

A MEETING OF THE BOARD OF TRUSTEES 2018-19 WAS HELD
AT 5PM ON 26 FEBRUARY 2019 IN THE PEARCE COMMITTEE ROOM

01 March 2019

BT-192-M2

MINUTES

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

In Attendance : Trevor Page, Paul Barlow, Jane Jones (Grant Thornton) Chris Frostwick (Grant Thornton), Sue Lucas (Clerk).

1. Apologies: Salome Dore
2. Register of interests should be handed to SL(C) 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-M3**
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-M3, 11th December 2018**
No actions
5. **To receive management accounts – TP**
 - a) **To receive a report on the Audit Findings and approve the End of Year Finance Statement presented by Jane Jones and Chris Frostwick, Grant Thornton.**
JJ and CF presented a synopsis of the audit findings to the Trustees with the key points being, a summary of adjustments, the largest of which was the SU land valuation, and the recommendations to the Board namely, an action to establish a control framework to focus more on internal audit. AD expressed the gratitude of the Board to both GT and the Union's financial team.
The Board approved the End of Year Financial Statement.


LSU audit findings
.pptx


2018 Final
Accounts.pdf

- b) **Receive and note January 2019 Management accounts**

The Board received and noted the January management accounts without comment or query.


Jan Management
Accounts TP (002).pc

6. **To receive a report from the Executive.**
RM presented his report to the Board highlighting the strength of LSU campaigns this year, namely the continued work with Drug Awareness, which is addressing the consequences associated with the misuse of drugs, and Mental Health support. SD and RM will continue to have talks with CCG to look at collaborating for better access to services in the west Leicestershire area, working with other Union's (Leicester and DMU) to create a hub based at Loughborough. RM continued his presentation acknowledging and congratulating the achievements of the Executive and Union staff.


LSU Report
19.02.14.pdf

7. **To receive a report from the Union Director**

a) Mid-Term budget review

FB raised a query on the projection for Catering, stating that in his opinion, it didn't accurately reflect the department. RP agreed that there was some conversation required regarding breaking out budgets to better reflect sales and salaries. OF requested that at the same time finance take another look at the SDC line. TP noted that accounts previously presented to the Board had been difficult to read and for that reason we need to revise and simplify the way they are presented. Going forward we will be looking to identifying strategy; our priority will be training and development. AD requested the addition of narrative.

The Board received and noted the budget review.



Final Budget DRAFT
2.pdf

8. Agenda Items

a) To note the 2019/20 annual funding submission to the University – TP

The Board discussed the increased cost pressure a pension revaluation would have on the Union. TP asked the Board to note the paper and agree the proposed priorities for the Union's grant applications to both the University and College.

Noted



BT19228aAnnual
Grant application.pr

b) To receive the annual review of the Union's Risk Register – PB

The Board received and noted the annual review.

The Board actioned the Finance and Risk Committee to review the register looking at specifically, financial impact and cyber security producing a 'Big Risk' Board calendar.



February_2019_Risk
Register.pdf

c) To receive and approve the Union's Articles of Association – TP/SL

TP noted that the Union were currently in discussion with the College with regards to becoming an affiliated College Union and that these conversations were on-going regarding the contractual relationship. TP reiterated the rationale behind the incorporation of the Union. RT asked for some reassurances regarding the HE students who study at the College and their eligibility for BUCS. PB confirmed that all HE students whose courses are validated by the University would be eligible to represent the University in BUCS competition.

The Board approved the Articles of Association.



Draft4 LSU Articles
of Association.pdf

d) To receive and approve the Union's Code of Conduct.

The Board received the Union's Code of Conduct without comment or query.

The Board approved the Union's Code of Conduct



Code of
Conduct.pdf

e) To receive and approve the Union's Complaints Procedure

AD noted that the complaints procedure required the addition of a clear statement which differentiates between a commercial contract complaint and a Governance complaint (which under the Education Act should be escalated to the COO).

Action: SL(C) to review and amend before submitting to University Council and Senate for approval.



Complaint
Procedure.pdf

9. Any other Business

- RM noted that there had been kick back from the Students on the proposed removal of the Night Bus. We have been approached by Night Line with a view to running a volunteer service and will be looking at developing a scheme to relaunch at an operational level.
- TP noted the recruitment microsite for Lay Trustee, adding that we have some interest. We will be drawing up a shortlist and inviting those people to interview.

Date of the next meeting: 14 May 2019, 11 June 2019