

**UCSU  
TRUSTEE BOARD**

**Date & Time:** 21<sup>st</sup> November 2019

**Room, Campus:** SU Meeting Room, Lancaster



**Attendees:**

Joe Morrell (JM) – Chair, Lequane Johnston (LJ), Barbara Stephens (BS), Brittany Tomlinson (BT), John Sharp (JS), Abdul Karim (AK), Danny Prescott (DP), Frank Longdon (FL)

**MINUTES:**

<b>MEETING ADMINISTRATION</b>			
<b>Item 1</b>	<b>Apologies for Absence</b>		
<b>Discussion</b>	<p>Ella Farley</p> <p>No Apologies Michelle Hudson</p>		
<b>Item 2</b>	<b>Declaration of Interests</b>		
<b>Discussion</b>	Discussion around discretionary days leave – officers and staff		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		
<b>Item 3</b>	<b>Chair's Opening Remarks</b>		
<b>Discussion</b>	N/A		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		
<b>Item 4 (a)</b>	<b>Minutes of Previous Meeting</b>		
<b>Discussion</b>	<p>Item 5. JM – conflict between Officer reports, discussion last time – not reporting on the same things.</p> <p>Item 8. JM – Approved</p> <p>Item 9. JM – Has Happened</p> <p>Item 10. BSDP/ - Has not happened. Needs to be done.</p> <p>JM – No update on Sexual Harassment and Assault Sessions.</p> <p>BS – we are an outlier in the sector</p> <p>DP – Do we have figures on instances?</p> <p>BS – hard to define for reporting, like an iceberg (see minority of instances).</p> <p>BT – at Lancaster could see that it is a persistent issue</p>		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		
<b>Item 4 (b)</b>	<b>Matters Arising</b>		
<b>Discussion</b>	N/A		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None		

STRATEGY	
Item 5	Sabbatical officer End of year Reports
Discussion	<p><b><u>Academic:</u></b></p> <ul style="list-style-type: none"> <li>• Academic Representatives: <ul style="list-style-type: none"> <li>○ Currently have 385 reps, 64 roles to fill. Business courses to fill, some later start courses to still be filled. Remaining recruitment issues actioned during Academic Board.</li> <li>○ Spoke to Jess Robinson about CPD of academic staff. Asked for SU presence in staff CPD.</li> <li>○ Isabel Donnelly has sent through dates for CPD sessions.</li> <li>○</li> </ul> </li> <li>• Academic Board &amp; SSQAC: <ul style="list-style-type: none"> <li>○ Calva Bar, FHS Reception desks, Ambleside parking all raised. Action from University unclear. Told them how students feel.</li> <li>○ Access to FHS Gateway is going to be 24hr swipe access.</li> <li>○ SU at FSH are moving office to make it a bit more of a community feel.</li> <li>○ Ambleside parking is still an issue. Students will be gaining access to new spaces near the football pitch. This will come with a permit and a small cost. Communication between university management staff and the SU and students needs to improve. More meetings upcoming.</li> </ul> </li> <li>• KNOW THE RULES: <ul style="list-style-type: none"> <li>○ Lots of support from Advice Team and Comms.</li> <li>○ Have asked a student to help create films, they are asking for money. <ul style="list-style-type: none"> <li>▪ TB suggested application process to find suitable candidates to be approved by JM, KB, LJ and DP.</li> </ul> </li> </ul> </li> <li>• January Exams: <ul style="list-style-type: none"> <li>○ Idea to give out free water and snacks during examination period, spend £50 per campus.</li> <li>○ Officers to liaise with Abdul to find the right time for London visit.</li> </ul> </li> </ul> <p><b><u>Community &amp; Partnership:</u></b></p> <ul style="list-style-type: none"> <li>• Not present</li> </ul> <p><b><u>Welfare and Support:</u></b></p> <p><b><u>Campaigns:</u></b></p> <ul style="list-style-type: none"> <li>• #HealthMatters <ul style="list-style-type: none"> <li>○ Physical health: physical activity wellbeing session. First one last Friday, no one came but we will keep pursuing.</li> <li>○ Mental health: introduction of an exercise buddying scheme. Meeting with Head of Mental Health services. Any students can be referred to a “buddy” to have a shared experience of exercise and time to talk. Next semester: rolling out a prototype next year.</li> <li>○ Michelle Leek championing the scheme.</li> <li>○ Healthy Eating: Baxter Storey have a “healthy me” initiative. Going to do bi-monthly cooking shows. Recipe cards to hand out in accommodation. Lobbying to get healthy things in welcome boxes in accommodation.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Pink Spots <ul style="list-style-type: none"> <li>○ Used budget to supplement stock of products. Spoken to chaplaincy who are also funding campaign. BS – I know a small charity which may be able to allocate additional funding for the campaign.</li> </ul> </li> </ul> <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• Divali – in collaboration with NHS BAME Representatives. Minority of students attended. Mayor of Lancaster was there.</li> <li>• 3k Fun Run, Rickerby Campus in memory of former student – Luke McCarthy to organise a fun run in memory of Alex. Only 6 participants. Planning future events and another fun run.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• EDI Steering Group: <ul style="list-style-type: none"> <li>○ Outlined proposals for buddying scheme.</li> <li>○ University and SU asked to recognise the same definition of anti-Semitism.</li> <li>○ BT – speaks more to anti-Jewish incidents rather than person-to-person interactions.</li> <li>○ Michelle Leek have suggested that we contribute with report on activities to EDI Committee</li> </ul> </li> </ul> <p><b>UCSU Manifesto:</b> The FTO's aims for the year. To be continually referred to over the year to highlight achievements.</p>		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	FTO and AK to discuss best time for FTO to visit London Campus	KB/LJ/JM /AK	ASAP

