# Trustee Board - Minutes 30th May 2017

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| In Attendance: |
| Trustees | Non-Trustees |
| Kira Cox **(KC)** – Chair | Caroline Gago Bates (**CGB**) (General Manager) |
| Jaine Pickering **(JP)** | Jack Johnson (JJ) (President Elect) |
| Carys Jones (**CJ)** |  |
| Ayo Akinrele (**AA**) |  |
| Aria Jobbins **(AJ)** |  |
| Pranay Shakya **(PS)** |  |

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| **No.** | **Agenda Item** |
| 1 | **Welcome from Chair**Chair opened meeting  |
| 2 | **Apologies** Justine Dyson (**JD**) Chair confirmed meeting was quorate**Conflicts of Interest**None declared |
| 3 | **Minutes from last meeting (paperTB188)****Agreed** as a true and accurate record |
| 4 | **Matters Arising Tracker (paperTB182)** Ref: 17.01.17 Item 8, Delegation of Authority matrix is to be rescheduled to link with reviewed By-Law re Trustee Board |
| 5 | **Board Review & Self-Assessment Discussion****CGB** advised board that the Charity Commission recommend that trustee boards regularly assess their effectiveness. Each trustee was asked to complete a *Good Governance self-assessment exercise* **CGB & KC** then asked board to take some time to reflect on their experiences at board and where asked to two questions: *Thinking about our Trustee Board…what has worked well and what hasn’t.*Board held a discussion based on responses.Responses and discussion points to be collated by **CGB** and will inform an away day and further board self-evaluation. |
| 6 | **Finance Report (paperTB190)****CGB** presented the 2017/18 Budget Proposal and briefed board on growth areas for income & spend.Board agreed further investment in front facing services.**CJ** asked that we incorporate findings from internal audit as evidence for investment in strategic planning process and to link our plans and budget proposal with the University key gaols & objectives**Board approved 2017/18 Budget proposal and increased block grant request with revisions as above.****CGB** to revise narrative to budget accordingly and set up meeting to discuss with University. These were approved by the board |
| 7 | **President’s Report(paperTB191)****KC** introduced her report and talked about **PS** (Vice Presidents’ Education) work in his absence.**AA** introduced his work, stating how glad he was that it is likely that LHSU will be represented at all 4 NUS liberation conferences. He also commented on the NSS boycott. |
| 9 | **General Manager’s Report(paperTB192)****CGB** introduced her report and shared with board the report from the recent internal audit from RSM.**CGB** referred to pages 6 to 16 of the Audit report. Report not released in time to prepare response for this board but **CGB** alongside officers are in process of drafting a response to the findings including an action plan to address recommended actions.Whilst audit only came out at partial reassurance. **CGB** assured the board that there was nothing to be alarmed by and that all findings could be attributed to the gap in full time cover of her maternity leave and the transition from to the new constitution and subsequent bye-laws. |
| 10 | **General Manager Coaching & Appraisal**Verbal update from **KC** re coaching for **CGB****KC** update board that following her annual appraisal **CGB** would be returning to full time hours from 1st July 2017. |
| 11 |  **Dates for 2017/18 Board Meetings**Annual order of business presented.**AA & AJ**  asked about clash with dissertation deadlines for March.**JP** asked if possible to have meetings on a Wed. |
| 12 | **Urgent Business** Plans to transfer to a Charitable Incorporated Organisation have been postponed for review in next financial year due to unforeseen costs. |

**Chair closed the meeting.**

**Date of next meeting : 31st August 2-017 5-7pm**