

**Trustee Board Summary Minutes**

**Held on 26th May 2022 in the Boardroom BD-07-004, Belfast Campus and Microsoft Teams**

**Present: In Attendance:**

Owen McCloskey, President (Chair) David Longstaff, Chief Executive

Aaron Ward, Lay Trustee Colin Campbell, Operations Director

Darren Fowler, Lay Trustee Clodagh Kennedy, Finance Director

Ashley Neill, Lay Trustee David Flynn, Acting Head of Membership

Grace Boyle, Vice President Education/President {Elect} Curtis Donnan, Vice President Coleraine

Rebecca Allen, Vice President Jordanstown/VP Education {Elect} Gayle Alexander, Boardroom Assistant

Ryan Harling, Vice President (Magee) Robert Millar, Vice President Belfast {Elect}

Andrea Probets Lay Trustee Fintan Darragh, VP Sports & Wellbeing

Kirsten Watters, Lay Trustee Jackie Taggart, Note Taker

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| **Meeting Notes** | **Action** | **Update** |
| **Agenda Item 1: Welcome by Chair:** The Chair welcomed everyone and thanked them for attending the end of year meeting, particularly those attending virtually. |  |  |
| **Agenda Item 2: Apologies:** SH |  |  |
| **Agenda Item 3:** **Declaration of Interest:** The Chair noted there were no declarations. |  |  |
| **Agenda Item 4: Starred Items:** There were no Starred Items. |  |  |
| **Agenda Item 5: Minutes/ Actions from Minutes of 24th February 2022:** The Chair announced that the only Action from Minutes of 24th February 2022 had been covered.Minutes of 24th February 2022 were approved. |  |  |
| **Agenda Item 6: Matters Arising:** There were no Matters Arising. |  |  |
| **Agenda Item 7: Chair’s Communication:** The Chair said that he was delighted to see everyone for an in-person Board meeting and reported that we are just coming out of Awards season with SEAs, Colours and LTAs which some Trustees had attended. He thanked everyone who was involved in the planning process and the ceremonies had good positive reviews. UUSU won 3 categories at the National SEA Awards, including Best Officer Team of the Year 2021-22 which would not have been achievable without support from the Staff Team and Trustees. The President {Elect} had led on Period Poverty work which also won and was covered by the News and went to Stormont. Student Activist of the Year was won by Amy Merron, who is an active student in Coleraine, all of which were massive achievements for the Team. Officers are now in hand-over mode, with some moving into different roles. The Chair spoke of his last four years with the SU as a privilege and expressed appreciation for the support he was given. He called for a round of applause for the work done this year. |  |  |
| **Agenda Item 8: Chief Executive’s Report:** The CEO had circulated a paper which he took as read and specifically referenced:-* Return to campuses – We are now moving towards a fuller return happening over the next couple of months with a view to having our operations work in place in time for September in line with the Belfast relocation.
* Mental Health Funding Update: We have submitted a similar paper to DfE and are coming to the end of that set of funding being available. £10-11,000 is left in the pot with quite a lot of things that outlive the shelf life of the money.
* The Board will meet the new Officer Team in July.

The Reserved Items within the report are:-* GDPR: We have gone into more detail with Audit, Risk & Compliance Committee and have taken steps to close off any risk areas. In-depth training will be held on 1st July with a module of the work being online. The completed module will show where knowledge is lacking. There will be a lunch event to follow the in-person training and the Board will be invited and will meet the new incoming team. Some people that left over the last 2 years might join us to say a more informal goodbye.
* Director of Membership & Communications Post – This has been advertised and there will be associated Comms posts that we are hoping to fill afterwards.
* Budget Discussion with University: We have asked for a realistically achievable amount and said that the budget covers our commitment about our pension responsibilities and where we felt there will be inflationary increases which have gone through the last consultation process with Trade Unions and Universities across the sector.
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| **Agenda Item 9: Finance & Budget Update:**The FD had circulated the budgets for 2022/23 and Management Accounts. The budget paper projected the figures that we hoped to achieve by the end of July. This will put us in line with where we should be with the Charities Commission and gives us a good start for the new academic year and the move to Belfast. Admin Salaries and Wages has included the new positions, and the cost of living which is an average of 3%. The Board inquired as to the projected surplus. The FD replied that the block grant was higher than we initially budgeted for, and Admin Salaries and Wages had a saving against them as positions had not been filled whilst we considered the organisational needs. Mental Health funding costs were relocated but that was reduced and will be carried forward to next year as general reserve. Legal costs will have to come out at some stage. The Board further inquired if there was a packages available for those who are vulnerable and struggling with cost of living. The FD replied that the lower down the pay spine have the highest amount and explained the pay scale. Trustees were keen to look at some form of exceptional payment for the Autumn and whether this would be appropriate and affordable.**These were approved.** |  |  |
| **Agenda Item 10: Central Risk Register:** The CEO reported that Audit, Risk & Compliance Committee received the full register in April. * We had discussions about the pension with the new Chief Finance & Strategy Officer and have shown the repayments to 2035 so she has information to factor into 3- year budgets. The next re-evaluation is in June 2022.
* Insufficient Staff to deliver Services – the Board decided to invest in more staff to reduce some areas of work.
* Comms – We are bringing a director into the team so Comms will become more refined and there will be a better understanding of other departments within the organisation.
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| **Agenda Item 11: Operating Plan Update:** The papers were taken as read and no questions arose. |  |  |
| **Agenda Item 12: Proposed 2022-23 Meeting Schedule:** The CEO reported that the Board had agreed to trial meetings for 12 months with Committee business included in Board meetings and extending the number of meetings. The Board was interested in having more meetings in person per year. We have worked these into specific elements associated with each. Meetings 2 and 4 will include compliance and will cover the full Risk Register. Meeting 5 will include Staffing to rubber-stamp recommendations of SMT on increment rises and strategies around HR, with the mid-year Strategy Review, which can be optional. We may need the Board’s assistance with Training and Review Sessions to ensure it is meaningful and the Board offered to help in any way in which they could. The Board asked about the new strategy from 2023 onwards It was decided to cover as an item at the next meeting in September and possibly look to form a Task & Finish Group to give focus over the next 6-8 months. In April 2023 there could be some form of final draft where the funding can then be sought to drive/underpin it. **This was approved.** | AN to help with training and review sessions. |  |
| **Agenda Item 13: Any Other Business:** The FD asked the Board to update their contact details.The BA announced that this was her last meeting as Boardroom Apprentice and thanked everyone for the great experience which is invaluable. She deemed the Board to be dynamic with a diverse team. The work that has been done over the last 2 years has been incredible and much appreciated. | JT to send reminder request to Board |  |
| **Agenda Item 14: Date of Next Meeting:** 8th September 2022 in Belfast |  |  |