

A MEETING OF THE BOARD OF TRUSTEES 2017-18 WAS HELD  
AT 5PM ON 31 OCTOBER 2017 IN THE BOARD ROOM

31 October 2017

BT-181-M1

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## MINUTES

Present: John Palmer, Andy Doyle, Samuel Hanys, George Etherington, Doug Livingston, Ashley Prescott, Leo Yang, Joseph Scarf, Dickens Ngoma, Hershil Patel, Rahul Mathasing, Elliya Gemili.

In attendance: Andy Parsons, Sue Lucas (Secretary), Paul Barlow, Andy Meakin.

1. Apologies: Richard Taylor, Edward Radford
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 welcome the new members of the Board**
  - a) Outline the role and responsibilities of Board members
  - b) To note the schedule of business.



Governance Board  
Schedule of Business

4. **To approve the minutes of the previous meeting and to deal with matters arising not elsewhere on the agenda – BT-173-M2.**
  - DL requested a demonstration of the Madrix LED lighting feature.
  - DL asked for confirmation that an emergency evacuation training exercise had been carried out during Freshers. AM replied that with our current staffing levels evacuating as a training exercise would have been an unacceptable risk.
  - AD asked that any grammatical errors in the minutes are corrected.

*Minutes available for download on the papers website.*

**The minutes were approved.**

5. **To elect Board members to sub-committees:**
  - a) Performance Management Sub Committee – 3 members  
HP, SH and EG were elected.
  - b) Finance & Management Sub-Committee – 3 members (2 of which must be active students)  
JS, RM and DN were elected.
6. **To appoint Directors of Loughborough Student Services Limited.**

The Board authorised the transfer of shares from AP to AM, as an interim arrangement, and the change of Directors being the removal of Luke Thomson and the addition of Sam Hanys (VP: Finance & Development) and George Etherington (President).

  - a) To approve the list of operations that will fall under the remit of LSS Ltd.  
AP noted that the list of operations remain unchanged from 2016-17 with 100% of the profit being gifted

back to the Union. DL requested that the Board note the recent change to Gift Aid declarations and that this could result in a donation delay of up to year. Action: GC to seek advice from Grant Thornton.



Loughborough-Student-Services-Ltd.pc

## 7. To receive a Finance Report

### a) To note the outcome of the Union Budget Bids from the University and College.

GE presented the report - we received a 1% uplift on our core grants, £20k for living wage support and £18k for a gymnastics coach. We were unsuccessful in obtaining grants for a number of support staff, namely Voice, Welfare and HR compliance. £64K will need to be deducted for student facilities which are no longer invoiced to LSU. We are currently discussing an additional £50k support for the expectational inflationary costs associated with BUCS. The College grant remains unchanged whilst discussion regarding future budget bids will start with the new Principle.



ud2017unibid.pdf

### b) Year End management accounts.

AP presented the report – We ended the year with a small surplus of £25k. Leaving NUS in December was challenging; with disruptions, additional work load and the agreed notice arrangement of £22k all being borne in the year's budget. Commercial was marginally down on last year's budget. Catering - performance was disappointing with Munch struggling to find its way in relation to the relatively up-market John Coopers. Shops – upheaval, delivery problems and management changes made for a challenging year and they fell short of the budgeted target although showing a £41k improvement on the previous year. Central management and support services – generally these areas operated within budget.

JP, thanked all LSU staff for their hard work in achieving a positive end of year budget.



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Commentary-on-year-end-management

### c) To note and approve a schedule of VAT-Exempt events.

AP briefed the committee on the eligibility criteria for VAT exemption on fundraising events.

**The Board approved 15 events for the 17-18 academic year.**



Fundraising-events.pdf

### d) To note the report on Early Trading and the impact on budget strategy.



Early Trading.pdf

### e) September management accounts.

SH presented the September management accounts. Despite the shortage of staff, Venue and Ents are showing an increase on last year. HP asked what measures were in place to ensure that we don't continue to experience staffing issues. AM commented that changes to the process for recruiting and training staff with StaffSavvy have resulted in a two week delay, with 60 new student staff completing their training this week and thus we are back to full strength. StaffSavvy allows students to state their preferred department and area of work, but also allows for those with transferable skills to pick up other shifts in other areas of the Union. Catering have had a positive start with changes to the Munch menu and the continued growth in John Coopers. Shops are suffering from merchandising issues with the Co-

op and are down substantially on last year. The Board discussed the Union's reliance on Commercial Services to help meet budget. JP urged Trustees to lobby the University at every opportunity.

