

ULSTER UNIVERSITY STUDENTS' UNION TRUSTEE BOARD

Minutes of meeting held on 20th November 2017 by Video Conferencing in Rooms MD008A, H113A, BA-02-012 and 08H09 at 4.30 p.m.

PRESENT

Mr Kevin McStravock, President, (KMcS), Ms Hannah Rooney, Vice President Campaigns & Communications, (HR), Ms Meghan Downey, Vice President, Belfast, (MD), Mr Andrew McAnallen, Vice President, Coleraine, (AMcA), Mr Oisin Kinsella, Vice President, Jordanstown, (OK), Mr James Colgan, Vice President, Magee, (JCL), Ms Melissa Hanna, Student Trustee, Belfast, (MH), Mr Chris Devine, Student Trustee, Coleraine, (CD), Mr Thomas Logue, Student Trustee, Magee, (TL), Ms Danielle Roberts, Student Trustee Jordanstown, (DR), Ms Ashley Neill, External Trustee, (AN), Mr Robert Stewart, External Trustee (RS).

IN ATTENDANCE

Mr Antony Blackshaw Interim Chief Executive, (AB), Ms Clodagh Kennedy, Finance Director, (CK), Mr Colin Campbell, Human Resources Director, (CC), Ms Jackie Taggart, Minute Taker.

APOLOGIES

Ms Emma Bonner, Sports Union President, (EB), Mr Jim Coyle, External Trustee (JCY).

WELCOME

KMcS thanked everyone for attending and welcomed the Trustees to the meeting. He noted that it had only been four weeks since the last meeting was held.

UNRESERVED BUSINESS

DECLARATION OF INTEREST

- 17.53** KMcS asked Trustees, following the circulation of the papers, if there were any Declaration of Interests. No interests were declared.

MINUTES

- 17.54** The minutes of the meeting of 24th October 2017 (previously circulated) were approved as an accurate reflection of the last Trustee Board meeting.

MATTERS ARISING

- 17.55** **Communication Between Board and Student Council/AGM**
KMcS noted that all Trustees are invited to attend Student Council on 28th November. A Council paper going forward will be produced. There

is a general meeting before the next meeting of Council to approve the amendments to the articles.

17.56 Deputy Chair Position

KMcS noted that over the summer he had discussions between himself and the external Trustees about someone to assist him in the role of Chairperson and it was agreed that RS will take on the position. This was approved.

17.57 Board Training

KMcS informed Trustees that he will be attending NUS training on 13th December at 3.45 p.m. and any Committee member who had missed the induction training in August could attend with him. He added that if any Trustee would like to attend they should contact KMcS or CC.

17.58 Proposed Changes to Articles

AB gave an update and said that there would be an all-student meeting before Student Council met, which was originally intended to be an AGM, but there would not have been time to get through the Council business. There was a decision taken that a Referendum be held so that changes to articles were approved. The Democracy & Campaigns Coordinator is working on moving articles into the by-laws. These will be approved by Council in the new calendar year.

ACTION KMcS to follow up with the Democracy & Campaigns Coordinator.

17.59 CHAIR'S COMMUNICATION

KMcS commenced his communication by congratulating AB on the birth of his child the previous day.

He added that at a previous Trustee Board, meeting, Trustees discussed a policy put forward at a previous Student Council meeting, on a referendum on Irish border poll. He added that Executive, having taken advise from sources within the University decided at the first Student Council meeting at the start of November to no longer hold the Referendum and this was passed by Council. Going forward, reports to Trustee Board will be provided and this is already on the Agenda of Council policy.

He noted the Agenda was in a slightly different format to make it more conducive and hopefully will work to the benefit of the meeting.

17.60 TRUSTEE BOARD REPORT

CK presented a paper and gave a report. She advised that the meeting should be held to approve statutory accounts, but there have been problems with the Auditors because the year-end was put back to 31st August. There will be a meeting in January and it might be useful for this to be reviewed by the Trustees. She explained that we are trying to move towards the format of a Registered Charity and this was an opportunity to make suggestions. We will have audited accounts in due

course. AN asked if this tied in with work regarding the Terms of Reference. AB said it still is a formal document but increasingly Students' Unions discuss future plans and set a picture so that students get a sense of what their Students' Union wants to achieve. He asked that, as a Board, would it consider a slightly different approach? KMcS thanked AB. RS asked who would be reading statutory accounts and AB replied that the Charity Commission expects any statutory report to provide the information on what we are hoping to achieve. AB suggested the Charities Commission website be checked.

CK advised that Auditors have to be reappointed as they were appointed three years ago and there is an option of a two year extension but this will be decided at a later date.

17.61 MANAGEMENT ACCOUNTS

CK presented the accounts and gave a report and explained the two months ended on 31st August against the actual budget. Our additional funding will be received from the University this week. Commercial budgets were £25,000 against £33,000. There is a concern about Magee Shop as there is a substantial decrease in sales. The Shop Manager is currently off sick so she cannot account for the drop in turnover.

