

**Trustee Board Summary Minutes**

**Held on Thursday 3rd August 2023 in Room BC-03-111, Belfast, and Microsoft Teams**

**Present: In Attendance:**

Rebecca Allen President (Chair) David Longstaff, Chief Executive Officer

Finola Quigg, Vice President, Education Colin Campbell, Director of HR & Campus Operations

Oscar Kelly, Vice President Equality & Belonging Clodagh Kennedy, Director of Finance & Business

Dónall Hegarty, Vice President Magee Support

Ashley Neill, Lay Trustee Gavin Boyd, Director of Membership & Comms

Andrea Probets Lay Trustee Reece Armstrong, Vice President Sport & Wellbeing

Eoin Millar, Student Trustee Philip Maguire, Vice President Coleraine

Oluwaseyi Kushimo, Vice President Belfast

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| **Meeting Notes** | **Action** | **Update** |
| **Agenda Item 1:** Welcome by Chair:  The Chair welcomed everyone to the meeting and explained the new Student Officer members’ positions on the Board. |  |  |
| **Agenda Item 2:** New Officers’ Introduction**:**  The new Officers introduced themselves to the Board. |  |  |
| **Agenda Item 3:** Apologies**:** AB, DF and SH.  The Student Trustee advised that he has to leave the meeting early, and it was noted that the meeting would remain quorate in his absence. |  |  |
| **Agenda Item 4:** Declaration of Interest:  The Chair noted that there were no declarations. |  |  |
| **Agenda Item 5:** Minutes  Minutes of the previous meeting of 25th May 2023 were approved. |  |  |
| **Agenda Item 6:** Matters Arising:  There were no Matters Arising from the last meeting. |  |  |
| **Agenda Item 7:** Chair’s Remarks:  The Chair reported that the induction process for new Officers is currently underway which commences with internal training for two weeks, then Officers attended SUT which was both helpful in terms of training and was enjoyable. This will be followed up with more external and internal sessions.  UBelong Campaign which commenced last year has been nominated for outstanding contribution to postgraduate support and wellbeing which will be a great achievement if successful. She credited the VP Education for her work on this.  UUSU has been rated the 14th Best Students’ Union Team in the UK. |  |  |
| **Agenda Item 8:** Chief Executive Officer’s Report:  The CEO drew attention to salient points in his paper:-  Point 2 of General Update: The block grant allocation is very close to the sum budgeted for and it was anticipated there would only be £1,000 of a difference and therefore we are content with the allocation. The DF&BS will give further details in her report.  Appendix 1, Point 4, Governance Review: A governance review is carried out annually since 2016 when a complaint was raised. The Visitor investigated the complaint and raised several recommendations, one of which was that we review our governance regularly to ensure it remains relevant. He added that there were no issues of concern, and most governance elements are working well.  Reserved Business – Please see Reserved Minutes.  Operating Plan: This will be discussed in more detail under Agenda item 12 and will show what new strategic developments look like and where we can progress elements that are still outstanding on our old Plan. The strategic consultation piece with the membership has been completed.  Risk Analysis: Nothing has significantly increased, although he asked the Board to note on staff resources that our Freshers’ activity is identified as a slight risk because we have staff absences and therefore other staff have had to take on additional work to ensure it is a success, which is much appreciated.  The CEO commented that we were now content to remove the risk from Central Register on moving to Belfast; Issues remain regarding our allocated space and our ability to engage with members within that space but this does not impact on our standard operations. The risk has been downgraded to the Local Register and we will continue to work until it has been fully resolved then it can be completely removed. |  |  |
| **Agenda Item 9:** Director of Finance & Business Support’s Report:  The DF&BS informed that two papers have been submitted. The paper on Life Cover Option will be re-submitted when more external Trustees are present. The budget for 2023/24 is usually presented in May, but uncertainty about block grant caused delay in finalising this.  Key points are:   * The Block Grant is 5% up on last year. * Admin Salaries & Wages: This is the largest cost and there is a significant increase between last years and this year’s budget due to a number of new staff, cost of living increases, changes in access to increments and the increased pension deficit. * Sport has a 2% increase. * Legal & Consultancy: Last year we budgeted £18,000 with a provision of £25,000 this year, causing the biggest Increase. * Membership services. We are in the process of ascertaining allocations across various departments. * Budget is currently showing a surplus of £10,000. |  | Life Cover Option paper to be presented at next meeting. |
