

**Trustee Board Minutes**

**Held on 10th September 2020 at 4.00 p.m. by Microsoft Teams**

**Present: In Attendance:**

Collette Cassidy, President (Chair) David Longstaff, Chief Executive

Aaron Ward, Lay Trustee Colin Campbell, Operations Director

Nicole Parkinson-Kelly, Vice President Education Clodagh Kennedy, Finance Director

Kirsten Watters, Lay Trustee Avril Honan, Membership Director

Chris Chambers, Vice President Sports & Wellbeing John Synnott, Student Trustee

Shauna Murphy, Vice President, Belfast Andrea Probets Lay Trustee

Ashley Neill, Lay Trustee Gayle Alexander, Boardroom Apprentice

Conor Keenan, Vice President (J)

Grace Boyle, Vice President (C)

Ryan Harling, Vice President (M)

Jackie Taggart, Note Taker

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| **Meeting Notes** | **Action** | **Update** |
| **Agenda item 1: Welcome:**  The Chair welcomed everyone and thanked them for attending the first official meeting of the year. |  |  |
| **Agenda item 2: Apologies:** TL and DF |  |  |
| **Agenda item 3:** **Declaration of Interest:**  There were no declarations. |  |  |
| **Agenda item 4: Starred Items:**  There were no starred items. |  |  |
| **Agenda item 5: Minutes:**  Minutes of 27th May 2020 were approved. |  |  |
| **Agenda item 6: Matters Arising:**  Wellbeing Survey: CC updated on the survey to which feedback was quite good. Staff were given results at a meeting at the end of July and were told to raise any issues or concerns with their Line Managers or SMT. Some staff members had no suitable work location at home and we advised that they work from a local café in the afternoons. TB commended SMT saying that the results were positive, and steps had been taken to support those who were struggling*. AP joined the meeting and CCass gave her a brief update.* |  |  |
| **Agenda item 7: Chair’s Communication:** CCass informed that a new Officer team had started work in July and all inductions are online, including USI where the team learned more on Officer roles. We are working on our own aims and campaigns for the year ahead to engage students, the majority of which will be online. Throughout the summer we had workstreams for Covid-19 that the University had set up. We are ascertaining delivery for students and how they are going to be assessed. PB has been appointed as the new Vice Chancellor and we had been working closely with him throughout the years in his post as Pro-Vice-Chancellor Education. Students will be moving into University accommodation from this weekend and there will be a lot of Welcome Week and Freshers information available online, with on-campus activities, campus tours, etc. |  |  |
| **Agenda Item 8: Chief Executive Officer’s Update:** DL updated that we are trying to be flexible to have some profile on campus for those students who need to be here, but we are not wishing to move staff working from home. Risk Assessments around this will be discussed under Agenda Item 12.  The University has not yet advised us of the amount of our block grant.  There was an incident which has resulted in criminal prosecution and litigation has commenced. We are trying to find Notices of Particulars to give an idea of the injuries sustained, or call for compensation, liaising with the University. Trustees’ approval is required on the situation that the University’s Insurers are looking for an indemnity from us. Our view is that there is an intrinsic link between the University and sport through the insignia that sports clubs etc wear. If the Judge awarded the University indemnity, we might incur legal costs, but could refuse indemnity at that stage. TB felt it would be useful, as to the sports position, to get information whether it sits within the University or if we have to get our own liability insurance. At the time of the incident, our insurance did not cover that scenario, and the person was not playing sport. It occurred when the game was over. This was agreed and approved.  There has been a complaint against one of our services which the head of the service investigated and gave a thorough and robust response. The complainant appealed our initial decision and, as the complainant also has complaints against the University, it will be given to a third party to look at the evidence and provide a full investigative report from an external company.  TB inquired if there is a plan for communications over the year and a reporting mechanism set up to capture online student engagement? DL replied that he and AH are looking at operating plan comms. AH added that we have Webinars planned, students know where to find us, and a lot of people found us during lockdown who needed support. Student staff are now being moved on campus. It would be useful to keep positive communications with students to represent them properly and maintain our role effectively. AH advised that managing messages is coming up in Semester 1 and advised that not all students behaved in the same way as those in the Holylands. CCass added that comms to students had slowed down and there were different issues. We are lobbying, and have been given an agreement, but it must become a reality and be added to our comms if we are included in these discussions. | AH and AW to meet and report back at the next meeting.  Impact Achieved to become a standing item. |  |