<b>Item 6</b>	<b>Chief Executive Officer Report</b>
<b>Discussion</b>	<p><b>Current issues:</b> Too few staff, covering everything. Tricky to have conversations, comments come back “need more people”. Awaiting block grant from last academic year, as will leave us with more resource.</p> <p><b>AOP Strategy Planning:</b> need to consult with staff, officers, and members. Would like to run a “Students’ Union Survey” in the summer. More sections on what you expect from this type of organisation, run before Christmas then serious discussions about how we structure ourselves for the rest of the year.</p> <p>Have not resolved issues following VS yet. Approx. 0.8FT away from managing comfortably. Need member input. Additional questions need to be developed to ask what members want from their SU.</p> <p><b>Space Usage:</b> moving FHS SU Office into office next door, have kitchen, can extend outwards.</p> <p><b>Borderlands project:</b> social and economic change in cross-border region. University working for Council to build purpose-built campus. £80million campus development centred on the citadel site. Original plan around £200m site. Not sure if phasing out other sites in Carlisle. Think they may pull out of Brampton Rd due to planning restrictions. No formal notice that anyone has had outside the Board of Directors. We have responded to announcements. Need to involve us in development plans.</p> <p>The board agreed that this was very good news, tendency for City and County Council to ignore University presence in Carlisle and location would raise profile of the University considerably. Brampton Rd. is not suitable site with poor transport links, not attracting students. Citadel site for Brampton Rd. and VCE Offices. Next to train station, in wonderful building. Good news for university as a whole.</p>

	<p>It was also noted that the University using this as an opportunity to grow into enterprise and business in Cumbria. University has, in the past, included SU services and membership in their agreements without consulting us. Also unsure of Lancaster University students at Carlisle campus.</p> <p>Some concerns have been raised about the safety of Lancaster campus. Julie Mennell, from the University says there is no threat to Lancaster campus (use by LU, centralisation in Citadel). Lancaster is safe as a satellite as this development is for the region.</p> <p>The board felt that it was important to continue reminding the university that the SU and its members need to be involved in this process moving forward.</p> <p><b>Christmas Closure:</b> University is closed 24<sup>th</sup> December -2<sup>nd</sup> January. University has provided staff with 3 additional days leave. Advice service has traditionally run over the Christmas period. Trustees agreed to SU matching University's additional leave policy (BS &amp; AK).</p>		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	Three additional days of leave approved. Share with SU team	DP	ASAP