**The Board noted the financial report.**



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**8. To receive a report from the Executive.**

Received



Exec Reports  
31.10.17.pdf

**9. To receive a report on the incidents at Freshers FND and consider any future actions.**

The Board discussed the draft report which included CCTV and body cam stills captured during the incident. The Union's queuing arrangements when crowds are compliant are effective and fit for purpose. On the occasion of the 6<sup>th</sup> October there was an unprecedented number of students arriving early. Elements of this large crowd became uncooperative causing swaying and pushing. The full report should include changes to Union practice for large events and an agreed reporting protocol between the Union and the University which will be presented to the Board in December. JP requested that Student Trustees present on the night give their account asap. The Board joined AP in commending AM, his staff and the Executive for regaining control quickly and preventing an escalation in the situation.



Events-at-Returners  
-FND-6-Oct-2017-v3.

**10. To receive an update on the progress of the Union Building Project Management Board.**

GE will meet with the University to discuss moving the building project forward with the three possible options available - new building, redevelopment or updates to the existing building.

**11. To consider and approve the Delegation of Powers and Responsibilities document.**

AP presented the interim arrangements in the context of the Union Director's retirement. Responsibility will be split by department with DUD taking responsibility of Sections and DCS Commercial. Exceptional payments will be referred to JP. A further paper to be presented at the next meeting.

**The Board approved interim Delegation of Powers.**



Delegation of  
Powers and Respon

**12. To receive and approve a report from the Union Director.**

AP - working with the Executive we have identified key areas of the strategic plan that require urgent action with groups set up to take direct responsibility. The use of Goalscape as a working document will keep us moving forward. The Board requested that future papers are a clear reflection of the progress made in obtaining the objectives of the strategic plan. All papers should be logged and show a measure of relevance and completion. Capital works – AP congratulated AM's project management noting that we feel all the works have achieved their objective. VAT – 20 Jan 2018 is the date set for the tribunal. AP will be returning to act as a witness. We would welcome DL's involvement and direction. IIP – we are currently asking staff to complete a survey which will be followed by interviews in the week beginning 20<sup>th</sup> November.

- **Supplementary report** – update on the actions of the recommendations in JP's report. The review of the Officer Code of Practice requires further action before publishing in December. WTD is an area of real improvement with the Executive taking time off during Freshers. JP noted the action required by the Lay members of the Trustees.

**The Board approved the progress and future actions.**



Management report oct17.pdf



UD supplement.pdf

13. **Institutions.**

a) **University.**

- **To discuss a process of agreeing a new partnership agreement with the University. Postponed until next meeting.**

b) **College.**

- **To discuss a process of agreeing a new partnership agreement with the College.**
- **To note the response from College Board of Governors to proposed constitutional changes and consider future actions as a result.**

The Board noted the objections, EG to arrange meetings with the College CEO to discuss ways of moving forward with the proposed changes.



Paragraphs BOT.pdf

14. **Items referred from Union Affairs**

EG presented the schedule of business and proposed timeframe for the completion of the 5-year review of the Union's Constitution.



The-5-year-review(1).pdf

15. **To note the retirement of the Union Director.**

JP outlined the recruitment process and expected timeline for the appointment of a new Union Director.

16. **Any other business**

- DL requested a report on behavior issues and duty of care within our sport teams.
- HP asked about the timing of the Board review and JP suggested that this should happen in the final term following the appointment of a new Chair.
- GE informed the Board of the initial review of the Executive structure which is hoped to be completed by the end of November.

17. **Date of the next meeting: 12 Dec 2017, 30 Jan 2018, 27 Feb 2018, 17 Apr 2018, 12 Jun 2018**