# Trustee Board – 14th February 2018 Minutes

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| In Attendance: | |
| Trustees | Non-Trustees |
| Jack Johnson (JJ) – Chair | Ruth Dalton (RD) (General Manager) |
| Carys Jones (CJ)via phone | Steven Cox (Activities and Engagement Coordinator – minutes (SC) |
| Feidhelm Doolin (FD) |  |
| Vanessa Ospina (VO) |  |

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| **No.** | **Agenda Item** |
| 1 | **Welcome from Chair**  Chair opened meeting |
| 2 | **Apologies**  Justine Dyson (JD)  Jaine Pickering (JP)  Andrew West (AW)  Chair confirmed meeting was quorate  **Conflicts of Interest**  None declared  **Notifications of any urgent business**  None declared |
| 3 | **Minutes from last meeting and from December emergency meeting (papers TB211 and TB 212]**  **Agreed** as a true and accurate record |
| 4 | **Matters Arising Tracker (paperTB213)**  **RD** to action outstanding action points, including Delegation of Authority Matrix, Board Self-Assessment, Relationship Agreement with the University and amendments to Risk Register. |
| 5 | **Sports Administrator (paperTB214)**  **SC** introduced the paper outlining how the role of Sports Administrator has developed into that of a Sports Co-ordinator and hence salary should be adjusted to reflect additional duties.  After discussion, it was **agreed**, in principle, to regrade the post in line with University pay scales. The exact Spinal Column point to be determined once LHSU has further financial information from the University about resources, which could be discussed over email. **RD** to action**.** |
| 6 | **Quality SUs Update (paperTB215)**  **RD updated** the meeting regarding the recent Quality SU audit conducted by NUS. The audit rated LHSU as ‘Good’, bordering on ‘Very Good.’ The audit’s recommendations were to be used as the basis for the new strategic plan.  **CJ** asked to pass on her congratulations to all the colleagues involved with the report.  **RD** to contact other Students’ Unions who have also achieved their QSU award for support in enacting the recommendations. |
| 7 | **GDPR Update (paperTB216)**  **RD** presented the paper to update the Board on LHSU’s approach to GDPR  **RD** to ensure that training about GDPR is given to all Officers and staff and that this training is delivered on an annual basis. |
| 8 | **General Manager’s Report(paperTB217)**  **RD** introduced her report commenting on her forthcoming priorities. These included new strategic plan, and investigating the feasibility of LHSU becoming a Charitable Incorporated Organisation (CIO)  **SC** left the meeting  **CJ** joined the meeting |
| 9 | **Union Update report Paper (Paper TB 218)**  **JJ** introduced the Union Update report.  **JJ** to update the Board when the Student Trustees have been recruited. |
| 10 | **Reserved Staffing Items [Paper TB 219)** |
| 11 | **Any Other Business**  Appointment of a Vice-Chair to be discussed at the next meeting – **JJ** to check what is outlined in LHSU’s constitution or By-Laws about this role  **RD** to present any reforecasted accounts for 2017-18 to the Finance and Audit Sub-Committee |
| 12 | **Dates for 2017/18 Board Meetings:**  Wednesday 21st March 2018 5-7pm  Wednesday 30th May 2018 5-7pm |

**Chair closed the meeting.**

**Date of next meeting:** Wednesday 21st March 2018 5-7pm