<b>Item 7</b>	<b>Finance: Management Accounts</b>		
<b>Discussion</b>	<p><b>UCSU BUDGET 2019/20:</b></p> <p>Surplus deficit is significantly below predicted deficit.</p> <p>Group's deficit due to timing so grant allocation. Timings of some payments has changed from prior years. Groups insurance has come early.</p> <p>Welcome is significantly underspent even before refund from University. Expectations of vibrancy grants not met, grants were not fully allocated. Welcome was challenging, student's numbers were very low. Welcome Income model no longer fit for purpose.</p> <p>Income is significantly down on previous years, prices have been dropped, and figures give no indication of units sold. MBAs buy a lot of stuff, expanding range of things as a trial (fancier goods) to make a difference.</p> <p>Getting additional grants, but on repayment basis. Can spend up to £22,000 within grants. We spend, then reclaim.</p> <p>Profit share from Totum has changed significantly. Very small income from Totum cards, then reduction on website modules.</p> <p><b>Income and Expenditure Report:</b></p> <p>Total income: £134, 017</p> <p>Total expenditure: £180,476</p> <p>-£46,459 short-fall.</p> <p>Payments tend to be front-loaded though block grant payments spread across the year.</p> <p>Additional Welcome costs welcomed from students, positive feedback and benefitting our student members.</p> <p><b>Charity Balance Sheet:</b></p> <p>Reserves £192,000</p>		

	Charity Fund £67,000  Profit/Loss: £94,000  Cash value down to £165,695  We will be very close to reserves target for the year. Volatility in reserves (year to year) is normal and to be expected. As of end of October, we have £97,971 to hand.  One of the bank accounts is now empty, going to ask for balances from all accounts and include in BoT papers in the future. Traditionally had multiple accounts to secure amounts in each account. (£80,000 threshold).		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None.		

<b>Item 8</b>	<b>NSS Report</b>		
<b>Discussion</b>	<b>Audited Accounts:</b>  Accounts came last month, Saint and Co. presented report. And noted the following: <ul style="list-style-type: none"> <li>○ VS Payments, payments for officer training (around year-end).</li> <li>○ Deficit came to approx. £50,000 compared to £40,000 target set by board.</li> <li>○ VS and sale of Surridge stock added approx. £20,000 to deficit.</li> <li>○ Auditors suggest that we right off remaining Surridge stock.</li> <li>○ Board accepts recommendations of account as set by auditors.</li> </ul> Saints and Co. very happy with financial controls, paperwork. No critical comments at all. RRC have approved the accounts. Board need to approve or not. Two things outstanding: related party forms & confirmation around grievance from last year. University happy with our accounts. Just need to register with the Charity Commission.		
	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
<b>Actions</b>	Pronoun for previous Chair of Board of Trustees needs to be amended. My professional name needs to be used.	DP	ASAP

<b>Item 9</b>	<b>Governance: NSS</b>		
<b>Discussion</b>	Presented to Board by Frank Longdon  <b>Discussed</b> <ul style="list-style-type: none"> <li>○ <b>Project management score:</b> On the understanding, this was due to a lack of engagement with Workington site.</li> <li>○ Drop in Pre-Registered Nursing: mediating issues between cohorts last academic year and hold up from bursary campaign.</li> <li>○ NSS Scores: tend to follow on from university scores</li> <li>○ Is the term Students' Union right for us? Is student association more fitting?: Easy to change, just need majority vote of members. However could prove costly as last rebranding cost approx. £15,000. <ul style="list-style-type: none"> <li>○ Could ask University for support with funding? Have had conversations about branding, may take on aspects of University brand for some funds.</li> </ul> </li> <li>○ Lots of our issues derive from University structure. Lack of access to data and contact is an issue.</li> </ul>		
	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
<b>Actions</b>	Make amendments and send out board dates to TB members	ALK	ASAP

<b>Item 10</b>	<b>Governance: UCSU Constitutional and Charitable Incorporation Update</b>		
<b>Discussion</b>	<p><u>Update on progress from last meeting:</u></p> <p>Membership have approved new constitution. Originally scheduled for University Board of Directors today, though VCE would like to see beforehand, scheduled for Board of Directors in January.</p> <p>Representative recruitment will be a big priority moving forward.</p>		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None.		

<b>Item 11</b>	<b>Governance: Compliance Register</b>		
<b>Discussion</b>	Onward reporting from RRC view of register. Compliance Register completed before end of the year, we are compliant.		
<b>Actions</b>	<b>What?</b>	<b>Who by?</b>	<b>When?</b>
	None.		

<b>Item 12</b>	<b>Governance: Any other business</b>		
<b>Discussion</b>	<p><b>Brittany Tomlinson:</b> As of January three, year term is up.</p> <p><b>John Sharp:</b> Term ends next year, not seeking second term.</p> <p><b>Abdul Karim:</b> Current Student Trustee appointed. Will finish in June, as he will graduate.</p>		
<b>Actions</b>		<b>Who By?</b>	<b>When?</b>
	Further discussion needed about how existing Student Trustees continue	DP	Next TB