# Trustee Board - Minutes 10th October 2017

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| In Attendance: | |
| Trustees | Non-Trustees |
| Jack Johnson (**JJ**) – Chair | Caroline Gago Bates (**CGB**) (General Manager) |
| Vanessa Ospina (**VO**) |  |
| Feidhelm Doolin (**FD**) |  |
| Andrew West (**AW**) |  |
| Jaine Pickering(**JP**) |  |
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| **No.** | **Agenda Item** |
| 1 | **Welcome from Chair**  Chair opened meeting |
| 2 | **Apologies**  Carys Jones  Justine Dyson  Aria Jobbins  Abdurahamn Yahe Nur  Chair confirmed meeting was quorate  **Conflicts of Interest**  None declared |
| 3 | **Minutes from last meeting (paperTB205)**  **Agreed** as a true and accurate record |
| 4 | **Matters Arising Tracker (paperTB182)**  Ref: 30.05.17 – Item 5, Board Self-Assessment will be used alongside Code of Governance review. **CGB** to send **AW** self-assessment questionnaire used at May’s board |
| 5 | **Year End Accounts & Annual Trustees Report Update (paperTB207)**  The Finance & Audit subcommittee met immediately prior to this board meeting and held clearance meeting with CCW.  Due to FRS102 reporting changes the draft accounts are complete but there are some presentation matters to resolve. F&A subcommittee approved sign off of year end accounts.  **AW** recommended Risk Register is reduced to a 1 page document and becomes a standing agenda item at each board meeting  **CGB** to action |
| 6 | **General Manager’s Report (paperTB208 and appendices 1 & 2)**  Board agreed that Quality SUs audit should go ahead before **CGB** leaves.  **JP** asked where the gaps would be during the interim period before new General Manager is in post. **CGB** advised that the financial assistant duties that she has been covering will now be covered by a Financial Assistant from Liverpool Guild who will be at Hope for 1 day per week.  Comms and marketing, and support for trustee board are areas most likely to be left uncovered during the interim period.  Board agreed for **CGB** to take an additional 2 days leave to be given back in January/February for handover with new GM.  **General Manager Recruitment**  Board asked for an additional stakeholder panel to gain insight from a wider range of people – more values based questions **CGB/JJ** to action  Board discussed 2 month notice period and agreed that this needs to be amended in new GM’s contract – **JJ to action**  Board discussed recruitment process and agreed vacancy to be advertised on:  NUS Careers (featured)  Charity Job (branded)  Jobs.ac.uk (standard) |
| 7 | **President’s Report (paperTB209)**  **JJ/FD/VO** presented report with updates from each sabbatical officer.  Board discussed relevant campaigns |
| 8 | **Reserved staffing matters action tracker (paperTB210)**  Discussed by board |
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**Chair closed the meeting.**

**Date of next meeting : TBC**