

## Trustee Board - Minutes 27<sup>th</sup> August 2015



In Attendance:	
Trustees	Non-Trustees
Kira Cox ( <b>KC</b> ) – Chair	Caroline Bates ( <b>CB</b> ) – General Manager
Pranay Raj Shakya ( <b>PS</b> )	
Ayo Akinrele ( <b>AA</b> )	Steven Cox ( <b>SC</b> ) – Student Activities & Engagement Coordinator
Sanjee Perera-Child ( <b>SPC</b> )	
Alan Roberts ( <b>AR</b> )	
Dan Scott ( <b>DS</b> )	

No.	Agenda Item	Action Responsibility & Date by
1	<b>Welcome from Chair</b>  Chair opened meeting  <b>Apologies</b> – Ian Fisher, Amber Lynch  Chair confirmed meeting was quorate	
2	<b>Conflicts of Interest</b>  None declared	
3	<b>Minutes from last meeting</b> <sup>(paperTB123)</sup>  <b>Agreed</b> as a true and accurate record. <b>KC</b> pointed out that in points 7 and 8, two trustees have same initials which could cause confusion	CB to amend
4	<b>Matters Arising</b> <sup>(paperTB123)</sup>  <b>CB</b> reported on the 2015/16 budget and that university council were concerned about low projected surplus. The university have agreed to a 2% increase in the block grant. There has also been a £2000 saving in NUS affiliation fees. <b>CB</b> reported that we are working with NUS Media Sales and LSU marketing to secure better deals but it is too early to say how much more income will be generated by these routes.	
5	<b>Union Update</b> <sup>(paperTB124)</sup>  <b>CB</b> presented the annual update report. She commented that	

	<p>there had been an increase in most activity, with a slight decrease in nominations to Hope Star Awards. One of the biggest decreases in activity was the number of participants for Graduation Ball and SU Awards. However this is being addressed by staff who are looking at remodelling the events.</p> <p>There has been an increase in the total number of clubs and societies but this could decline once an audit of active student groups has been undertaken.</p> <p>NSS satisfaction Score for the Students' union has increased by 25 percentage points since 2012 (43% - 68%)</p> <p>LHSU Advice Service has had 195 recorded cases (against a projected target of 200 cases)</p> <p><b>AR</b> – Asked if we could think about what has changed in the university as a result of advice casework.</p> <p><b>CB</b>- Responded by saying that change is incorporated into LHSU's strategic plan.</p>	CB to follow up
6	<p><b>Student Submission</b> (paperTB125)</p> <p><b>PS</b> presented the report</p> <p><b>CB</b> Clarified that QAA had indicated that student staff cannot work on the document.</p> <p><b>CB</b> – Asked for comments on the recommendations</p> <p><b>DS</b>- Said the wording of the LSP recommendation is not clear.</p> <p><b>SPC</b>- How do we structure support?</p> <p><b>AR</b> – How do we support partner Students' Unions re Network of Hope?</p> <p><b>CB</b>- Need to need more work with the Network of Hope.</p> <p><b>AR</b>- What is the accountability of the document to students?</p> <p><b>CB</b>- Document will be on SU and University website – video submission is also on website. Once term starts there will be a communication drive coordinated by <b>PS</b></p>	CB to action & reword

7	<b>Annual Trustee Report</b> <small>(paperTB126)</small>  <b>AR</b> Objectives for the year need more immediacy and should include officer objectives in plan. <b>CB</b> and <b>KC</b> to look at outside this meeting	CB/KC to action
8	<b>Order of Business &amp; appoint trustees to subcommittees</b> <small>(paperTB127)</small>  Finance and Audit Sub Committee  <b>Ian Fisher, Pranay Raj Shakya and Dan Scott appointed</b>  SMT Subcommittee  <b>AR and KC appointed</b>  HR and Remuneration Committee  <b>AR and KC appointed</b> – (interim until HR experienced trustee appointed to board)  <b>SPC</b> – do we need a stronger connection between university and trustees?  Board felt no need to have university representation on board  <b>KC</b> – Could invite trustees to Hope Star awards	
9	<b>Volunteer Partnership</b> <small>(paperTB128)</small>  <b>SC</b> presented report to the meeting and asked for comments and for approval of one of the outlined options.  <b>AR</b> as an organisation SU is missing an overall Volunteering strategy.  After discussion it was agreed to ask for further negotiation from Liverpool guild about the partnership and report back to future meeting.	SC to write volunteering strategy   SC to clarify with guild of students
10	<b>External Speakers Policy</b> <small>(paperTB129)</small> <b>SC</b> presented the report.	

	<p>It was agreed to amend the policy to include sabbatical officers in the appeals procedure.</p> <p>It was also agreed to review the No Platform and Safe Space policy to ensure the wording is unambiguous and in accordance with sector best practice.</p> <p><b>The meeting agreed the policy with necessary amendments</b></p>	SC to amend policy
11	<p><b>Internal Audit</b> <small>(paperTB130)</small></p> <p><b>CB</b> presented University Internal Audit report that took place in May. Board commented that report was very positive.</p> <p><b>AR</b> suggested that an audit in this format had not been done with a SU before and we should share with NUS strategic support unit.</p> <p><b>CB</b> advised that a further audit may take place in the Autumn term.</p>	CB to action
12	<p><b>Urgent Business</b></p> <p>SPC confirmed she will not be standing for a second term. As this is her last meeting the trustees expressed thanks to <b>SPC</b> for her years of service to the trustee board.</p> <p><b>CB</b> – Asked board to approve change of signatories to LHSU bank account from Limor Best to one or more of the of current sabbatical officers (Kira Cox, Ayo Akinrele, Pranay Raj Shakya) <b>Board agreed</b></p> <p><b>CB</b> – proposal in line with sector wide practice that SU covers any additional visa costs incurred by <b>PS</b> due to his role as a sabbatical officer <b>Board agreed</b></p>	

**Chair closed the meeting.**

**Date of next meeting:** Monday 26<sup>th</sup> October 5pm Eden010, Hope Park