

A MEETING OF THE BOARD OF TRUSTEES 2017-18 WAS HELD  
AT 5PM ON 12 JUNE 2018 IN THE BOARD ROOM

25 June 2018

BT-183-M2

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## MINUTES

Present: John Palmer, Sam Hany, Leo Yang, Dickens Ngoma, Joseph Scarf, Rahul Mathasing, Ashlea Prescott, Richard Taylor, Andy Doyle, George Etherington, Elliya Gemili, Oliver Norman.

In Attendance : Paul Barlow, Andy Meakin, Jude Hoy (H&S Officers), John Doherty (College Chief Executive) Sue Lucas (Secretary),

1. Apologies: Edward Radford, Hersh Patel, Trevor Page
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-183-M1**

*Minutes available for download on the papers website.*

***The minutes were approved.***

4. **To receive and approve the Health and Safety report - JH**

JH presented an extensive report to the Board outlining her team structure and stating that, with the addition of a part-time deputy officer and a compliance administrator, there is a better level of H&S support for departmental leaders whose responsibility it is to implement H&S policy and ensure compliance. JH noted that all departmental leaders will have completed the 4-day IOSH course by the end of 2018 and that there had already been a noticeable change towards a positive culture relating to H&S, a statement that AP echoed. RT questioned the governance and whether it was sufficient to mitigate risk. AM assured the Board that he was confident that we had the right safeguards in place. RT noted that the risk ratings document highlighted the executive as an amber risk and asked for clarity. JH stated that, historically, the executive officers have been reluctant to engage with the process, being slow to complete paperwork and training. Deputy H&S Officer Jane Turner will be leading future training for executive officers and student volunteers.

**Action:** [The Board actioned JH to reduce the Executive's risk rating from amber to green.](#)

***Health and Safety report received and approved***



Health & Safety  
report.docx



H&S risk.docx

5. **To note the Safeguarding update.**  
***noted***



Safeguarding  
update 2018.docx

6. **To receive a Finance Report**  
**a) April management accounts.**

SH present the financial commentary noting that the management accounts were now presenting a clearer picture of the deficit, at £56k below set budgets.



April 18 Accounts  
Commentary.docx



April 18  
Management Accou

**Commercial performance**

Venue saw an encouraging April and although still below the ambitious targets set, GP continues to be up, with turnover still exceeding year on year figures. Catering outlets are on budget but the reduction in catering opportunities for major functions has resulted in catering showing an overall shortfall of £34k. This area is currently under review.

***Financial report and commentary received***

**b) Deficit reduction strategy**

The Board discussed at length the recommendations made by senior staff and executive, agreeing the short-term recommendation put forward by the team. The Board voiced concerns over the impact the recruitment freeze would have on marketing and the student experience.

*Actions: JGB to present a marketing strategy and UD to present a review of the longer-term deficit strategy to the Board*



Deficit Paper.docx

**c) To receive and approve the 2018/19 revised Capital Expenditure**

PB presented a revision of the capital expenditure previously approved by Trustees (BT-181-M2). PB noted that by completing the minimum required to maintain the infrastructure around H&S and compliance as well as addressing issues that would be to the detriment of the customer experience, our capital spend over the summer will be reduced by £55k.

***Capital Expenditure received and approved***



Revised Capital  
Expenditure.docx

**7. To receive a report from the Executive.**

GE presented a progress update of the strategic plan stating that the lack of budget and staff were negatively impacting on the progress being made.



B.O.T. Plan  
12.06.18.pdf

**a) To note and approve the proposed Executive restructure.**

GE presented and asked the Board to approve the proposed changes to the Executive Committee which will reduce from 16 to 5 who will be supported by 'non-major' sectional sabbatical officers. This will streamline the committee making it easier to fulfill its constitutional role. Section officers will be able to focus more of their time on delivering the best student experience. GE asked the Board to consider employment costs and pay scales. Following a discussion on structure and hierarchy those affected by a vote on pay scales were asked to leave. Those remaining voted in favour of keeping the pay equal across all sabbatical officers, major and minor.

***Executive restructure noted and approved by full Board***



Exec structure  
paper.docx



ES-Supporting  
Document.docx



Student officer  
structure.docx

**b) To note the Annual report.**

***Noted***



Draft Annual Report.docx

**c) To note the Sport Strategy.**  
***noted***



LSU Sport Strategy BoT Paper.docx

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

PB and AM presented their final interim report to the Board noting that the measures taken to boost revenue have been reassuring and leave LSU commercial in a good place for the coming year. AM confirmed the appointment of the Deputy Commercial Director who will be starting in Sept prior to Freshers. PB noted that LSU are continuing to provide excellent opportunities for student involvement and data shows a welcome increase in level 2 members. JP thanked them both for a doing a brilliant job.

***UD's report received and approved***



UD report.docx

**a) To receive and approve proposed changes to LSU's legal status – Prepared by TP**

JP asked the Board to consider and approve the paper. AP asked how this status change would affect the Union and was there a real difference. AD clarified the Union's current status stating that the Union itself couldn't be held accountable for its pension liabilities and that the full responsibility for the debt would be with the Trustees of the Union. ***The Board approved the recommendation to incorporate a company limited by guarantee with company membership being held by the Board and authorising the Chair and Union Directors to seek legal advice before acting on the Board's behalf.***



Incorporation paper.docx

**9. Items referred from Union Affairs**

- a) Ratification By-Election and Student Trustee results. ***Ratified***
- b) To note and approve Paragraph 10 – Executive Committee. ***Approved.***
- c) To note Equality and Diversity Policy update.

AP noted grammatical errors and points which needed clarification (4.7 & 8.3)

*Action: HR & Welfare EO to revisit the policy before approval.*

- d) To note and approve the Discipline policy v5

The Board requested that a version of the discipline policy with tracked changes be circulated to allow for comment and electronic approval.



Paragraph 10.docx



Equality&Diversity.docx



Discipline Policy v5 Almost.pdf

**10. Institutions.**

- a) **University.**
- b) **College.**

To discuss the colleges involvement in the Students' Union – postponed until Oct 18 meeting.

**11. Any other business**

- a) To approve the closure of Loughborough Student Activities LLP – ***Approved***

b) To approve the appointment of Co-Secretary to Loughborough Student Services.

***The Board approved the appointment of Gary Chamberlain, Head of Finance as Co-Secretary to Loughborough Student Services.***



LSS Co  
Secretary.docx



LLPclosure.docx

**c) Staff Handbook**

GE raised an issue with the sexual harassment section of the staff handbook stating that it was outdated and could potentially risk the Union's reputation. [The Board actioned SL to request that LT, Head of HR remove the section from all online versions immediately and replace with ACAS best practice. LT to present a full review to the Board at the next meeting.](#)

d) JP nominated AD for the position of Board of Trustee Chair following his retirement on 31<sup>st</sup> July 2018

***Approved***

12. **Date of the next meeting: 23 October 2018, 11 December 2018, 29 January 2019, 26 February 2019, 14 May 2019, 11 June 2019**