| **Agenda Item 9: Management/End of Year Accounts:** CK explained the accounts format and advised of a deficit of £19,524, a £40,000 surplus had been budgeted, but it has been a very unusual year. Commercial Services outlets closed in March. There was also a loss of £10,000 in relation to rent which we did not get. Admin Salaries and Wages were £26,000 over budget as we had made a payment to a previous employee, along with other costs that we incurred. We made a savings on student staff and delaying recruitment of a post. Awards ceremonies were online, so Membership Services made savings. CK highlighted that the bar in Coleraine is a separate legal entity which does not fall under commercial services. The Board has signed a letter that we will support Coleraine Bar as required. It has liabilities of £30,000 but has fixed assets, value unknown, and £18,000 of that is owed by the Club. |  |  |
| **Agenda Item 10: Operation Plan Update:** DL informed that we are developing this plan for Trustees which will link back to the strategic plan and look at the aspirational position to be in 3 years’ time and what we want to achieve over the next year. The business plan will therefore change, but the aspirational plan will stay the same. We will measure progress against it every year. When circulated, we will have a robust discussion about style and presentation. TB requested sight of the plan as soon as possible as it is important not to lose sight of our ambition. | DL to circulate the Operation Plan in October  Column to be added for discussion points for the next meeting. |  |
| **Agenda Item 11: Central Risk Register:** DL explained that each Department has its own Risk Register that are updated on a regular basis and shown to Audit Risk and Compliance Committee. Currently our 2 significant risks are commercial services which we will discuss under Reserved Business and funding and income levels. We are working on where savings can be realised and services can be carried out in a more cost-effective way. |  |  |
| **Agenda Item 12: Covid-19: Return to Campus and Risk Assessment:** DL reassured the Board that we are understandably taking continued risk assessments around Covid-19. There is the face to face environment in some areas. The second layer is that every single Sports Club/Society must be assessed and signed off before they can go ahead.  *JS left the meeting.*  TB was pleased with the Covid-19 Risk Assessment and inquired about the University’s Risk Assessment and asked do they marry? DL responded that the first level is aligned to UUSU, and the 2nd is unique to UUSU. TB agreed that this was positive. |  |  |
| **Agenda Item 13: Scheme of Delegated Authority:** DL asked the Board for approval on a slight change on how we define the committees that sit under it and what these committees oversee. Finance & General Purpose has ended. We had authority of Staffing Committee to record coordinating levels and below Staffing Committee is Senior Management Team who can supply this remit. When we go to Manager/Director level with a more significant cost, Trustee Board should have sight of that process.  Amendments were approved. |  |  |
| **Agenda Item 14: Approval of UUSU Schedule:** AH presented a paper reduction of numbers, from 108 students to 46. She referred to Bye-Law 4, Sports Constitution, and explained that CCh wanted to streamline the process for Clubs and Societies.  This was approved. |  |  |
| **Agenda Item 15: EDI Working Group:** AH explained that we are involved in the University EDI which NPK and SM attend. We felt that we should also address if students felt there was enough diversity, and the best way forward involves a network set-up to address issues. This could be a Sub-Group of Trustee Board if anyone wants to join. We want to set actions and deliverables by Christmas.  This was approved.  TB asked if it would make more sense for ToR for a Task and Finish Group. A discussion was held with suggestions on a Consultant advising us; What the group was going to do; is it about structures, new policies or cultural; how we go about increase diversity; and a time frame. Trustees need to have sight of what they are signing off. A small group developing aspirations should approach Trustees and let them know how many of them will be required to sit on the Committee and its life cycle and delivering. NPK proposed to sit on it and give clarification by drafting of ToR, reviewing our policies, semination of statement, that we need to look at our employment policies and review our own equality training, promote new participation and carry out action planning. TB felt from a Trustee and reputational perspective, we need more clarity. | AH and NPK to check the ethos and do more work on aspirations and aims and identify if this is a task & finish group or a piece of work.  AH to bring this to the next meeting for discussion.  SM to refine EDI and advise Trustees by email |  |
| **Agenda Item 16: Proposed Sub-Committee Make-Up:** CCass asked for approval of membership of Audit Risk & Compliance and Staffing Committees.  These were approved. |  |  |
| **Date of Next Meeting:**  26th November 2020 |  |  |