



A MEETING OF THE BOARD OF TRUSTEES 2018-19 WAS HELD
AT 5PM ON 11 DECEMBER 2018 IN THE PEARCE COMMITTEE ROOM

17 December 2018

BT-191-M3

MINUTES

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

In Attendance : Trevor Page, Paul Barlow, Chris Spencer, Caroline Farley, Sue Lucas (Secretary),

1. Apologies: None
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-191-M2**
Minutes available for download on the paper's website.
The minutes were approved.
4. **To receive updates on actions raised in a previous meeting – BT-191-M2, 30th October 2018**
 - a) **Article of Association review group**
First group meeting Thursday 13th December, 11am – 1pm Michael Pearson Board Room
 - b) **Nursery Department Review**
Following a tour of the Nursery building CF presented to the Trustees highlighting current issues around oversubscribed places and the fact that the building is tired. CF also raised the issue of staffing, noting that nationally there is a shortage of qualified staff, although salary is a particular issue which has resulted in many of our staff leaving and making a change in career. CF added how fortunate we are to have an enthusiastic Action Volunteer project whose students have donated over 1400hrs. During the presentation CF asked two questions, firstly 'what do we want?' A quality service which has a life changing impact, by taking part in research with NTU and LU we are looking to ensure quality, and secondly, 'what can we become, our long-term view' as our building is tired, and this is something that we need to address within the next 3-4 years.
RT asked about the continued safeguarding of children. CF answered; through conversation, a no blame culture and an open-door policy empowering staff to talk, and by talking, sharing knowledge and experiences throughout the day thus keeping children safe. CN asked what site limitations prevent growth and expansion and PB noted that there were several challenges on the current grounds, not least the protected trees at the rear of the Nursery.
AD thanked CF and all her staff
5. **To receive and note October 2018 management accounts – TP**
Overall the budget is neutral after exceptional severance costs were removed. The planned mid-term budget review in January will be a chance to re-evaluate and make changes to the budget for an achievable forecast. OF queried the variance on the car park income with PB commenting that we have looked at pricing and it was clear that the day parking rate was not set correctly. We are currently in the process of changing our tariffs in line with local authority parking rates. SH raised a concern over the Acts that were booked over the Freshers period. TP advised that over the Christmas period we will be recruiting an Events Committee who will be a more diverse group, responsible for approving Acts suggested by our events team.

The Board received and noted.



BT19135 Board
Finance Paper.pdf

6. To receive a report from the Executive

RM presented a verbal update highlighting ongoing campaigns which are being well received. AD asked RM to highlight areas which were not going so well. RM suggested that students weren't going out as much although the initial interest from bazaars was encouraging. Hall numbers are also down which has a knock-on effect for the Union. PB stated there had been a change in demographics and this should be an area for further research. IM noted that we are struggling to engage town students and AD requested that we look at our engagement strategy. FB suggested that students were disengaged because we no longer offer an event planner. RM summarised that what we offer is working and is fit for purpose but that what we are not doing well is promotion. We regurgitate instead of adapting what we send.

7. To receive a report from the Union Director

TP gave a report overview highlighting:

- The restructure of Venue and the interim arrangements for security on busy nights.
- Exploring sources of direct HR advice and support with a view to developing a robust HR administrative function in-house.
- The renewal of a five-year contract with Southern Coop, should the Union sign and what are the implications and consideration if we enter into a contract.
- Project group to work on implementing a new finance package and SU management software package - completion expected by 1st August 2019

OF questioned TP on staff engagement with Unison asking how many staff had shown interest. TP stated that he believed this was a development toward a positive relationship with staff.



BT19137 UD
Report.pdf

8. Agenda Items

a) To note and approve the Capital Depreciation Policy

The Board noted and approved a new method of accounting for capital purchases that would result in reducing the value of the Union building assets but increase the value of the Union land.



BT19138a Capital
Depreciation.pdf

b) To note operational KPI's

The Board received an update and approved the Union's short and mid-term plan.



BT19138b KPI
Review.pdf

c) To note Grant Thornton Audit plan

The Board noted and approved the Audit plan



YEJ19Audit Plan.pdf

d) To note a review of the Health and Safety Report

CS presented the annual Health and Safety report to the Board, highlighting the changes to the team roles and structure. CS noted that her team had been rolling out new procedures to clubs and departments and that by the

end of January they aim to have a central file of documentation resulting in a quicker response to enquiries and incidents. CS reported that her team had attended event nights to check that safety procedures put in place were being adhered to.

Board noted the annual report.



BT19138d HS report HS attachment.pdf
Dec 2018.pdf

e) To note election dates and approve the selected Returning Officer

The Board noted the election dates and approved Ceri Davies as Returning Officer

f) To note the Election Candidates pack

The Board noted the Election Candidates pack

9. Any other Business

- a) TP noted that the Union would be signing a new brewery contract with Coors Molson worth £425k and confirmed that we will disengage from wholesaling and expressed the view that this was an excellent time to make this move.

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