

A MEETING OF THE BOARD OF TRUSTEES 2018-19 WAS HELD
AT 5PM ON 30 OCTOBER 2018 IN THE PEARCE COMMITTEE ROOM
HAZLERIGG BUILDING

19 November 2018

BT-191-M2

MINUTES

Present: Andy Doyle, Richard Taylor, Olly Norman, Rahul Mathasing, Rory Pears, Fraser Barclay, Oren Flynn, Izzie Miller, Leo Yang, Sam Hanys, Salome Dore, Conrad Noble.

In Attendance : Trevor Page, Paul Barlow, Alan Williams, Sue Lucas (Secretary),

1. Apologies: Keiron Morris, Hannah Barton
2. Register of interests should be handed to SL(s) prior to the next meeting and updated if circumstances change.
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-183-M2**
Minutes available for download on the papers website.
The minutes were approved.

4. **To note Board composition and elect members to the sub-committees of the Board.**

The board received schedules of business for both the 2018-19 and 2019-20 setting dates and structure for both academic years and introduced the composition of the Board in accordance with Union's incorporation and its Articles of Association. Approved

- **Finance and Risk Sub-Committee**

Fraser Barclay and Sam Hanys - selected from among the Student Trustee members;
Rory Pears – selected from among the Executive Officers;
The sub-committee is incomplete, awaiting the selection of two non-student members (lay).

- **HR and Remuneration Sub-committee**

Leo Yang, Izzie Miller, Conrad Noble – selected from among the Student Trust members;
Rahul Mathasing – selected from among the Executive Officers;
The sub-committee is incomplete, awaiting the selection of two non-student members (lay).

a) **Loughborough Student Services Ltd – Transfer of beneficial shares.**

The Board approved the transfer of beneficial shares from Andy Meakin to Trevor Page with effect from 7th December.

b) **Loughborough Student Services Ltd – Review of operational activities**

The Board received the submitted paper and approved the recommendations.



Composition of
Trustee Board and C



LSS Director.pdf



LSS Trading.docx



Schedule of
Business.pdf.docx

5. **To receive and approve management accounts – TP/RP**

a) **To note a report from the VP Finance and Development on Freshers – RP**

RP reported that the demographic of students had noticeably shifted, with more students focusing on their studies than ever before. Attendance over the Freshers period was down c3k although this didn't have a detrimental effect the bar takes which compared to last year sales were up c£31k. We also looked very carefully at Returners FND following events of last year, reducing the number of attendees by 10% by making it a ticketed event and spent considerable resources on improving entry points. The event went off without any reported incidents. RT thanked all staff involved for mitigating the risk, a sentiment echoed by the Board. The Board agreed

that going forward the Union should look at improved marketing, the sales of tickets and the expectation of Halls on allocation of tickets. RP concluded his report by highlighting some of the notable achievements of the Executive, with all sections recording record signups and an increased turnout at both Sport and Societies bazars stating that Freshers had been an overall success with some great coms.

Freshers report noted.



Freshers report.pdf

b) To note YTD management accounts and summary report – TP

TP presented the management reports in their new format which in future will be received by the Finance Subcommittee with the Board receiving a summary report following the meeting. TP noted areas of high expenditure and recommended that all Student Trustee members attend a training event to enable them to understand the presented management accounts. TP highlighted the slow start to platinum sales as being the contributor to the entertainments variance on budget and slight budget overspend related to the office refurbishment and start of the voluntary severance scheme. The Board discussed at length issues relating to the sales of Platinum, agreeing that the communication and information released wasn't clear, particularly to Hall committees.

Management accounts and summary report noted.

c) To receive a report on Inter Cellar Sales (Wholesaling)

TP asked the Board to note the background in his report, stating that this is not a core business of the Union and requesting that, to minimise risk and improve relations with suppliers the Board approve the decision to end this form of trading.

Report noted and approved.



