Liverpool Hope Students’ Union Trustee Board

Ordinary Meeting Minutes

Tuesday 20th March 2018, 5pm, Room Eden007, Eden Building, Hope Park, L16 9JD.

Chair: Jack Johnson (President)

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| In Attendance: | |
| Trustees | Non-Trustees |
| Jack Johnson (JJ) – Chair | Ruth Dalton (RD) (General Manager) |
| Feidhelm Doolin (FD) | Niamh Fearon (NF) (VP Welfare elect) |
| Carys Jones (CJ) | Luke Skilbeck (LS) (VP Education elect) |
| Jaine Pickering (JP) |  |
| Andrew West (AW) |  |
| Justine Dyson (JD) |  |
| Safiya Ali (SA) |  |
| Edward Craig (EC) |  |

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| No. | Item |
|  | **Formalities**  Chair confirmed that the meeting was quorate  Apologies: Catriona Cairns  Declaration of any interests: None  Notifications of any urgent business: None |
|  | **Introduction of new Student Trustees**  SA & EC were introduced to the rest of the Board |
|  | **Minutes from last meeting on 14th February 2018 [paper TB219]**  Agreed as a true and accurate record |
|  | **Action Tracker - Matters Arising [paper TB220]**  An update was given and approved  **RD** to check that ‘Barriers to Engagement in Elections’ is still relevant |
|  | **Governance Review Update [paper TB221]**  It was **agreed** that the By-Laws should be taken back to Exec Council to make a proposal for the process of recruiting new student trustees. The By-Laws and the proposal should be checked with NUS and their Governance Team. Approval of the By-Laws by the Board will be postponed until this proposal has been submitted.  **RD** to check with NUS if they have any guidance on a Vice-Chair provision. |
|  | **GDPR Update [paper TB222]**  **RD** presented the paper to update the Board on LHSU’s approach to GDPR.  **RD** to amend the BWB letter and send it to the University regarding student enrolment data  **RD** to make contact with the Student Registration Team to ensure that our changes can be enacted upon for enrolment |
|  | **Strategic Plan Update [paper TB223]**  **RD** presented the paper to update the Board on LHSU’s development of a new Strategic Plan.  **Board agreed** to launch the new Strategic Plan in September 2019 with a focus on consultation and engagement, with a focus on the future student cohort as well as the current student cohort. The University’s strategy should be considered too so that we can find opportunities for alignment.  **RD** to speak to NUS and other external organisations about assisting us with consultation and development of the new Strategic Plan.  **RD** to develop a QSU Action Plan for September 2018  **RD** to review the current KPI targets |
|  | **President’s Report [paper TB224]**  **JJ** introduced the President’s Report  **FD** to develop a plan for monitoring the usage of the new computers in LTC and informing people that they are there, to justify 24hr opening  **FD** to liaise with MIND to gather their input on a positive Fitness to Study policy which increases engagement  **FD** to send the policy to AW for feedback  **JJ** to contact chair of Equality and Diversity Committee to see if LHSU can attend |
|  | **General Manager’s Report [paper TB225]**  **RD** introduced the General Manager’s Report  **RD** to update the Board on CIO progress in May  **RD** to identify a member of University staff as a key point of contact e.g. University Secretary  **RD** to explore mentoring opportunities  **RD and JD** to discuss full update of HR Policy and GM appraisal  **RD** to develop an Impact Report for 2017-18 |
|  | **SUSS Update [papers TB226]**  **RD** introduced the SUSS Update  **RD** to inform the University’s Finance Department |
|  | **Finance Report [papers TB227]**  Finance and Audit Sub-Committee had met, prior to this Board Meeting, and updated Board on the agreed action points  **LS** to be involved in finance training for clubs and societies  **Board agreed** for **EC** to attend Finance and Audit Sub-Committee as a Student Trustee, **SA** to attend in an advisory capacity  **Board agreed** to pass their thanks on to Catherine Barrett for her presentation of the Qtr2 Management Accounts |
|  | **Reserved Minutes from last meeting on 14th February 2018 [papers TB228]**  Agreed as a true and accurate record |
|  | **Staffing Matters [papers TB229]**  **RD** introduced the report on Staffing Matters |
|  | **Any Other Business**  **RD** to find opportunities for Board Development, focusing on the dynamics of a Board and its purpose, with practical scenarios  **RD** to contact CJ for NCVO contact details |

Date and time of next meeting: Tuesday 29th May 2018 at 5pm