

A MEETING OF THE BOARD OF TRUSTEES 2016-17 WAS HELD
AT 5PM ON 17 JANUARY 2017 IN THE MICHAEL PEARSON BOARD ROOM

19 JAN 2017

BT-172-M1

MINUTES

Present: John Palmer, Doug Livingstone, Richard Taylor (Late), 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)(Late), Chris Frostwick (Grant Thornton)

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-M2. *Minutes available for download on the papers website.*

The minutes were approved.

a) **Summary of impact of leaving NUS to be published to student body - JA**

JA: Summary published on the LSU website, no feedback received to date.

4. To receive the Audited Accounts – CF

Chris Frostwick (Grant Thornton) summarised the audit findings to the Board, the only area of concern was the VAT liability with the worst case scenario being a shortfall of net £902K. Without a protective assessment being issued by HMRC this amount could reduce, with 4 years being max penalty claim allowed.

Actions

- **Addition of Trustees expenses - CF**
- **LLS Limited Gift Aid payment before 31st March 2017 – LSU Head of Finance**
- **DL also proposed a better layout of Trustees joining and leaving.**

Board approved and signed the audited accounts.


Final AFD.pdf


LSU Final
Accounts.pdf


LSS Final Accounts -
FULL.pdf

5. To receive a Finance Report. – HP/AP.

HP presented commentary on November 16 Management accounts summary.

It was noted that the figures were again distorted by both phasing and the shorter trading term.

The Board received the November 16 Management accounts



Nov-MgmAC-2016.p
df



Financial-comment
ary-Nov-2016 (3).pdf

6. **To discuss the Budget Bid to the University – JA/AP.**

a) **A pitch for a new building to the Vice Chancellor – JA.**

JA presented the build pitch to the VC, he will be pushing it forward to both the Estates and Finance Committees. **Board request a progress report at next BOT**



building pitch.docx

b) **To have a preliminary discussion on areas for development which might be funded by the University – AP.**

AP: areas for development are dependent on the outcome of the strategic planning process and building plans.

7. **To receive an update on progress on developing a new Strategic Plan - AP.**

a) **Update on Red Brick Project.**

AP: Redbrick have now put together a survey developed through focus groups with key stakeholders, staff and volunteers based on their Tribes. A pilot was sent to two groups of 100 students. JBi: who will receive the surveys? AP: surveys are being sent imminently to the whole student body with exception of finalists. JA: our aim is to get c2,500 responses. JB: have we incentivise? AP: There are cash prizes!



7a Red Brick
update 17Jan17.pdf

b) **Mid term review and project teams.**

AP outlined proposed projects and developments, one key area for development was the proposed creation of Exec sub-divisions and a possible new Enterprise sabbatical role. Volunteer career development was also an area identified for significant development.



7b Mid term review
report paper.pdf



Strategic Planning
Project Board updat

c) **Strategic Planning Project Board.**

Board received update.

8. **To receive a proposal on Sabbatical position changes – MG**



New proposed
constitutional job rc

MG: we propose the creation of 3 Exec sub-divisions those being, central operations, sections and representation. The central operations sub-divisions team will include the roles of President, and the proposed constitutional role changes of VP Finance and Development and VP Affairs and

Development. The Board discussed the possibility of the name changes causing a hierarchy within the sabbatical team.

MG: the position of Enterprise and Career Development. This is currently a DO position, feedback received highlights the need for this to be a full time position. With the transfer of cost from our Intern position, we already have the funding in place. RT: The University have concerns over the number of sabbaticals. MG: the introduction of sub-sections will help to streamline the Executive team; smaller meeting groups focusing on key areas.

Proposal carried by a majority vote

Action: Representative group of Trustees to review Governance and titles of the Executive team.

9. **Progress on the Respect at Work Policy – AP.**



9 Respect at Work
Draft Policy.pdf

The policy had been formulated based on a researching a number of models including NHS and other HE it is presented in a formal way so as to be clear, the appendix is more of an informal illustration. Initial implementation will be through the Management structure to staff, supported by online training and workshops. Initial training will be with managers who will help develop the roll out programme.

JBi: asked that we refer to the Equality Act 2010 with regards to victimisation.

JBo, requested an evaluation stage.

Action: Progress review BOT meeting 09 May 2017

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

JA presented the report which was noted and approved.



10 BoT Exec Report
January.pdf

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



11 AP UD Report
17Jan17.pdf

AP: We have been successful in securing a new partnership agreement with the college. Under the new agreement we have been granted a "proudly serves" Starbucks franchise in the College common room and Improvements to the restrictive peppercorn agreement which limited us to sale of stationery. We are entering in to a joint venture on the basis of a 50/50 profit share with LSU undertaking the direct management.

Noted and agreements signed

a) **IIP Renewal -AP**

Board noted and approved costs and associated commitments to come from the contingency reserve.

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

MG summarised updates to Schedules XI and XVII

The Board approved all updates.



Schedule XI.pdf



Schedule XVII.pdf



UAC commentary
.pdf

13. **Institutions.**

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

14. **Any other business**

- a) AT: Building in the Village not currently being used by the University which could be used by LSU sport as a multipurpose room. LT: we have previously bid for the use of the building and have been refused. RT suggested that we write to the University to ask the question. **Action LT**
- b) JA requested that the BOT meeting start at 3pm on Tuesday 20th June, so that the Lay Members can attend the LEA's
Approved

15. **Date of next meetings** 7 March 2017, 9 May 2017, 20 June 2017.