# Trustee Board - Minutes 19th January 2016

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| In Attendance: | |
| Trustees | Non-Trustees |
| Kira Cox **(KC)** – Chair | Caroline Bates (**CB**) – General Manager |
| Pranay Raj Shakya (**PS**) |  |
| Ayo Akinrele (**AA**) | Steven Cox (**SC**) – Student Activities & Engagement Coordinator |
| Justine Dyson (JD) |  |
| Alan Roberts (**AR**) |  |
| Carys Jones (CJ) |  |
| Malika Pache (MP) |  |
| Ian Fisher (IF) |  |

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| **No.** | **Agenda Item** | **Action Responsibility**  **& Date by** |
| 1 | **Welcome from Chair**  Chair opened meeting  She reported that there had been 565 responses to the Students’ Union first term survey so far.  Student Trustee voting is taken place this week. So far there have been 112 votes.  **Apologies** – None  Chair confirmed meeting was quorate |  |
| 2 | **Conflicts of Interest**  None declared |  |
| 3 | **Minutes from last meeting (paperTB131 )**  **Agreed** as a true and accurate record. |  |
| 4 | **Matters Arising (paperTB131 )**  **CB** reported that there has been an increase in income as a result of working with LSU marketing. |  |
| 5 | **Union Update** **(paperTB135)**  KC commented on HER Report.    The Students’ Union have been involved with NUS cut the costs campaign with local media coverage and lobbying local MP’s.  143 AA cards have been bought so far.  Upcoming events - Housing Fair – 16th February 2016  Student Volunteer Week – 22- 26 February 2016 |  |
| 6 | **Strategic Plan (paperTB136 )**  CB introduced the paper which links the previously agreed strategic plan with operational KPIs. She commented that some of the targets may need slight amendment such as how do we monitor course rep training.  An annual survey on Students’ Union activity and awareness is currently being devised which will link into the KPI’s.  There is an issue with the piloting of joint forums this year and how that effects the number of attendees.  CJ asked when do we re evaluate targets.  CB responded that it would be at the end of March  AR mentioned that the officers need to set objectives for trustees |  |
| 7 | **Constitutional Review (paperTB137)**  SC introduced the revised constitution drafted by Richard Hughes. The constitution will need to be approved by the AGM on 25th February.  Questions were asked about what constitutes a years term of office for student trustees.  AA Asked what were the provisions for removal of part-time officers who did not engage.  These issues are to be addressed when we revise the by- laws.  **Constitution Approved.** |  |
| 8 | **Elections Report (paperTB138)**  CB presented the report  AR commented that we could provide wristbands rather than stickers for those who have voted.  CJ – Can we target groups using diversity data.  CB – These can be identified using the data uploaded from the university.  AR can upload data from each school live and use this to target departments and schools.  MP – Information on hustings not appealing.  CJ – Need an appealing chair.  MP – A lot of peer pressure in voting.  AR – Need a document distributed to students explaining what their rights are as voters. | CB to action |
| 9 | **Charity Commission Outreach**  It was agreed that the Charity Commission be invited to the next meeting. | CB to action |
| 10 | **Quarter One Accounts (paperTB140)**  CB presented the Q1 management accounts.  IF reported that the accounts needed a separate column measuring accounts against budget forecast.  Agreed to forward paper to the Finance and Audit Subcommittee. | CB to action |
| 11 | **Staffing Issues (reserved papers)**  SC left the meeting  Board discussed proposals for maternity cover options. |  |
| 12 |  |  |

**Chair closed the meeting.**

**Date of next meeting:** Tuesday 29th March 5pm, Eden007, Hope Park