

**Trustee Board Summary Minutes**

**Held on 24th February 2022 at 4.00 p.m. by 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

Andrea Probets Lay Trustee Curtis Donnan, Vice President Coleraine

Grace Boyle, Vice President Education Gayle Alexander, Boardroom Assistant

Rebecca Allen, Vice President Jordanstown Jackie Taggart, Note Taker

Ryan Harling, Vice President (Magee)

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| **Meeting Notes** | **Action** | **Update** |
| **Agenda Item 1: Welcome by Chair:** The Chair welcomed everyone and updated that work on the return to campus was continuing by Officers. Some Covid restrictions were kept in place for this semester, and this is ongoing, however face to face teaching is in place. |  |  |
| **Agenda Item 2: Apologies:** RM, KW, SH and FD |  |  |
| **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:**  The Chair delivered Actions from Minutes of 25th November 2021:-  Agenda Item 7: Operations & Resources Working Group: Training discussions have been followed up.  Agenda Item 10: Chief Executive Officer’s Update: JT had sent invitations to the Staff meeting to Board members to the January meeting which was cancelled. The OD updated that SMT had agreed to keep the original date for the next meeting of Friday 6th May.  Agenda Item 12: Operating Plan Update: Board members who wished to see the Business Continuity Plan had emailed the CEO.  Agenda Item 15: Operations & Resources Working Group: This item was on the Reserved Agenda.  Agenda Item 17: KW and the VPM had discussed. RJH updated that work is continuing on the Student Housing Co-operation through the Steering Group.   * The VPM requested a change from Agenda Item 17 “Any Other Business from, “Act Now” Campaign to “No Keys No Degrees” Campaign.   Minutes of 25th November 2021 were duly amended and approved. | JT to send May meeting invitations to the Board |  |
| **Agenda Item 6: Matters Arising:**  There were no Matters Arising. |  |  |
| **Agenda Item 7: Chair’s Communication:**  The Chair reported that the Officers had taken part in a video which summarised information of the work done by UUSU throughout the semester, which is on the website, and will be ongoing. The Board requested that this video, and any further information videos from Officers be circulated or built into the Trustee meeting pack. This was agreed. The CEO added that resources or assets could also be circulated to the Board between meetings. Impact Reports would also be useful. Officers have seen the proposed DfE budget cuts, that outlined re-structure/different funding model proposed for HE and are continuing conversations with USI on changes and how the model will look. There is a backlog of graduations which has accumulated from 2 years of Covid, and Officers have been involved in these conversations. There has been substantial investment from the University in holding these. Substantial funding went into the phone line which UUSU will use to research and work to shape the UOK? Campaign for this semester and beyond. Elections for the Officer Team are mid-way, with a change in one role from Vice President Jordanstown to Vice President Equality & Belonging. Covid is ongoing with safety measures on campus, and a survey has been sent out to collect student feeling and to continue to feed into that. |  |  |
| **Agenda Item 8: Management Accounts:**  The FD shared her screen to show the Management Accounts for six months to the end of 31st January 2022 and advised that income is up from last year and we are ahead of budget. The block grant was higher due to inflationary increase and pension.   * Marketing: Money came in from physical Freshers Fayres and we also received a small income from grants. Randox provided funding for Welcome Week. * Expenditure on Sports is high due to a lot of activity. * Admin Salaries & Wages: Down due to paused and unfilled positions. * Membership is tracking ahead as freshers were engaged at the beginning of the year during Welcome Week and a lot more money was spent, although the grant money offset it. * Commercial Services – were relating to closure costs. * Legal & Consultancy: Legal costs are ongoing in relation to sport and coming near conclusion but remain a concern as to how much any potential award will be as it has not been accounted for. We have quite a lot of cash in Current Assets. Creditors holding money in relation to sports is where we are holding money raised by Clubs and Societies on their behalf which includes mental health money. She gave an annual comparison on reserves and forecasted a positive increase in projected Reserves at the end of the year.   The Board inquired if there was an indication of a settlement on any of the legal cases and the CEO provided an overview of where the current status is. |  |  |
| **Agenda Item 9: Chief Executive Officer’s Report:**  The papers were taken as read and no questions arose. |  |  |
| **Agenda Item 10: Central Risk Register:**  The papers were taken as read and no questions arose. |  |  |
| **Agenda Item 11: Operating Plan Update:**  The papers were taken as read and no questions arose. |  |  |
| **Agenda Item 12: Any Other Business:**  There was no other business. |  |  |
| **Agenda Item 13: Date of Next Meeting:**  26th May 2022 (including Annual Board Evaluation and Review) |  |  |