# TB255 Trustee Board – 18th September 2018 Minutes

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| In Attendance: | |
| Trustees | Non-Trustees |
| Feidhelm Doolin (FD) – Chair | Ruth Dalton (RD) (General Manager) |
| Luke Skilbeck (LS) | Steven Cox (SC) (Activities and Engagement Coordinator) – Minutes |
| Niamh Fearon (NF) |  |
| Catriona Cairns (CC) |  |
| Andrew West (AW) |  |
| Justine Dyson (JD) |  |

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| **No.** | **Agenda Item** |
| 1 | **Welcome from Chair**  Chair opened meeting |
| 2 | **Apologies**  Jaine Pickering, Carys Jones, Safyah Ali, Lucy Armstrong  Chair confirmed meeting was quorate  **Conflicts of Interest**  RD for agenda Item 15  **Notifications of any urgent business**  None declared |
| 3 | **Minutes from last meeting (TB242)**  **Agreed** as a true and accurate record |
| 4 | **Matters Arising Tracker (TB243)**  As per distributed paper. |
| 5 | **Presidents Report (TB244)**  FD presented his report  AW asked about the proposal for the SU to take over Course Reps. AW offered his assistance in resubmitting the proposal to the University. |
| 6 | **General Manager Report (TB245)**  Marked as read. |
| 7 | **Strategic Plan 15-18 Review** **(TB246)**  RD highlighted the score card, in particular Officer Visibility at other campuses.  AW observed that some targets have been exceeded so needed to be reforecast.  AW also queried why the response to the survey question that students consider the SU to be the voice of students at Hope was so low – RD thought the issue may be with students understanding the questions, as NSS results around same issue are higher.  AW asked if we should we remove the question and rely on NSS questions instead.  AW raised concerns about having too many action plans and should focus on 10-12 manageable indicators; RD explained that the plans would be collated and condensed as much as possible.  FD raised issue of how statistics are collated. |
| 8 | **Strategic Plan Update 19-21 (TB247)**  RD presented her report on the development of the new Strategic Plan. RD to now complete a more in-depth timeline, to include student focus groups.  EC commented that the plan should place an emphasis on employability, volunteering and skills development.  AW commented on the inclusion of the link between strategic plan development and block grant submission.  FD commented on the need for trade union consultation, with regard to the review of HR processes. JD suggested that this could be reviewed over e-mail.  Paper agreed with the above caveat. |
| 9 | **Quality Students Union Action Plan  (TB248)**  There being no questions, this was approved. |
| 10 | **Draft Budget 18/19 [TB249)**  RD presented the Relationship Agreement update.  AW asked if the Relationship Agreement had already been to the Board and raised concerns that the agreement was too contractual, rather than partnership-driven.  JD raised concerns that the Relationship Agreement was too legalistic and confrontational, and should start with a positive statement.  RD will take the Relationship Agreement to the University, with partnership and values-driven statement included. |
| 11 | **CIO update (TB250)**  RD presented the options outlined in the paper, specifically around whether the Board wanted to adopt a Foundation or Association CIO model.  RD confirmed that the Advice and Student Voice Co-ordinator had spoken to the Charity Commission, who said that we could incorporate without the need for a solicitor.  CC raised the issue of the possible perception that moving to a foundation model would indicate that the SU is not student led.  EC raised that this seems very close to a CIC model which would not be palatable to the AGM.  AW raised the need for formal legal advice before a model was adopted and before any vote was taken.  JD commented that there was not enough information to make a decision at the meeting.  FD raised the issue of why the Union would need to go via a solicitor if the Charity Commission said we could proceed to CIO without one.  CC asked how the solicitor is budgeted for.  JD commented that there is no timescale outlined for the decision.  AW queried which SUs have got association models of CIO  EC stated he thought we further along in the process of moving to CIO and requested greater clarity of what the Board were being asked to consider, particularly if a vote was being called.  Action – RD to research other SU processes of incorporation and models used, including how much legal advice they used.  RD to speak to the Charity Commission around the incorporation process and the need for solicitors. |
| 12 | **Vice Chair (TB251)**  RD presented paper on options for Trustee Board Vice Chair.  FD raised that the position should not necessarily be an External Trustee but be based on skills available.  EC felt the position should be a student.  AW questioned how best to ensure added value is brought to the role and whether the organisation was large enough to warrant having a Vice Chair.  CC raised that if students have relevant experience then that could bring added value.  **Agreed** that no Vice Chair required. The Board to appoint temporary chair if Chair could not attend. |
| 13 | **Draft Budget Paper (TB252)**  RD presented the draft budget for 2018/19. This was approved. |
| 14 | **Order of Business Paper (TB253)**  RD distributed order of business for the forthcoming year. This was agreed.  SC left the meeting for reserved staffing items. |
| 15 | **GM’s Personal Development (TB254)**  RD left the meeting. |
| 16 | **Any Other Business** |

**Chair closed the meeting.**

**Date of next meeting: Wednesday 21st November 2018**