be presenting on at the annual NUS flagship Student Union conference.

MW advised he was working on an updated University Data Sharing Agreement that would meet new regulations coming into effect in 2018. MW also advised through a network of senior manager volunteers he had asked for support for SL and CI to conduct his annual review.

MW also encouraged trustees to read the new drafted Governance Code and that it would be helpful to get a group of those interested in this area to come together and look at how we ensure we have strong governance. MW also advised the Union had begun work on getting LTSU to the point where it could successfully undertake Investing in Volunteers standard.

MW also advised we had a series of celebration events since we last met which would culminate with the Graduation Ball in June. Work was underway with Officer Induction for CI and GW. MW also drew attention to an event to celebrate the Union's 50th Anniversary on 15 July and encouraged Trustees and their families to attend. Finally MW mentioned the SU would be running a Cathedral Group Conference of Student Unions in August.

DH asked if the Union was paying to run the Cathedral Group Conference. MW advised that it was being sponsored by the Cathedral Group and Aramark were providing catering free of charge so there was no cost to the Union.

Actions: MW to share a document he had created for his own trustee role for another organisation with the Board that can support self-analysis of how well an organisation meets the new drafted code.

MW to share sabbatical officer induction with external trustees so they can see how they can get involved.

ALL invited to join Trustee get together with new officers informally from 5.30pm on 22 June.

8. Sabbatical Officer Support & Expected Behaviour Framework

MW outlined that both agenda item 8 & 9 were about future proofing the organisation far into the future. The time to do that was when there were good people both in the roles and coming into the roles in the next academic year. GW advised she found the guide helpful. CI suggested the guide could also be included in the election process so prospective candidates could find out what the role entailed. SL and JC advised they had contributed to the framework with their up to date understanding of taking on the role of sabbatical officer.

The framework was approved.

9. Officer Code of Conduct

MW outlined the Officer Code of Conduct based on the NUS and BWB good practice guide. DH asked what was in the middle of both the formal mechanism and informal where an officer

might be struggling. MW asked if this was the pastoral care which DH confirmed it was. SL felt that when she first took up post there was very little support and that if it was required it would only have been because she was a student. MW will look into what counselling and external support can be offered through University HR. MW highlighted the policy required a 'Supervising Trustee' to support with any code of conduct concerning a sabbatical officer and that this should probably be an external Trustee. SL suggested that as a Vice Chair still needed to be appointed and that this should also probably be an External Trustee that the role could be dual.

Action: SL and External Trustees to discuss Vice Chair and Supervising Trustee role before the next Board meeting.

Action: MW to ask University HR whether they would provide access to counselling services and University HR Support should sabbatical officers require it

DH left the meeting.

10. Scheme of Delegation

MW outlined the Scheme of Delegation and advised it was the Trustees document that they could change at any time. SL explained she had included when looking at the document that performance reviews of the Board should also be supported by the Vice Chair as well as her role due to the Chair changing regularly as the President changed.

The Scheme of Delegation was approved.

11. Associate Membership Proposal

MW outlined a proposal to enable recent alumni to maintain a link with LTSU. The Board supported the proposal but asked for it to come back to the next meeting with a clear eligibility process.

Action: MW to include eligibility process for next Board meeting for Associate Membership Proposal

12. Note the Risk Register

The Risk Register was noted.

13. Monthly Management Accounts

The April accounts were presented by MW. KM asked about the Sports Club in debt and MW advised that due to hard work by the staff team this had now largely been resolved.

14. Any Other Business

Trustee Involvement in Induction

MW raised a point that KM had raised prior to the meeting to him about trustee involvement in induction. KM asked if MW felt it was appropriate. MW felt it was and the only thing to be mindful of is induction largely takes place during the day when several of the Trustees work. MW would share induction timetable and suggested an informal gathering where new trustees could get to know the Board in the evening.

Action: MW to share sabbatical officer induction with external trustees so they can see how they can get involved.

Action: ALL invited to join Trustee get together with new officers informally from 5.30pm on 22 June.

Manchester Bombing

SL on behalf of the Board paid respects for the recent tragedy in Manchester.

Next Meeting: Thursday 22 June 5.30pm Leeds University Union