# Trustee Board - Minutes 31st May 2016

|  |  |
| --- | --- |
| In Attendance: | |
| Trustees | Non-Trustees |
| Kira Cox **(KC)** – Chair |  |
| Pranay Raj Shakya (**PS**) |  |
| Ayo Akinrele (**AA**) | Steven Cox (**SC**) – Student Activities & Engagement Coordinator |
| Ian fisher (IF) | Phil Benton (Acting General manager Maternity cover) |
| Alan Roberts (**AR**) |  |
|  |  |
|  |  |
| Kofi Bediako (KB) |  |

# 

|  |  |  |
| --- | --- | --- |
| **No.** | **Agenda Item** | **Action Responsibility**  **& Date by** |
| 1 | **Welcome from Chair**  Chair opened meeting  **Apologies** –Carys Jones, Justine Dyson, Malika Pache  Chair confirmed meeting was quorate |  |
| 2 | **Conflicts of Interest**  AA, PS and KC declared a conflict of interest in Item sabbatical annual leave |  |
| 3 | **Minutes from last meeting**  **Agreed** as a true and accurate |  |
| 4 | **Matters Arising (paperTB149 )**  SC reported that he will table a plan about Volunteering to the next trustee meeting | SC |
| 5 | **Union Update** **(paperTB150)**  KC introduced the paper and highlighted key aspects such as :  143 attendees for SU awards  Our motions to NUS conference were passed. |  |
| 6 | **Strategic Plan Update (paperTB151 )**  KC introduced the report she stated that the only major change was the soft launch of the annual survey, (48 responses thus far)  IF Asked how often are targets revisited  AR Asked how do we reflect on the targets  KC Responded by saying that the survey fits in with key targets so we can reflect on the plan when we analyse the responses |  |
| 7 | **Operational Procedure (paperTB152)**  SC presented the report. And mentioned that a number of the actions also had implications for the proposed recognition agreement between the SU and the university as the course reps are technically university and not SU course reps.  PS Stated that ultimately he wants to have formally accredited course reps and develop an association of course reps. |  |
| 8 | **Quarter 3 Budget Update (paperTB153)**  PB presented the report  If raised various points about whether certain budget lines were accrued properly.  It was agreed to discuss best financial reporting practice at the Finance and Audit Subcommittee.  KC reported that the Summer Ball had to be cancelled due to lack of sales. This would have an impact on the budget and we may have to reduce the charitable activities income as a result. |  |
| 9 | **Budget 2016/17 (paperTB154)**  PB stated that he had meet with staff to talk over proposed budget lines for 2016-17.  One of the major changes was that the agreement not to pay for Sports Hall facility hire has freed up money to be spend on employing a dedicated Sports Administrator. Other changes include a reduction in marketing budget as the major expenditure on branding new space is not required. |  |
| 10 | **Independent Examiner Approval (paperTB155)**  PB presented the report. It was agreed to appoint CCW to conduct a independent examination of accounts and then go to full tender next year. |  |
| 11 | **Trustee Recruitment (paperTB156)**  AR term of office due to expire in August.  IF also indicated that he would be stepping down as a trustee in October due to childcare commitments. He is willing to use his contacts to recruit new trustees  The names of five potential trustees were circulated for information.  AA stated it was important for students to be involved in the trustee recruitment process.  It was agreed to delegate responsibility to General Manager and sabbatical officer to shortlist trustee candidates.  Student Trustee  PB highlighted the issue of student trustee having different terms of office and that their office automatically ends with them being a student. He stated that the direction of travel in the student movement was towards selection rather than election of student trustees.  AR – It is possible to combine selection with election of trustees. i.e. electing the trustee from s selected short list.  PB – the new CIO model provides for selection of trustees.  KC- Selection allows for targeting of students with key demographics and skill set who may not wish to stand for election.  KB – Important to retain a democratic element. Prefers a selection then election approach.  AR Need to separate out part time officer roles from student trustee roles and to integrate student with officer induction. | PB/KC |
| 12 | **Staffing Matters (paperTB157)**  Sports Admin post- Discussion covered in budget item  AR Chaired Item 12  PS introduced his paper  IF The issue is how is annual leave managed  AR – Duty of self care to use leave and TOIL appropriately.  AA- Need increased scrutiny from staff  PB – Difference between PS circumstances and general principle.  If Need to develop a TOIL policy for sabbatical officers.  It was agreed to let PS carry over 5 days into 2016/17 and to instruct the HR subcommittee to look at the issues surrounding annual leave and TOIL . |  |
| 13 | **Meeting Dates for 2016-17 (paperTB158)**  PB circulated proposed meeting dates for 2016/17. This was agreed |  |
| 14 | **Urgent Business**  AA raised the issue of staff pay rates and its effects on retention  SC left the meeting.  After discussion it was agreed that PB contacts Justine Dyson to agree acting up allowance to cover the extra responsibilities incurred by staff as a result of maternity cover. Such an allowance to be backdated to April.  HR subcommittee to look at cost of living increase.  That PB will conduct a job evaluation process with the staff. | PB |

**Chair closed the meeting.**

**Date of next meeting : 26th July 2016**