

ULSTER UNIVERSITY STUDENTS' UNION TRUSTEE BOARD MEETING

Minutes of a meeting held on 29th November 2018 by videoconferencing in rooms MC114, 02D09, BA-02-012 and H215

PRESENT

Ms Kirsten Watters, External Trustee (KW), Mr Kevin McStravock, President, (Chair), (KMCS), Mr Conor Keenan Vice President, Jordanstown, (CKeen), Ms Collette Cassidy, Vice President, Magee, (CCas), Student Trustee, Ms Rhonda Burns, Student Trustee (RB), Ms Ashley Neill, External Trustee, (AN), Mr Andrew McAnallen, Vice President Campaigns & Communications, (AMcA), Mr Robert Stewart, External Trustee, (RS); Mr Chris McLarnon, Student Trustee (CMC)

IN ATTENDANCE

Mr David Longstaff, Chief Executive, (DL), Ms Clodagh Kennedy, Finance Director, (CK), Mr Colin Campbell, Operations Director, (CC), Ms Avril Honan, Membership Director, (AH), Mr Owen McCloskey, Vice President, Coleraine, (OMcC), Nigel Moore on behalf of GMcG Auditors; Peter Hope, University Chief Finance Officer, Ms Meghan Downey, Vice President, Belfast (MD), Ms Jackie Taggart, Minute Taker.

18.26 WELCOME

KMcS welcomed everyone, particularly CMC to his first meeting, and explained that we were joined by NM who attended on behalf of the Auditors, and PH, University Chief Finance Officer.

18.27 APOLOGIES

Mr Thomas Logue, Student Trustee (TL), Ms Nicole Parkinson-Kelly (NPK)

18.28 DECLARATION OF INTEREST

There were no declarations

18.29 STARRED ITEMS

There were no starred items.

UNRESERVED

18.30 AUDITED ACCOUNTS

NM gave a presentation on behalf of GMcG, Auditors. PH queried £190,000 that was paid and asked if it was a cash movement which NM confirmed and advised that the deficit figure of £292,000 was a movement of the pension scheme. KMCS thanked NM. PH reminded of the Financial Memorandum where the University requires confirmation that funds have been used for the purposes that they were given, and he will look for a positive statement on this next year. CK confirmed these were in the latest copy for this year also. KMcs requested approval of audited accounts which were duly approved. The documents can be signed off. KMCS thanked CK and her team for their work on the audit report.

18.31 QUORACY OF TRUSTEE BOARD MEETINGS 14 09 AND 15 10
KMcS explained this is an item for approval. At the previous two meetings, all student trustees and KW had been formally ratified by Council. The Board approved this.

18.32 MINUTES
Minutes of the meeting of 14th September and the Extraordinary meeting of 15th October were approved.

18.33 MATTERS ARISING
Matters arising were covered in the Agenda and actioned on.

18.34 CHAIR'S COMMUNICATION
KMcS welcomed CMC, the fourth student Trustee, who was appointed earlier in the month and had been ratified. Items for Trustee Board to note:

There is an issue that has arisen within the University concerning Block 7 which was mostly occupied by ISD. In July, the University received cancer diagnosis in that block and a significant number of tests had been carried out by NI Cancer Registry. The University has subsequently communicated that there is no known environmental cause for any cancer in the area reviewed. A journalist from the BBC has become privy to this and there may be an item on BBC Newsline. CC had contacted UUSU commercial staff by telephone and a staff communication via email will follow.

Student Officer roles have been examined by student consultation by way of an online survey. A final report has been presented and approved by Council and Bye Laws signed off. Two changes in the structure are the Vice President Campaigns & Communications title will become Vice President Education. The Sports Union President will become Vice President Sports and Wellbeing. These will take effect from the upcoming election cycle and support will be offered to holders of the new posts.

