

A MEETING OF THE BOARD OF TRUSTEES 2016-17 WAS HELD
AT 5PM ON 7 MARCH 2017 IN THE MICHAEL PEARSON BOARD ROOM

08 MAR 2017

BT-172-M2

MINUTES

Present: John Palmer, Doug Livingstone, Richard Taylor, Jonathan Ako, Matthew Gill, Hershil Patel, Jess Bayton-Timms, Kathryn Freeman, Alex Turnbull, James Bowker, Luke Thomson, Jonathan Bigger.
In attendance: Andy Parsons, Louisa Todd (Secretary), Jess Bayton-Timms (UAC Chair).

1. **Apologies:** Samuel Hanys, Kathryn Freeman, Kyren Routledge.
2. **Register of interests.**
Any updates please notify SL(S).
Members should note that items discussed at this meeting are commercially sensitive and confidential.
3. **To approve the minutes of the previous meeting and to deal with matters arising not elsewhere on the agenda – BT-171-M2.** *Minutes available for download on the papers website.*
The minutes were approved.
4. **To note the minutes of Sub-committees**
 - PMSC – verbal update as meeting immediately precedes this one – JA updated the board. The issue raised by students was fully discussed. It may be raised again at Forum. All Forum-identified issues were addressed by setting performance targets which are being closely monitored. AP/JA will write a statement to that effect for presentation by JBT and AT. This issue must be handled with utmost sensitivity.
 - FMSC – postponed due to election commitments of members.
5. **To receive a Finance Report. – HP/AP.**
HP presented commentary on December 16 Management accounts summary.
The VAT date has now been pushed back to July 2017. DL will be contacting the new barrister. The Nursery have excelled themselves in turning their finances around. JP also noted the excellent work of the staff and students contributing to the success.
The Board approved the reports.
 
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6. **To receive an update on progress on developing a new Strategic Plan – AP.**
We have this morning received the latest draft of Red Brick's report, which has been distributed. The report confirms a lot of what we knew, but shows that the need to meet people is even more important than we had thought, with opportunities for new experiences also key. The other two most important relate to academic success (prestigious degree, outstanding teaching) and we need to ensure our role in assisting students to express this to the university through academic representation is more developed.

If we focus on these four areas, we should be able to formulate a clear strategic direction. It will be challenging to offer opportunities in new ways.

AD – what are the next steps? The Strategic Planning Group will formulate some options that would satisfy these demands, to be brought to the Board at the next meeting. Red Brick will be doing a presentation on 27 March to show these results to the wider group of colleagues and stakeholders. This will lead on to how we will work with our partners.

7. To receive an update on the Building Project – AP.

AD and RT met with JP and the Vice Chancellor to discuss. AD reports that the VC supports the project and partnership as well as the need to make progress. The research project will feed in to this. RT notes that a PMB exists with some resources available; however the PMB was awaiting the research work to inform its planning. University Council is supportive and has no intention of attempting to absorb the Union as a department. However, UC will need convincing with a detailed project plan, and to contribute ideas for the best student experience hub for the next 30-40 years, which it would expect is the lifespan of the building. The scope is £20-30m with a timescale of 3-5 years; therefore, interim investment in infrastructure for compliance is to be expected.

JB noted the need to get something agreed soon while the Board has the full support of the current Vice Chancellor.

A feasibility study will take place; Operations Committee has agreed the resourcing. It was noted that this as previously been agreed so needs to begin soon.

8. To note the annual HR report – AP.

Our IIP accreditation will drive our HR strategy. The IIP standard has been upgraded and recalibrated such that only the top 2 percentile will be awarded Gold (previously c10%). We are confident that we will achieve Silver. The accreditation is to be completed by the end of the calendar year (assessment potentially in November).

HR software – we are looking at automating some processes regarding HR records, and particularly student staff administration, and overall modernizing the systems. This may mean having two concurrent systems, one for permanent staff (possibly iTrent) and one for student staff (prioritising scheduling).

JP noted that there may not currently be sufficient staff resource to support administration of a new system. AP noted that in attempting to not cut back on student facing services, as requested by the university (and we agree this should be the case), we have no choice but to not expand back office support. Our strategy will be to make use of technology to increase efficiency, and to push as much into departments as possible (so they have ownership), but we do not have change management resources, ie not enough money for more staff.

RT noted that if the trustees were minded that these compliance areas were an unacceptable risk, the University will take that on Board, though it is correct that frontline services should be maintained and this has been fulfilled. However, this is a reasonable request to make of the University.

AD noted that pushing some of this responsibility to line managers is the right thing to do from an issue-prevention point of view. However, if line managers have complete power, it is difficult to manage problems directly attributable to the line manager's behavior.

LTh noted that at MTR staff raised this issue, stating they would like an 'HR Department'. AP commented that H&S and HR is part of managers' core role, but extra resource is needed to support that.

JB noted that student staff could be better supported centrally to avoid over-loading student supervisors.

ACTION: AP/LT to consult with AD on HR strategy.



HR Report.pdf

9. To receive and approve a report from the Executive.

JA presented the report which was noted and approved.

Voting numbers are currently lower than last year, but a social media push is planned. This is possibly due to smaller/more relaxed campaigns. Report at next Board meeting with learning points.



BoT Exec Report
March.pdf

10. To receive and approve a report from the Union Director.

AP presented his report which was noted and approved.



Union-Directormar1
7.pdf

11. Any items referred to the Board from Union Affairs Committee and vice versa:

- a) Schedule I – Union Affairs Committee
To be approved on Monday.
- b) Schedule XIX – Hall Social Secretaries’ Committee
This is to outline Chair and Vice Chair responsibilities under university regulation XIX. This was passed by the HSS committee.
The Board approved the changes subject to approval by UAC.

12. Institutions.

- University: no items.
- College: no items.

13. Any other business

- a) AT: Building in the Village not currently being used by the University which could be used by LSU sport as a multipurpose room. LT: we have previously bid for the use of the building and have been refused. RT suggested that we write to the University to ask the question. **Action LT**
- b) JA requested that the BOT meeting start at 3pm on Tuesday 20th June, so that the Lay Members can attend the LEA’s
Approved

14. Date of next meetings, 9 May 2017, 20 June 2017.