

A MEETING OF THE BOARD OF TRUSTEES 2016-17 WAS HELD
AT 2:30PM ON 20 JUNE 2017 IN THE MICHAEL PEARSON BOARD ROOM

23 June 2017

BT-173-M2

MINUTES

Present: John Palmer, Doug Livingstone, Jonathan Ako, Matthew Gill, Hershil Patel, Samuel Hanys, Kathryn Freeman, Alex Turnbull, Luke Thomson, Jonathan Bigger, Kyren Routledge, Andy Doyle.

In attendance: Andy Parsons, Sue Lucas (Secretary), Jess Bayton-Timms (UAC Chair).

1. **Apologies:** Richard Taylor, James Bowker

2. **Register of interests.**

DL update to register of interest: non-executive Director – Table Tennis England

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-173-M1.** *Minutes available for download on the papers website.*

- a. To note correspondence and amendment to mitigated risk of volunteers undertaking unauthorised activities.



Risk.pdf

Committee endorsed the downgrading from Red to Amber.

- b. Map of Tenant leases and franchises.

Received



Tenants map.pdf

The minutes were approved.

4. **To note the minutes of Sub-committees.**

FMSC – FM-173-M1 *minutes noted*

PMSC – Committee received update from JA on the meeting that immediately preceded this meeting.

5. **To receive a Finance Report – AP/HP**

HP presented the April 17 Management accounts.

The overall position of the Union is as budgeted for the end of the year.



April 17

Management Accountancy



April17commentary.pdf

6. To note and approve the Strategic Plan as a final working draft - AP

Staff have been invited to attend two presentation events, the feedback received has been very positive. AD cautioned that we should be careful not to play to the measure of success and neglect the overall objective. He also raised concerns over cyber security. JA our incoming President, George Etherington, will be instrumental in rolling out the new plan over the summer, starting with dept. managers who will present their 18 month plans to both the outgoing and incoming Exec within the next couple of weeks. JP gave a big thank you to all who have contributed, stating that it will be a big challenge for the new Executive.

Approved



Plan Draft worlds
best exec draft.pdf



Plan Draft worlds
best exec draft.pptx

7. To receive and approve a verbal report from the Executive - JA

This has been a very busy time for all with the planning of awards evenings and Exec handover. JA congratulated Action on winning the Queen's Award for voluntary services - a press release will be issued shortly.

Report was noted and approved.

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

The Union is coming through what has been an extremely challenging period. In many areas we have seen expansion which has tested our resilience in an organisation already relying on the goodwill of many of its staff. We are delighted to welcome new appointments who have already exceeded expectation. He would also like to express our gratitude to Steve Black for covering the role of Head of Venue Services alongside, his other role.

- **Budget bid update**

JA is due to meet with Andy Stephens, University Finance next week to receive an update on the LSU's bid.

- **Capital**

The medium-term capital plan allows £150K for major development and we propose three areas for improvement, which are primarily driven by the need to maintain a minimum acceptable standard.

- a) Flooring – quality vinyl in relatively neutral colours, the main areas to include Room 1 and Fusion. KR raised concerns over the tiles in piazza, highlighting a perceived risk of injury during Beer Keller events. AP due to technical difficulties regarding the under floor heating this is not viable so we will need to have further discussion regarding the risk management of the event.
- b) Cognito - Low cost improvements to the décor for daytime customers.
- c) Fusion 2 – Improved capacity and versatility; by stripping back the unserviceable and outdated bubble wall and investing in very contemporary Madrix LED lighting feature.

Proposal approved

- **Health and safety policy for approval.**

AP asked the board to acknowledge Jude Hoy for all her hard work on reviewing and updating the policy. DL questioned the emergency evacuation procedure during evening events and felt that it would be advisable to do a training exercise during Freshers. Following the recent events at Grenfell Tower, the Board actioned JA to get some assurances from the University on the fire evacuation procedure for Towers.

Approved



H&S POLICY
CURRENT.pdf



AP report
June17.pdf

9. Any items referred from Union Affairs Committee. MG/JBT

- a. To note and approve Paragraph changes not requiring prior approval by the Charities Commission
 - i. Paragraph 4 – External Members
 - ii. Paragraph 6 – Withdrawal from the Union
 - iii. Paragraph 7 – additional Sabbatical Officer Trustee
 - iv. Paragraph 7 – Trustee Chair, term of office.
 - v. Paragraph 8 – Student forum listed participants
received and approved

- b. To note and approve updated policies
 - i. Discipline
 - ii. LSU Image
 - iii. LSU Mass Emailing and Texting
 - iv. Filming in the Union
 - v. LSU Web Standards
 - vi. Life Membership.

All policies noted and approved

- c. To note and approved changes to the Standing Orders of the constitution.
 - i. Standing Order D – Elections at Union Meetings
 - ii. Standing Order H – Conduct of a Union Meeting
 - iii. Standing Order K – Election to the Board of Trustees

All Standing Orders noted and approved



Paragraph 7 b)
VII.pdf



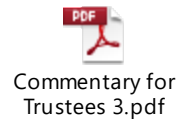
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Life Membership
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LSU Image
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LSU Filming in the
Union Policy.pdf



LSU Mass Email and
Texting Policy.pdf



LSU Web Standards
Policy.pdf

10. Institutions

- a. **University:** no items
- b. **College:** no items

11. Any other business

12. Date of next meeting: October 2017