



A MEETING OF THE BOARD OF TRUSTEES 2016-17 WAS HELD
AT 5PM ON 29 NOVEMBER 2016 IN THE BOARD ROOM

06 DEC 2016

BT-171-M2

MINUTES

Present: John Palmer, Doug Livingstone, Richard Taylor, Jonathan Ako, Matthew Gill, Hershil Patel, Samuel Hanys, Kathryn Freeman, Alex Turnbull, James Bowker, Luke Thomson, Jonathan Bigger.
In attendance: Andy Parsons, Sue Lucas (Secretary), Jess Bayton-Timms (UAC Chair).

1. **Apologies:** Andy Doyle, Kyren Routledge
2. **Register of interests.**
Any updates please notify SL(S).
Members should note that items discussed at this meeting are commercially sensitive and confidential.
3. **To approve the minutes of the previous meeting and to deal with matters arising not elsewhere on the agenda – BT-171-M1.** *Minutes available for download on the papers website.*
The minutes were approved.
 - a) **Update on progress on Equality and Diversity work with the University - AP**
A joint appointment has been made, the new staff member is marking good progress meeting with project teams. AP reassured RT of the focus on permanent staff related issues.
4. **To note the minutes of Sub-Committees:**
 - a) **FMSC - HP**
Noted.
 - b) **PMSC – JA**
JA outlined the agenda items and points raised during the meeting held prior to the Board of Trustees meeting
 - Staff Survey – planning for a number of short surveys with more specific targeted questions, which will be conducted throughout the year.
 - Reserve Forces policy – committee approved 2 weeks ½ paid in addition to existing holiday entitlement.
 - Updates to the Student Staff Handbook.
5. **To approve the 2016-17 Budget – AP/HP**
HP and AP presented budget commentary.



1st-Draft-Budget-2016-17FC.pdf



Budget-commentary-2016.pdf

7.5% increase in student staff costs will have a total value of £80k over the coming year. Venue project a small increase in bar turnover. JC's day turnover c£10k being transferred to John Cooper's, with night turnover (20:30 onwards) remaining part of Venue budget. Platinum and Gold sales down £17k but some increase on door take. Catering projected profit of £85k this year, which includes revenue from John Cooper's. Student staff costs are a major factor in this area. Shops - projected profit £75k, old stock items have been sold off and new lines introduced. Additional funds have been allocated to: Post Grad Executive Officer and additional staff resources in Voice, AU and London.

JBi what effect will leaving NUS have on commercial budgets? AP shops are still currently negotiating an acceptable franchise agreement with Southern Co-op.

The Board approved the Budget

6. **To receive a Finance Report. – HP/AP**



Oct-16-Management-Accounts-fin-com1



Financial Commentary-oct16.p

HP and AP presented commentary on October 16 Management accounts summary.

It was noted that following a disappointing start to Freshers, the week on week trading position has now settled and we are marginally up on last years figures.

The Board received the October 16 Management accounts

7. **To receive an update on progress on developing a new strategic plan. – AP**



Strategic-Planning-Progress.pdf



RedBrick-Loughborough-Proposal.pdf

AP: we invited and received a number of bids from potential research partners, the final decision was to appoint Redbrick Research. AP outlined Redbrick's presentation, drawing particular attention to the elements and project deliverables. AT: with regard to the timing of the student survey, will we get sufficient engagement? AP: evidence would suggest from previous surveys, that during exams we have a higher return rate. JA: Key Stakeholders, how can we improve? JBi suggested that Teaching Staff Unions should be added to the stakeholders.

The Board received and approved Redbrick proposal.

8. **To receive a proposal for Union Building options.**

AP presented 3 options to the Board.



Building development option

RT: commented on the infrastructure issues, and the Universities concern that the Union would be unable to maintain its function during a major building project. Should the Union consider a land swap? AP: the continued function of the Union would be set as part of the brief.

Option 1 – DL: the best Student experience but not the best union building, 50 years of a bit here and a bit there. What do students want in 2020?

Option 2 – KF: the Union building needs to be more aesthetically unified with surrounding buildings. JP: not a commercially viable option, we have a legal duty to guarantee the Union as a going concern.

Option 3 – RT: the Union needs to make a clear case to the Vice Chancellor.

JA will attend a planning meeting on Tuesday 06 Dec 16.

Action: JP/JA prepare a letter to the VC to be presented at the meeting on the 6th Dec 16.

The Board received the proposal and recommended option 3

9. **To receive a summary of the impact of withdrawing from NUS – AP**



BT-171-M2 - 001
Impact of disaffiliat

Bars – As a high volume user we are confident of being able to negotiate our own terms, with competitive pricing on vodka, but no kick back on beers.

Shops – negotiating an acceptable franchise agreement with Southern Co-op, but it's a time consuming process. Southern Co-op contactless card payments charge 1/3 less than our current provider, enquiries are being made regarding using this system in the bars and other outlets.

In the short term NUS will not cut off from supply to our existing arrangement. JBo: are all the shops being looked at individually? AP: currently only the Main Union and Purple Onion shops. NUS cards – Students will still be able to purchase but we will no longer eligible for commission. AP: the biggest risk is becoming isolated, JBi: what are the possibilities of links with other SU's that that disaffiliated? AP: a number of disaffiliated Union's have re-affiliated. KF: we should look at section Governing bodies, e.g. NaSTA, BUCS and the Student Volunteering Network. JBi: requested that this information be made available to the student body, Action JA.

10. **To note the Board's responsibilities under the Charity Commission following an update on guidance.**

Noted.



BT-171-M2 - 002
Charity Commission

11. **To receive and approve a report from the Executive.**

JA presented the report which was noted and approved.



BoT Exec Report
Nov.pdf

12. **To receive and approve a report from the Union Director.**

noted.

13. **Any items referred to the Board from Union Affairs Committee and vice versa:**

MG summarised updates to Schedules V, IV, XII, XVI

LT summarised changes to AU Constitution, section 7.d)

DL requested that a summary of changes be made available prior to Board meetings.



GPSC01.06
SCHEDULE V.pdf



GPSC01.16
SCHEDULE IV.pdf



GPSC01.16
SCHEDULE XII.pdf



GPSC02.16
SCHEDULE XVI.pdf



AU ELECTION OF
OFFICERS.pdf

The Board approved all updates.

14. **Institutions.**

- University: no items.
- College: no items.

15. **Any other business – none.**

16. **Date of next meetings** – 17 January 2017, 7 March 2017, 9 May 2017, 20 June 2017.