

## **ULSTER UNIVERSITY STUDENTS' UNION TRUSTEE BOARD**

Minutes of meeting held on 11<sup>th</sup> August, 2017 in Room 08K14B, Jordanstown at 2.30 p.m.

### **PRESENT**

Mr Kevin McStravock, President, Ms Meghan Downey, Vice President, Belfast, Mr Andrew McAnallen, Vice President, Coleraine, Mr Oisin Kinsella Mr James Colgan, Vice President, Magee, Vice President, Jordanstown Ms Danielle Roberts, Student Trustee (J), Mr Chris Devine, Student Trustee, Coleraine, Mr Jim Coyle, External Trustee, Mr Robert Stewart, External Trustee, Ms Ashley Neill, External Trustee

### **IN ATTENDANCE**

Mr Emmett Mullally, General Manager, Mr Colin Campbell, Human Resources & Admin Manager and Ms Ashley Neill, External Trustee

### **APOLOGIES**

Ms Emma Bonner, Sports Union President, Ms Hannah Rooney, Vice President Campaigns & Communications, Mr Thomas Logue, Student Trustee, Magee

### **WELCOME**

The Chair welcomed the Directors to the meeting

### **INCORPORATION**

Mr Campbell presented the Certificate of Incorporation for the new Company and also made reference to the new Articles of Association and Bye-Laws that had previously been circulated to directors

### **AUDITORS**

Ms Kennedy informed the directors that our Auditors are RSM

### **BANKERS**

Ms Kennedy informed the directors that our Bankers are First Trust Bank

### **SOLICITORS**

Mr Mullally informed the directors that our Solicitors are Shean Dickson Merrick

### **ACCOUNTING REFERENCE DATE**

The Finance Manager informed the directors that the Students' Union financial year normally ends on 31<sup>st</sup> July, but with incorporation this will be 13 months ending 31<sup>st</sup> August 2017 and next financial year will be 11 months ending 31<sup>st</sup> July 2018.

## **TRANSFER OF ASSETS**

The General Manager informed the Committee that the solicitor had drafted a transfer agreement which will transfer the assets and liabilities to the new company on 1<sup>st</sup> September 2017.

## **UNRESERVED BUSINESS**

## **DECLARATION OF INTEREST**

- 17.14** The Chair asked Directors, following the circulation of the papers, if there were any Declaration of Interests. No interests were declared.

## **MINUTES**

- 17.15** The minutes of the meeting of 28<sup>th</sup> June, 2017 (previously circulated) were approved as an accurate reflection of the last Trustee Board meeting.

## **MATTERS ARISING**

**17.16** **Greater Belfast Development**

Mr Mullally informed Directors that he spoke to the Deputy Director Planning, Development and Facilities Services and the University will cover the cost of the fit out. Mr Mullally added that the Students' Union may have to consider completing a change of use form as the original office space signed off in 2012 will have to be re-examined due to the additional number of staff employed in the Students' Union.

- ACTION** Mr Blackshaw will give Trustee Board an update at the next meeting on the change of use form being submitted

**17.17** **Yearly Action Plan**

Mr Mullally informed Directors that this had been deferred from the previous meeting and the paper gave the update for 2016/17. He added that Mr Blackshaw will be working on the yearly plan for the new academic year.

- ACTION** Mr Blackshaw will develop the new yearly plan for 2017/18

**17.18** **CHAIRPERSON'S COMMUNICATIONS**

Mr McStravock noted that this would be Mr Mullally's last meeting of Trustee Board as he starts his 3 year career break and would like to thank him for his dedication and commitment and wished him and his family well in Geneva.

**17.19** **BUDGETS**

Ms Kennedy presented the budget paper for funding that had been submitted to the University and informed Directors that this covers a number of new posts to enable the Students' Union to implement's it new strategic plan.



Ms Kennedy presented the budgets and explained the income and expenditure of the budgets and the management accounts as at 30<sup>th</sup> April 2017.

**17.20 TERMS OF REFERENCE OF TRUSTEE BOARD**

Mr Campbell presented the terms of reference and informed Directors that this was an appendice in the old schedules and hasn't been updated since 2011. The Directors approved this and noted that this be updated at Student Council.

**ACTION** Mr Campbell will inform the new Democracy and Campaigns Coordinator of the requirement to update the Terms of Reference

**17.21 MEMBERSHIP OF TRUSTEE BOARD**

Mr Campbell presented the paper indicating the membership of Trustee Board

**17.22 CYCLE OF BUSINESS**

Mr Campbell presented the paper indicating the cycle of business for Trustee Board

**17.23 WHISTLEBLOWING POLICY**

Mr Campbell presented the amended policy and informed Directors of the additions. Trustee Board approved the policy.

**17.24 CONFLICT OF INTEREST POLICY**

Mr Campbell presented the policy to Directors and gave an overview of the policy. Trustee Board approved the policy.

**17.25 STRATEGIC PLAN**

Mr Mullally presented the updated plan and informed Directors that the plan had been simplified following the strategy days with Mr Blackshaw.

**17.26 RISK REGISTER**

Mr Mullally presented the risk register to Directors and gave an overview of the risk register and informed them that of the three red risks and noted that the SUSS deficit had increased.

Mr Mullally noted that at the last meeting of Audit and Risk Committee that a meeting needs to take place to update the risk register.

**ACTION** Mr Blackshaw to provide an update on the Risk Register at the next meeting

**17.27 VISITOR'S REPORT**

Mr Mullally presented the Visitor Report as received from the Student Engagement Manager and gave Directors an overview of the previous complaint and the subsequent ruling by the University Visitor

**17.28            UPDATE FROM STAFFING, FINANCE & GENERAL PURPOSES  
COMMITTEE SUB-COMMITTEE**

Mr McStravock gave Directors a brief update from the last meeting of Staffing, Finance and General Purposes Committee and noted that some of these matters are on the agenda.

**17.29            UPDATE FROM AUDIT & RISK SUB-COMMITTEE**

Mr Mullally informed Directors that the internal audit observations have recommendations as either a Priority 1, 2 or 3, with Priority 1 as most serious. The overall conclusion is that one Priority 2 and two Priority 3 issues have been identified. Compliance with Financial Memorandum has been updated and sent to the University.

Mr Mullally noted that a policy had been passed at Student Council, a referendum on a referendum on a border poll Irish Unity; this is due to take place in Semester 1 of the new academic year. He also added that a meeting will take place with the Pension Trustee on Thursday 24<sup>th</sup> August.

**17.30            SAFEGUARDING OF YOUNG PEOPLE AND  
VULNERABLE ADULTS**

Mr Mullally informed Directors that as part of our Charity Commission Registration that Directors have to sign ensuring that there is a current policy in place. Mr Mullally explained the possible issue of U18's from the Republic of Ireland. Mr Mullally also gave Directors advice he had received from Access NI and noted that Directors do not require Access NI checked.

## ULSTER UNIVERSITY STUDENTS' UNION TRUSTEE BOARD

### UNRESERVED BUSINESS

#### Action Sheet

Minute	Agenda Item	Action	By Whom
17.16	11(a)	Mr Blackshaw to give Trustee Board an update at the next meeting on the change of use form being submitted	Mr Blackshaw
17.17	11(b)	Mr Blackshaw to develop the new yearly plan for 2017/18	Mr Blackshaw
17.20	13	Mr Campbell to inform the new Democracy and Campaigns Coordinator of the requirement to update the Terms of Reference	Mr Campbell
17.26	19	Mr Blackshaw to provide an update on the Risk Register at the next meeting	Mr Blackshaw