

Trustee Board - Minutes 26 July 2016



In Attendance:	
Trustees	Non-Trustees
Kira Cox (KC) – Chair	
Pranay Raj Shakya (PS) (via Skype)	
Ayo Akinrele (AA) (via Skype)	Richard Hughes (RH) – Student Advice & Representation Coordinator
Justine Dyson (JD)	Phil Benton (PB -Acting General Manager)
Alan Roberts (AR)	
Carys Jones (CJ)	
Kofi Bediako (KB)	

No.	Agenda Item	Action Responsibility & Date by
1	Welcome from Chair Chair opened meeting Apologies –Ian Fisher, Malika Pache, Charli Chair confirmed meeting was quorate	
2	Conflicts of Interest There were none	
3	Minutes from last meeting Agreed as a true and accurate	
4	Matters Arising KC noted the appointment of the new Sports Administrator who will take up their post on 15 September. AA asked a question about how the final recruitment decision had been reached. KC noted that there had been 9 questions to each candidate, marked out of 5, and then the scores were reviewed in an in-depth discussion between the panel prior to a decision being made.	

	<p>PB noted that no progress had yet been made with the external Trustee recruitment process</p> <p>Updates on the staffing discussion held at the previous Board were given at the end of the meeting in a confidential note.</p>	
5	<p>Union Update (paperTB160)</p> <p>KC introduced the paper and highlighted key aspects that had changed since the May Board meeting including:</p> <p>The Union being shortlisted for the NUS Small and Specialist SU of the Year;</p> <p>The Officer team being asked to make the opening speech at the SU2016 event; and</p> <p>The Advice Service passing 400 visitors since it opened.</p>	
6	<p>Staff Performance Monitoring (paperTB161)</p> <p>AA requested that this element of the meeting be restricted to Trustees only, so both PB and RH left the room.</p> <p>See reserved minutes</p>	
7	<p>Strategic Plan, Year 2 KPIs (paperTB162)</p> <p>PB and KC presented a report outlining the revised KPIs for Y2 and Y3 of the strategic plan based on known performance during 2016/17. The report indicated where KPIs had been revised up or down according to performance.</p> <p>There was some discussion about the use of an annual survey to measure a number of KPIs, and the phrasing of those KPIs. It was agreed that the annual survey needed to be run in January rather than May each year, and the language of the measures being tested needed tidying up in to a consistent format.</p> <p>There was also some discussion around the KPI relating to Green Champions, and the need to reframe the outcome being measured so that it can become an actively monitored objective. It was agreed that the measurement should be based on the Union's performance in the Green Impact Awards process.</p>	<p>KC / PB</p> <p>AA / SC</p>

8	<p>Volunteer Strategy <small>(paperTB163)</small></p> <p>KC presented the report on behalf of the Student Activities & Engagement Coordinator.</p> <p>AR noted comments at previous Board meetings over the value for money obtained from using the Volunteering Liverpool web platform, and the need to consider its further use if its retention is being proposed.</p> <p>CJ asked if the proposed strategy was a pilot process as she had concerns over the additional workload responsibility for staff? KC agreed that may be the case, but as there were KPIs associated with volunteering in the strategic plan, the Board would be able to monitor the success or otherwise of the strategy through those reports.</p> <p>The paper was approved.</p>	
9	<p>Budget 2016/17 <small>(paperTB164)</small></p> <p>PB presented the revised version of the budget to take account of changes identified at the previous Board meeting relating to Events and Marketing and to account for additional costs related to staffing decisions discussed elsewhere on the agenda.</p> <p>The Board approved the revised budget.</p>	
10	<p>Advice Service Report <small>(paperTB165)</small></p> <p>RH presented a report summarising the work and achievements of the Advice Service over the last two years. The report also covered the impact on the service of the departure of the University's Welfare & Benefits Advisor, and laid out three options for the Board to consider about the service's future development.</p> <p>Following an in-depth discussion, the Board agreed to pursue option 3: broaden the range of advice the Service offered, to account for the departure of the University's Advisor. The Union's Advice Coordinator could recruit, select, induct, train and supervise three part time volunteer student paralegals. In the meantime, this</p>	

	<p>additional facility should be highlighted as a good will gesture to the University and use it in representations for a meaningful general increase in our block grant.</p> <p>The Board decided to hold an interim review of progress in January 2017.</p>	<p>RH</p> <p>RH/CB</p>
11	<p>Course Rep Survey Report (paperTB166)</p> <p>RH presented the report and highlighted the successes within the Course Rep Training Programme during 2015/16.</p> <p>The high satisfaction score was specifically referenced, and PS further highlighted some of the developments planned for 2016/17.</p> <p>The Board noted the report.</p>	
12	<p>Christian Union Bank Account (paperTB167)</p> <p>KC outlined a report from the Student Activities & Engagement Coordinator summarising the issues between the Union and the CU over the society holding a bank account of their own outside of the Union's financial regulations.</p> <p>In discussion the Board felt that the risks posed outweighed the justifications given by the CU, but noted that this could be handled as a matter of improving service delivery to the society.</p> <p>It was agreed that the Union should check with Liverpool SU how they manage their CU's financial needs, and subject to their reply, indicate to the society that they could no longer hold a separate bank account. However, in doing so, the Union would work with the society to improve its engagement with the financial regulations, and work on what adaptations were required on both sides to deliver an effective service.</p>	<p>RH</p>

13	<p>Financial Year End Issues (paperTB168)</p> <p>PB presented a paper making the Trustees aware of key changes required by the adoption of FRS102 and the 2015 charity SORP in the year end accounts.</p> <p>Specifically, the Board were asked to note the impact on the balance sheet of declaring the Net Present Value of the Union's pension deficit payments to the Students' Union Superannuation Scheme.</p> <p>The Trustees noted that the Union would be carrying a liability of c. £183k on the balance sheet, reducing its reserves to a negative figure of c. -£30k.</p>	
14	<p>Reserved Items</p> <p>Certain matters relating to the employment of staff were discussed and resolved.</p>	

Chair closed the meeting.

Date of next meeting : 10 October 2016