

A MEETING OF THE BOARD OF TRUSTEES 2017-18 WAS HELD
AT 5PM ON 12 DECEMBER 2017 IN THE BOARD ROOM


14 DECEMBER 2017

BT-181-M2

MINUTES

Present: John Palmer, Samuel Hanys, George Etherington, Doug Livingston, Leo Yang, Dickens Ngoma, Elliya Gemili, Oliver Norman, Richard Taylor, Edward Radford.

In attendance: Andy Parsons, Sue Lucas (Secretary), Paul Barlow, Andy Meakin.

1. Apologies: Joseph Scarf, Rahul Mathasing, Ashlea Prescott, Andy Doyle, Hershil Patel.
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-181-M1**
Minutes available for download on the papers website.
The minutes were approved.
4. **To note the minutes of Sub-committees.**
 - a) FMSC – FM-181-M1
Noted
 - b) PMSC – GE
GE outlined the agenda items and points raised during the meeting held prior to the Board of Trustees meeting. JP made a request for a student BOT member to be co-opted on to the committee, ER was nominated and approved. JP briefed the committee on the appointment of executive recruitment agents, Gatenby Sanderson and the details of the recruitment process.
5. **To review and approve the medium-term Capital Budget and commentary – AP/SH**
AP presented budget commentary.
The committee discussed at length capital spending on the building. DL stated that any additional monies spent on the current building “would be sunk”. JP suggested, and PB agreed, that the continued reinvestment in the maintenance of the building was necessary to keep it functional and up to date. AP added that most of capital spending had already been committed or spent with one exception; the roof. A survey conducted in 2016 identified 132 holes with a repair cost of c£150k. **Action: CS/PB to request an updated survey be completed and reported back to the Board.**


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6. **To receive a Finance Report**
 - a) **October management accounts.**
SH presented the commentary for the October management accounts.
The earlier draft of the budget which was approved by the Board was based on the assumption that commercial services could match the target set in the previous year’s budget. Following the first six week’s of trading these assumptions in relation to both cost and income have been carefully re-evaluated and revised and now no longer look credible. As a result we have made moderate cuts in the budget for

all spending areas. These cuts will not materially affect services to students as generally they have been made to match the previous year's spending.

All areas of previously planned development or extra resource have been substantially retained making sensible economies where they look possible. These additional resources have mainly been centered around good governance and Health and Safety which the Board prioritised following unacceptable shortcomings after previous attempts at cost cutting.

Based on these criteria it has not been possible to balance the budget. We are therefore proposing a budget featuring a small negative contingency of £30k.

Commercial performance - Catering are producing encouraging results based on the performance of John Coopers and a reworking of Munch offers. Shops continue to be an area for concern; the remerchandising based on Co-op data as not worked for us but it is worth noting that marketing initiatives like the recent Black Friday event have proven to be successful. Nursery's performance is strong based on full occupancy. DL asked Trustees to consider the risk of putting more and more pressure on the Union's commercial services which are accountable for 45% of the budget. He further questioned how other Union's were funded and whether could we continue to provide a great student experience if we don't achieve budget. The Board agreed that going forward we should look to work collaboratively with the University when preparing the annual bid. RT suggested that there should be some consideration as to whether we were at the edge of sustainability with regards to our sabbatical posts.



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MA Oct17.pdf

b) To note the Audit Plan for the year ended 31 July 2017

Noted



LSU Audit Plan.pdf

7. To receive a report on the AU's procedures relating to behavior issues and the duty of care of athletes – APR
Agenda item postponed until the 30th January meeting.

8. To receive a report from the Executive.

Received



B.O.T. Plan
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9. To receive and approve a report from the Union Director.

AP presented his final report to the board noting he was confident that he was handing over with the Union in good shape in to the capable hands of PB and AM who will keep the Union on track until the New Director finds his feet. Stating that he was proud of Union's strategic plan, AP noted that he will be returning in January to assist the Union during the VAT tribunal which is scheduled for w/c 16th Jan. AP thanked the Board, PB, AM and other key members of support staff who have been of personal support to him during his many years at the Union.



Union director's
reportdec17.docx

10. Items referred from Union Affairs

11. Institutions.

- a) University.
- b) College.

12. Any other business

RT noted that Jennifer Maxwell-Harris, University Council Lay Member, would be assisting with the Education Act 1994 compliance review of the Union's constitution.

13. Date of the next meeting: 27 Feb 2018, 17 Apr 2018, 12 Jun 2018