# Trustee Board - Minutes 29th March 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) | Phil Benton (Acting General manager Maternity cover) |
| Alan Roberts (**AR**) via Skype |  |
| Carys Jones (CJ) |  |
| Malika Pache (MP) |  |
| Kofi Bediako (KB) |  |

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| **No.** | **Agenda Item** | **Action Responsibility**  **& Date by** |
| 1 | **Welcome from Chair**  Chair opened meeting and welcome Kobi Ben to his first meeting and introduced Phil Benton from Counter culture who will be covering CB’s role during her maternity leave.  **Apologies** –Ian Fisher (IF), Chari Hunter (CH)  Chair confirmed meeting was quorate |  |
| 2 | **Conflicts of Interest**  AA declared a conflict of interest in Item 8, due to his role as a Special Constable with Merseyside police. |  |
| 3 | **Minutes from last meeting**  **Agreed** as a true and accurate record with he amendment of substituting PS for KC on item 5 |  |
| 4 | **Matters Arising (paperTB142 )**  **CB** reported that the Charity Commission has yet to be invited to the trustee board . |  |
| 5 | **Union Update** **(paperTB143)**  KC introduced the report.  Key highlights included  The highest turnout in the city for Students’ Union elections at 25%.  First housing fair for two years  Launch of course rep survey  127 students nominating staff in Hope STAR award**s** |  |
| 6 | **Strategic Plan Update (paperTB144 )**  CB presented the revised strategic plan update, which highlights KPI’s in a Red, Amber Green format.  She stated that some of the KPI’s need to be revisited because they are not sufficiently challenging e.g. the target number of students accessing skills based training needs to be raised due to the success of the MLFP programme.  Might need to revisit the student voice/Big Idea target. Whilst on target for ideas submitted the number of students engaging with the site by liking/disliking ideas is low.  Also the number of clubs and societies is likely to fall following a data cleanse in the summer.  Oher Salient points raised included  MP- Need a tam of student reps to promote events and campaigns.  PS – Need to utilise course reps and part time officers in the promotion of the Students’ Union  MP – Should approach academic staff to have a dedicated time for course reps to talk to classes at the end of lessons.  KB- Need to address post graduate issues at a course rep level.  CJ – Do we have to wait until CB’s return from maternity to revisit KPI’s ?  AA – Some such as Green Champions and connecting campuses can be looked at in CB’s absence.  Since a number of KPI’s related to survey results, a draft copy of the annual survey was presented to the board.  CJ- Could we utilise student ambassadors from the university to promote the survey?  Could we add a question asking at which campus students primarily study?  Comments on the survey to forwarded to KC by April 11th |  |
| 7 | **Six Month management Accounts (paperTB145,146,147)**  CB presented the report  She stated that there is a forecast of a deficit of approximately £3000 due to maternity cover. |  |
| 8 | **Urgent Business**  Volunteer Partnership  SC reported on the latest developments on the Volunteer Liverpool partnership.  It was agreed that SC should develop a volunteering strategy and see how the partnership fits into this.  Bank Signatories  It was formally agreed to add Phil Benton to the list of Bank Signatories  Sub Committees  The following were appointed to trustee sub committees  Finance and Audit  KB  Human Resources  MP and PS  SC left the meeting | SC to action |
| 9 | **Staffing Issues**  AA presented the paper on the ESP policy.  The board discussed the proposal and it was agreed that the HR sub-committee would meet and look into it further, until then the decision would be at the discretion of the President and General Manager of the Union. |  |

**Chair closed the meeting.**

**Date of next meeting : 31st May 2016**