Inter Cellar
Sales.docx

d) To receive shared kit (KUKRI) agreement for approval – PB

PB presented details of a 3-year joint tender with the University for AU club sport kit. RT added that it was his belief that there was a clear financial memorandum and asked if there was any real risk. The Board agreed that the only real risk was if a decision was taken to change and concluded that that was unlikely.

The Board approved the liability agreement and recommendation made within the report.



Shared Kit (Kukri)
Agreement.pdf

6. To receive updates on actions raised in a previous meeting – BT-183-M12, 12 June 2018

a) H&S Risk Register – reducing the risk rating for Sabbatical Officers from amber to green.

SL(s) reported that all Sabbatical Officers completed the compulsory practical and online training and that their risk rating had been re-evaluated and rated green.

b) Equality and Diversity Policy – review issues raised and resubmit for approval.

SL(s) reported that the EDI policy had been reviewed by the University, who made recommendations which have now been including in the policy presented for approval.

Equality and Diversity Policy approved.



LSU EDI Policy
v.2-LT.pdf

c) Staff Handbook – A full review of the Handbook

SL(s) reported that our HR have work closely with University Council Lay member Jenifer Maxwell-Harris (Employment Law) on changes to the Handbook. This is not complete because of formatting.

7. To receive a report from the Executive

- a) To receive a verbal update from the Union President.

RH gave a verbal report to the Board highlighting many of the successes achieved by the Executive during Freshers, adding that this years Executive are 'looking to make a difference'

- b) To receive and approve the Union's Discipline Policy - RP

RP presented the revised discipline policy, stating that the policy had been through rigorous review by key members of the University including Geoff Feavyour, University Security. The Board discussed at length the definition of assault and whether this should be dependant on actual injury sustained. The Board agreed that the degrees of assault should remain separated, but the wording should be considered, a suggestion being 'discretion should be used'. The Board also suggested that 'Minimum sanction' should be changed to 'Typical sanction' The Board the felt that the policy mitigates the burden of proof, relying instead on the balance of probability.

Action: RP to report back to the Board in June on the functionality of the policy, codifying assault offences.

The Board approved the policy.



Discipline PolicyUT
.pdf

- c) To note and approve the proposed restructure for Section Chairs – ON

ON updated the Board on the progress made towards the restructure of the Executive stating that both the Enterprise and Media E.O's had brought a proposal to Democracy and Representation Committee (DRC). They both argued that the original restructure working group hadn't taken into account the detriment to the Depts if the position of EO was replaced by a volunteer Chair. DRC voted by majority 'for' the reinstatement of the position of Enterprise E.O and 'against' the position of Media E.O which will remain a volunteer chair and an employed intern. The Board discussed at length the reasoning behind the DRC vote before approving the changes.



Exec restructure.pdf

8. To receive a report from the Union Director

- a) To note Union Director report and deficit update

TP gave an overview of his report to the Board which included a brief update of the voluntary severance scheme and the estimated cost of losing the VAT tribunal case earlier this year. TP added that, he had received notification from the Auditors just prior to this meeting and that early indication is that the figure will be in the region of £500k



BT1912UD
Report.pdf

- b) To note the Union's Strategy and Plan

Noted



Strategy and
Plan.pdf

- c) To note the Incorporation schedule and receive the draft Articles of Association

Action: A small group of Board members to review the Articles, members should email TP if they have an interest in being part of this group.



Draft LSU Articles of
Association.pdf

9. Any other Business

a) To note Nursery safeguarding register.

Noted

Action: PB to invite Caroline Farley to the next meeting of Broad to present a Dept review

FB requested an update on the progress made in appointing Lay Members to the vacant positions on the Board, TP noted that the Union had appointed a specialist recruitment co. who will be assisting us in finding the right people, with the specialisms we are looking for.

Date of the next meeting: 11 December 2018, 29 January 2019, 26 February 2019, 14 May 2019, 11 June 2019