

A MEETING OF THE BOARD OF TRUSTEES 2017-18 WAS HELD
AT 5PM ON 27 FEBRUARY 2018 IN THE BOARD ROOM

16 March 2018

BT-182-M2

MINUTES

Present: John Palmer, George Etherington, Elliya Gemili, Sam Hanys, Leo Yang, Dickens Ngoma, Joseph Scarf, Hersh Patel, Rahul Mathasing, Ashlea Prescott, Richard Taylor, Andy Doyle (dial-in), Doug Livingston (dial-in).

In attendance: Paul Barlow, Andy Meakin, Louisa Todd (HR), Sue Lucas (Secretary),

1. Apologies: Oliver Norman, Edward Radford.
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-182-M1**
Minutes available for download on the papers website.
The minutes were approved.

4. **To note the annual Human Resources report – LT**

LT present the report and noted a planned meeting with Rob Allen for initial discussions which will look at ways the University's HR dept. could support the Union's HR requirements. RT suggested that we should also speak with the University's Acting Director of HR, Ann Lamb.

Noted



HR outline
2018.pdf

5. **To note the minutes of Sub-committees.**
 - a) FMSC – FM-182-M2 – SH provided a verbal summary
Noted
 - b) PMSC – Postponed
PB noted that staff and Executive appraisals were scheduled over the next couple of weeks.

6. **To receive a Finance Report**

a) January management accounts.

SH presented the commentary for the January management accounts.

Savings in Activities, Services and Communication have not been sufficient to offset the £26k shortfall in commercial income for the year to January. We have received confirmation of financial support from the University for exceptional one-off costs and they have also committed to a recurring £25k for the AU.

SH noted that we are still awaiting the result of January's VAT tribunal. A full report of the proceedings will be circulated to the Board when available.

Commercial performance

An overly optimistic budget uplift means that Venue are currently trading at £82k below budget, although the actual turnover to date is £51k up against this point last year with a GP of 67%, against at budgeted

GP of 69%. We are expecting this to improve to a GP of 71% following stock take reports which highlighted some errors. Entertainments are on a par with last year but planned increases in the nights programme should see an upturn in semester two. Catering have seen a tail-off in Munch following an encouraging start in October and November - the result of which is that they have dipped below budget. Starbucks continues to trade in line with last year's figures. Salary levels in both areas are higher than expected giving and adverse variance in this area, which is currently under review. John Coopers remains ahead of budget but, despite improvements, GP is down. New supplier deals are expected to show improvements across all catering outlets. Shops - UB and PO – are trading slightly below last year's figures although increased margins have boosted profits. Both the College and Art shops are trading above budget but continue to be affected by long term staff sickness and higher than expected wage costs. HP requested clarity on the £63k deficit noted in the summary report. AM referred him back to the over optimistic growth uplift of 11% applied to last year's trading figures. The Board discussed at length the implications of a large deficit and agreed that AD assist GC, AM and PB review budgets and forecasting. It was also suggested that the role of Finance & Management Sub-committee and the training provided to its members should be considered for review.

Financial report and commentary received



Jan 18

Management Accounts



January 18

Accounts Commentary

7. To receive an update on the budget bid to the University – PB

PB presented an update of the bid to the University outlining the areas for consideration and recommendation. RT stated that the University's HR and HS departments would be made available to the Union for high level support on critical issues. RT continued, stating that the Union needed to show a commitment to cost cutting, highlighting the number of sabbatical posts as an area of concern.



Fee Bid Update.pdf

8. To receive a report from the Executive.

GE presented a progress update of the strategic plan particularly highlighting an area of the plan which the Executive feel is impossible to measure - '70% of academics, across all departments, will value and respond positively to student feedback.' The Board agreed that this was an unmeasurable KPI which should be dropped from the plan. GE concluded his presentation by saying that we are continuing to make steady progress. APr added that it was worth noting that the strategic plan had very few measurable KPI's and that it was more like a working document.

Received



B.O.T. 27.02.18.pdf

9. To receive and approve a report from the Interim Union Directors.

PB presented the UD's report which included Officer terms and conditions, capital spend for the Nursery (on a new outdoor play area for the Explorers (2-3's)) and the Heart 2 Heart campaign (which saw 1479 students, staff and member of the local community learn life saving CPR skills over a 12 hours period). An event which was covered by the Echo and local news channels. DL congratulated the action team and all those involved. PB concluded with a report on the continued year on year rise in student engagement. HP requested a demographic breakdown of the students that engage and details of market research so that we can answer the question, 'do we give a fair chance to all?'

a) Preliminary report on the incident 31.01.18

AM presented a comprehensive report on the events leading up to and during the incident and the conclusions drawn. AM noted that all queue systems were in place as per the recommendations made in the report to the Board following returners FND 2017. Staffing levels were in excess of those on the corresponding event last year. Senior management consisted of one Duty Manager, the Interim Head of Venue and four student assistant managers. The Board discussed the recommendations in depth highlighting culture change as being a contributory factor, suggesting that more needed to be done to offer incentives to get a better response from the

Halls. Those identified should, as University students, be disciplined by the Union and the University. RT suggested that AM put in a formal request to Andy Stevens for half of the c£34k required to purchase the police barriers. The Board approved the exception to the recruitment freeze covering additional duty managers, but asked AM to report back on the potential for using Contractors, adding that H&S is a priority. *Board received and approved all recommendations.*



Interim Directors'
Report Feb 2018.pdi



Queue Incident
31.01.18 Report BOT

10. Items referred from Union Affairs

Nothing reported.

11. Institutions.

a) University.

RT noted the deadline for GDPR compliance and requested an update on the Union's progress.

b) College.

12. Any other business

JP updated the Board on the appointment of the Union Director. Four candidates have been shortlisted for interview and they will be meeting selected members of Union staff alongside University and College senior staff during the day on the 7th March, followed by an interview panel on the 8th. The successful candidate will not be announced immediately.

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