

LEEDS TRINITY STUDENTS' UNION TRUSTEE BOARD MINUTES
Monday 12th December 5.15pm
Venue: Leeds University Union

Present:

Joshua Clough (Officer Trustee)
David Howarth (External Trustee)
Stephanie Little (Officer Trustee)
Kate Mackenzie (External Trustee) (Conference Call)
Jack Mudge (Student Trustee)

In Attendance:

Matt Webber (General Manager) (Minutes)

1. Welcome from the Chair

Actions

SL welcomed the Board to the meeting. The meeting was inquorate until KM joined the discussion by Conference call at which point items were then fully discussed and approved.

2. Apologies for Absence

Apologies received from Matt Robinson, Andrew Walker and Georgia Wood.

3. Approval of previous Trustee Board Minutes November 2016

The minutes of the previous meeting were approved.

4. Matters Arising

No matters arising

5. Declaration of Conflict of Interests

There were no conflict of interests.

6. Strategic Plan Research and discussion

MW presented and outlined the Strategic Plan themes and one page plan. KM thanked those involved in creating the plan for their hard work on the research. DH felt that we should focus our work on improving retention and progression. It was agreed with minor alterations to adopt the one page plan and to create programme groups made up of students and staff to develop ideas around the three themes of the new plan.

7. Bye-Law 1 Representation

A revised bye-law 1 was presented to the Board. With minor amendments this was approved and will also be considered by the Student Council.

8. Bye-Law 2 Elections and Referenda

A revised Bye-Law 2 was presented to the Board. KM raised question of why we stipulated who could run for certain roles. MW felt this was good practice. KM queried the removal of a mandatory manifesto. After a short discussion the Bye-Law was approved and will also be considered by the Student Council.

9. Final Accounts

The Accounts were presented to the Board and these were approved. The Board approved the reappointment of Watson Buckle Limited as Auditors on the provision that they worked within the dates that best suited the Union, provided continuity in terms of who are point of contact was and that we had no increase in fee.

10. Note the Risk Register

The Risk Register was noted by the Board. DH asked for all Trustee specific points to be pulled out of the Risk Register for the External Trustees to ensure they could reflect and action these points. MW said he would send this as a separate document. DH also queried our controls for external speakers off campus. MW said he would look into this and report back to the Trustees.

**External
Trustees/
MW**

11. Any Other Business

Vice Chair

The Board were asked to consider the appointment of a Vice Chair and send expressions of interest by the 15 December to SL.