| **Agenda Item 10:** Director of Membership & Communication’s Report:  The DM&C spoke on key issues that have been progressed. He offered Trustees a hard copy of the Impact Report showing activities of UUSU over the past twelve months. A mini site had been developed. The biggest impacts were noted as the numbers that UUSU secured through investment in free breakfasts and lunches, and the money that was allocated for students who had their courses moved from Jordanstown to Magee. This is a real demonstration as to how UUSU delivers for its members in a time when cost of living is impacting students disproportionately to other parts of the population. He asked that if anyone has ideas for consideration for next year’s report, please forward them to him.  Internal Inductions for the new Officers have mostly been completed and Officers are settling into their posts and starting to think about next year’s campaign, and also building on the work that was done last year also.  He highlighted important conversations with the staff team around the integration of sport within the University. We will have to review the Bye-Laws by way of the representative structures to facilitate the democratic oversight of transition to the integrated support within the University and generally to define the role of the UUSU in supporting the delivery of sport to students. We also discussed more integrated comms across the campus to avoid staff members feeling isolated and it has revealed there is more ongoing comms which will be further developed through planning for Freshers Fayres.  Belfast and Magee Freshers’ Fayres will run over two days 27th and 28th September and, with a one- day event at Coleraine which will be held on 27th September. He invited the Trustees to attend the Fayres at their most convenient campus.  The Board inquired if feedback of the Fayres will be monitored and the DM&C replied that it would, particularly from the exhibitors, as those who were based in BA last year felt they did not get the same level of interaction with students, despite a treasure hunt being held to encourage footfall throughout the building. We will also engage with students to ascertain if they prefer to have it over two days and if the mix of clubs, societies, activities and commercial exhibitors makes a difference to them. | The DM&C to circulate itinerary of events when available and list of Exhibitors. |  |
| **Agenda Item 11:** Director of Human Resources & Campus Operation’s Report:  The DHR&CO advised that the Impact Report is now available in the Mini Site and the Student Activities Manager who overseas our Societies provided most of the content and more information can be provided if required.  Recruitment of the Human Resources Advisor post got a poor response last year and will be re-advertised shortly with the option to work on any of our campuses. It will also be advertised over a longer period of three weeks to give ample time for applications to be submitted. |  |  |
| **Agenda Item 12**: Strategic Direction Update:  The CEO gave a presentation on the Task & Finish Group explaining the rationale behind the forming of the Group, the exercises that were carried out, and the Group’s findings. It contained information on various consultative exercises with members and other groups, which led to a strategic pathway being defined to be launched later this year.  The Board felt that this was the first student centred strategy as it revealed what students want to see and how they want to see it rather than tying in with the University’s strategy or what UUSU felt that students want and has exciting potential.  The Board suggested taking advantage of Freshers Fayres to promote forums for later in the year. We need to incentivize students to attend forums with some type of sponsorship by way of vouchers or free lunches to bring students along. Once the process has been signed off by Student Council, we can consider linking employees’ individual goals to their strategic goals, so everyone feels that they own and contribute to it, thus ensuring that we are staying completely on track.  The CEO felt that engagement with each area of the business was a strong idea as it would provide alignment to core areas to help define the overall direction. |  |  |
| **Agenda Item 13:** Proposed Meetings Schedule:  The CEO outlined the schedule of the meetings for the forthcoming year, and it was duly approved. |  |  |
| **Agenda Item 14:** Any Other Business:  New Officer Trustees: The new Officer Trustees’ appointment was approved.  Vice Chair Election: AW has completed his term as Trustee leaving Vice Chair position unfilled. | The Chair to follow up on this. |  |
| **Agenda Item 15:** Date of Next Meeting: 28th September 2023. |  |  |