# Trustee Board – Minutes 17th January 2017

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| In Attendance: |
| Trustees | Non-Trustees |
| Kira Cox **(KC)** – Chair | Richard Hughes **(RH)** – Student Advice & Representation Coordinator |
| Pranay Raj Shakya (**PS**)  | Caroline Gago Bates (CGB) (General Manager ) |
| Ayo Akinrele (**AA**)  | Steven Cox (SC) (Activities and Engagement Coordinator) |
| Aria Jobbins **(AR)** |  |
| Abdurahman Yahye Nur **(AYN)** |  |
| Jaine Pickering **(JP)** |  |
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| **No.** | **Agenda Item** |
| 1 | **Welcome from Chair**Chair opened meeting **Apologies** none receivedChair confirmed meeting was quorate |
| 2 | **Conflicts of Interest**There were none |
| 3 | **Minutes from last meeting (paperTB175)**The minutes from the last meeting were formally ratified as this was an inquorate meeting |
| 4 | **Matters Arising** To be covered in the meeting |
| 5 | **Union Update** **(paperTB176)** KC presented the report key highlights included: * We worked with the Merseyside Pensioners Association to host a “Generations United Against Austerity” Conference, on the 12th of November, with a variety of speakers, including John McDonnell MP and Rob Young from NUS
* 3 new students groups were set up: Not so Adventurous Soc, Debating, Game Developers
* So far 7 people have attended the “SO you want to stand” briefings
* We have begun sending out an SU bulletin on a bi-weekly basis to keep students up to date with what the union is working on and how they can be involved

The Advice Service was two and half years old in mid December. At that point it had worked with 565 individual students.**PS** – verbally updated meeting about MFLP as data supplied too late to be included in paper. 64 students accessed course with 48 mentees and 12 mentors**JP**- Asked about the bulletin and how effective was it. **KC** agreed to send copies of the bulletin to **JP**  |
| 6 | **Review of Trainee Paralegal Scheme (paperTB177)**RH informed the meeting that we used a Advice session supervisory system which is common in the CAB. The paralegal takes notes , advisor gives advice and paralegal informs students.JP – Asked about what training was given to paralegals RH- Comprehensive induction and on he job training was provided. AA – need to look how we reward volunteers including possible remunerationRH Looking at possible stipendiaries for certain role as part of governance review.PS Need to provide paralegals with certificate and letter of experience. RH – Paralegals are entitled to join the Institute the Paralegals as associate paralegals.AYN – Should we run a survey on how to improve paralegal service?CB – As we are picking up a lot of queries which used to covered by university staff, we need to use as evidence for increase in block grant.  |
| 7 | **Extension of Sports Administrator contract (paperTB178)**SC presented the paper explaining that the rationale for extension was to provide support to teams in the handover and the end of the season. The cost would be covered by underspend on student staff in the budget. **Board approved** |
| 8 | **General Manager Update (paperTB179)**CGB distributed her report and spoke further on the delegation of authority matrix. Further details about the delegation of authority to be submitted to a future board meeting |
| 10 | **Staffing Matters** **(paperTB180)**Reserved Papers |
| 11 | **Urgent Business** None Raised |

**Chair closed the meeting.**

**Date of next meeting : 28th March 2017 – 5.00 pm**