She gave a short summary of costs £169,000 against £164,000 which included Brand Ambassadors' wages of £35,000 which accounts for most of the difference in payroll costs, and is not a recurring outlay. Sports Union was £29,000 against £39,000 which depends on the time of competitions. £63,000 against £65,000 with a total of £28,000 against budget of £31,000 due to one-off fees also of legal fees, pension costs, staff training and recruitment also. The budget is in line except for Magee Shop.

17.62 GREATER BELFAST DEVELOPMENT

AB gave an update and reported on a meeting that was held with Michael Fitzpatrick, Deputy Director Planning Development & Facilities Services last week. The space is substantial for office operation, but not as presently configured plans. The views of the Executive will be paramount in getting this right, working closely with Senior Managers.

AB said that conversations had taken place with the company who are building student accommodation, with possible sponsorship opportunity. The options we are to have, considering accounts, is that currently there is an SU Bar on the ground floor that is neither an SU nor a Bar, it is basically a University Café/Shop. If we are expecting to run services, they will have to be refurbished every five years, or if it was a student activity area, there will be. At the meeting with RSRE, MF raised the issue of appropriate social space going forward, and that the Board should negotiate exactly how they wish to proceed as a Students' Union, much more confident that the Union should be running the ground floor space in the new building, especially space for students by students and will certainly have coffee and snacks and has been designed and fitted

out by us. How do you raise money if you are not running student services? We will have clearer direction for the Board in February.

ACTION AB will produce a paper to show what we require for that space before he finishes in December to give to the Designers.

17.63 BALANCE SCORE CARD AND OPERATIONAL PLAN

AB gave an update and apologised for the late circulation of the plan which is incomplete because senior managers have not reviewed the document but will do so next week. He said we can properly start to report on strategic activity that we had planned for the year ahead. Management Board reporting structure was meant to show the Board what was being done, but we have not yet had a meeting.

17.64 CYCLE OF BUSINESS

CC presented the Cycle of Business which had been agreed with the Students' Union President 2016/17. It had been discussed as to how we could change the format of the Agenda and if Trustee Board wanted this. He asked for comments. RS spoke on charity compliance monitoring. KMcS spoke on the title change from General Manager to Chief Executive. He asked, going forward, does this need to go in the Agenda to Trustee Board or more detailed reports or plans of work, and if it is useful for the Board's knowledge that a summary comes to him to see if things are on track? AB expressed concern and said that there is a tendency to do this because it was a good idea instead of using it once a year with one hour being allocated for that purpose to give us steer for the year ahead and quarterly updated results, and not just to check the Agenda. Regarding the Risk Register, the Board should do a workshop thereby making it a much smaller document instead of listing what happens at every meeting. Audited accounts should show what is going to happen in the year ahead. Documents should be included in the Cycle of Work. CD queried if it was a list of boxes to tick as the Agenda show things should be done each year and then we could move on. CC advised that some items were automatically on the Agenda. KMcS explained that management accounts etc would be attached as papers for the University and if there is nothing for discussion it would be noted and move on. This would buy in with what the Cycle of Business would become. AB asked if the Board would be happy for CC and himself to produce an amended version of this for the February meeting. TL suggested seeing what recommendation we would like to bring forward to February's meeting. The number of meetings required was discussed and it was agreed that one meeting should be part of inductions with four in total. RS said that this was a substantive issue so a fifth was added.

ACTION CC and AB to produce an amended version of the Cycle of Business for the February meeting

17.65 CHARITABLE STATUS

CK gave a report and said that EM had done a lot of work on this and she had emailed him twice and telephoned him as our application had

to be submitted in the next week, or soon after. There is an issue in that all the work that EM had done has gone missing, so she is going to have to start afresh. KMcS said that amendments to the articles will be presented to the meeting next week for approval.

At this point, AB's videoconferencing failed to function, so the meeting continued with his contribution via telephone.

17.66 RECRUITMENT AND SELECTION OF CHIEF EXECUTIVE

AB thanked everyone for their feedback on the Job Description and Personnel Specification that he had previously presented. He said that normal practice was for the Tender Panel to be made up of a Student Officer, an External Trustee and a Student Trustee. KMcS, RS and TL will sit on the panel. This was approved.

ACTION CC will get a date scheduled as soon as possible, by videoconferencing if necessary.

17.67 SUB-COMMITTEE REPORTS

These reports were deferred until the next meeting.

DATE OF NEXT MEETING

Date of next meeting is 13th February at 4.30 p.m.

HR advised the Committee that NUS/USI Conference is on the same day, and if it has not ended by that time, four Committee Members will be sending apologies.

This concluded the Unreserved Business.

CK, CC and JT left the room.

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UNRESERVED BUSINESS

Action Sheet

Minute	Agenda Item	Action	By Whom
17.58	5(d)	KMcS to follow up with ED	KMcS
17.62	9	AB will produce a paper to show what we require for the Designers.	AB
17.64	11	CC and AB to produce an amended version of the Cycle of Business for the February meeting	CC and AB
17.66	13	CC to get a date scheduled as soon as possible, by videoconferencing if necessary	CC