A Motion to lobby the University for bi-lingual signage on our own space was put forward by Student Council from Magee Campus. We have been working with the University and PR to manage this publicity. A Working Group has been set up to discuss this further. All discussions on this will be held in line with the Good Relations Policy. We will keep Trustee Board informed and we do have the right to take action if we feel any mandated issues would cause a risk. AMcA suggested it be discussed at the next Student Executive meeting and an amendment be added to the Policy on the introduction of the Ulster Scots language also. A member of staff in Community Relations will chair the Working Group.

LN, Advice & Welfare Caseworker for Jordanstown & Belfast has commenced work and DMcA, Head Bar Person at Coleraine has retired, and we wish him best wishes on his retirement.

An investment sum of £150,000 has been agreed by the University for Jordanstown student space.

Coleraine office space upgrade is complete, and staff will move to the bridge on 10th December. This will leave empty offices in the existing area.

Phase Two of upgrading furniture and decorations has been completed in Magee.

Belfast Students' Union has been signed off with the University.

18.35 ARTICLES OF ASSOCIATION

This item was deferred to the next Trustee Board meeting pending approval at the annual student meeting.

ACTION AH to give an update on Articles of Association at the next Trustee Board meeting

18.36 GBD UPDATE

KMcS gave confidential information to the Board that there had been a long delay due to one of the contractors going into administration. The University has locked into negotiations with Somague and work recommenced on site at the end of June, with a final timeline around spring time when students can move in. DL and MD met with the team involved in design of these spaces to review space allocation to the SU.

18.37 OPERATING PLAN

DL presented the updated Operating Plan and reminded the Board that the original sixty KPIs have been brought down to twenty-four. A sense check is required as we will be working towards measuring and achieving these objectives. I will be reporting to the University with the top 6-8 objectives as opposed all 20+. He asked if the Board would find a condensed operating plan to be more digestible. After some discussion all agreed that it would be beneficial to see all the KPIs but perhaps to pick out 5 or so items of note in any updates.

18.38 COMMUNICATIONS STRATEGY

DL presented his paper which sets out what we need to do over the next three years to achieve our communications goals, which are around creating a narrative for the brand to engage our student population, and defining and developing stakeholder engagement. We need to be able to listen to the student population so that we can increase recognition of the SU brand to students and the community. We have three options available that can be realised over the next three or five years:

1. Signification investment as we don't currently have a communications directorate. There is an immediate recruitment gap to fill and this will be expensive.
2. Phased Strategic Implementation – allow us to develop some areas. Coherence across digital media strategy and push for additional resources in 2020 as part of the next strategic planning cycle.
3. Work it into the current structure. It would take a lot longer to implement this and mean workload is stretched.

The recommendation was to discount option three and consider :

- (i) Pitch for more money
- (ii) Use strategic approach.

All agreed on Option 2.

18.39 UNIVERSITY INTEGRATED PLANNING PROCESS

DL informed the meeting that the University is implementing a new planning process called IPP, which is a way for Departments to tag dependencies on one another and ask for any funding they need over and above their requirements. The University is keen that we are involved in this. This will allow us to be clear where we need University Departments to help with our endeavours. It allows us to have those arguments in writing and get them signed off quicker. We submit our IPP and then KMcS and I have conversations about how it is being embedded throughout the year. I would like the Trustees to give authority for the SU to be part of that process but decline any offers of being assessed like other University Departments.

All agreed and KMcS summed that we will politely decline the offer and will find other ways of reporting back through Forum.

18.40 NUS/USI REFERENDUM

AH told the meeting that there was a 2.75% turn out to vote and 90.2% were in favour of remaining within NUS/USI.

18.41 BYE LAWS

AH told the Board that there will be changes to the Job Descriptions in Officer roles that are embedded within our Bye Laws. Vice President Campaigns & Communications will become Vice President Education. Sports President will become Vice President Sports & Wellbeing, so the post will be open to all students instead of Sports Union members only. This was approved.

DATE OF NEXT MEETING

25th February 2018.

Action Table

Minute	Agenda Item	Action	By
18.35	10	AH to give an update on Articles of Association at the next Trustee Board meeting	AH