

A MEETING OF THE BOARD OF TRUSTEES 2016-17 WAS HELD  
AT 5PM ON 9 MAY 2017 IN THE MICHAEL PEARSON BOARD ROOM


12 MAY 2017

BT-173-M1

## MINUTES

Present: John Palmer, Doug Livingstone, Richard Taylor, Jonathan Ako, Matthew Gill, Hershil Patel, Kathryn Freeman, Alex Turnbull, James Bowker, Luke Thompson, Jonathan Bigger, Samuel Hany, Kyren Routledge, Andy Doyle.

In attendance: Andy Parsons, Sue Lucas (Secretary), Jess Bayton-Timms (UAC Chair).

1. **Apologies:** None
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-172-M2.** *Minutes available for download on the papers website.*  
The minutes were approved
4. **To note the minutes of Sub-committees.**  
FMSC – FM-172-M2 minutes noted
5. **To note the LSU Budget Bid 2017 – JA**  
*JA presented a summary on the key areas of the LSU Budget Bid.* The Board discussed at length the need for a HR Compliance Manager and support staff. It was noted that this position required a high level of authority and a specialist skills set. DL asked if the bid was unsuccessful, should there be a trade off and what would be our strategic choices; doing fewer things better. RT noted that the current bid needed to be supported by strong evidence of improved inclusion/engagement of 'under represented groups' which would improve LSU's bid for ringfenced funds.  
  
LSUBudget\_Bid201  
7 FINAL.pdf
6. **To receive a Finance Report – AP/HP**  
*HP presented the March 17 Management accounts.*  
Catering have noticed a small percentage drop in sales, facing fiercer competition from the University. AT questioned the involvement of students with regards to the new menu launch for John Coopers and AP countered that the menu changes were indeed based on customer purchase. AT requested an **Action** for customer feedback on both John Coopers and Victory Bar.

Shops have struggled with the shift to Co-op franchising, most notably, Epos tills. The Co-op based planograms, detailing layout changes for the PO and main Union shop, will be completed within the next few weeks and are expected to result in increased turnover.



Mar 17  
Management Accou



Financial-comment  
ary-May-17.pdf

## 7. To receive an update on progress on developing a new strategic plan - AP

AP presented a draft proposal focusing on our three main objectives; world class learning, life shaping experiences and great friends, happy life, belonging as well as the 14 key aims. The next step is an away day, Tuesday 16<sup>th</sup> May. Executive/Trustees/Managers and staff will look to refine mission drafts and KPI's, outline key areas of work and identify possible timelines. DL raised concerns about our relationship with the college, noting a word of caution regarding governance issues. JB asked, how do we ensure that these values are adhered to and who is accountable. HP stated improved governance, more easily translated and a clear long term agenda.



Stratgic planning  
process May.pdf

## 8. To note update to the Data Protection policy - AP

AP presented a policy update for approval subject to any changes required by the GDPR. JP requested the inclusion of a Privacy Statement. **Action AP**



Data protection  
update 09May17.pdf

## 9. To receive and approve a report from the Executive

JA presented the report highlighting two areas of notable improved student engagement, postgrads and College learner reps.

**Report was noted and approved.**



BoT Exec Report  
May.pdf

## 10. To receive and approve a report from the Union Director.

AP presented his report which was noted and approved.

DL request a map of leases and franchises be made available at the next meeting of the Board

**Action AP**



UD report  
may17.pdf

- **Risk Register – Reviewed**

**Volunteers undertake activities that have not been subjected to a formal risk assessment, or which have not been authorised by the Union. – Red**

The Board noted that this was an unacceptable mitigation risk and urged that this be addressed as a matter of urgency, setting a deadline for the end of June for all necessary actions to be taken to reduce the risk to amber. AP noted that we are confident that this is an achievable target with levels of compliance training currently being offered to Society committees.



Union-risk-register  
20May17.pdf

## 11. Any items referred from Union Affairs Committee

MG presented the Returning officers comprehensive report for the Executive election.

JP requested a more in-depth review of election be completed.



Exec Elections 2017  
- Board Report.pdf



Union Affairs  
Committee Report.p

## 12. Institutions

- a. **University:** no items
- b. **College:** no items

## 13. Any other business

JP noted the ongoing HR investigation, the expected deadline is the end of May. Anne Lamb finding will be reported back to the Board.

## 14. Date of next meeting: 20 June 2017