

## Minutes

### BT-193-M1

A meeting of the Board of Trustees 2018-19 was held on the 14 May 2019 at 17:00 in the Pearce Committee Room, Hazlerigg Building.

#### PRESENT:

Andy Doyle (Chair), Richard Taylor, Salomé Doré, Rory Pears, Fraser Barclay, Oren Flynn, Izzie Miller, Kieron Morris Sam Hany, Rahul Mathasing, Conrad Noble.

In Attendance: Trevor Page, Paul Barlow, Sue Lucas (Clerk)

#### 1. APOLOGIES:

Leo Yang, Hannah Barton, Oliver Norman (retired)

#### 2. REGISTER OF INTERESTS

No updates to interests previously registered.

#### 3. TO APPROVE THE MINUTES OF THE LAST MEETING

To deal with matters arising not elsewhere on the agenda.

#### 4. TO RECEIVE UPDATES ON ACTIONS RAISED

##### a) **To note the amendments to the Union's Complaints Procedure submitted to the University for approval as part of the Union's five-year review.**

SL(c) asked the Board to note the inclusion of paragraph 2 which aims to give clarity to the process of escalating governance and procedural complaints to the University. SL(c) added that the five-year review was now complete and that this complaints procedure, the Code of Conduct and Articles of Association were passed by both University Council and Senate.

##### **Noted.**



4 a) Complaint Procedure2019 (003)

#### 5. TO RECEIVE MANAGEMENT ACCOUNTS

##### a) **March 2019 Management accounts and commentary.**

The Board received the management accounts and an overview of the commentary paper. TP drew attention to "pay" under expenditure stating that 'Wages' represents casual staff and 'Salaries' permanent staff. TP added that the overspend was as expected following severance payments and changes to the office layout. Commercial have also faced big challenges with DBE moving away from the Union. Now the Venue team are fully staffed we need to start developing new products. AD asked TP if he felt concerned. TP suggested that the financial phasing was not quite right and that, with improved phasing and a clear pattern of business, the Board should expect to see better 12-month rolling management accounts.

RP raised concerns over the promotion of Events stating that much of it was being created on the day. We have had several popular well-known acts at the Union which were poorly attended because we failed to promote events early enough.

**The Board received the Management accounts.**



5 a)

MarchAccounts.xlsx



5 a) March 19

Accounts Comments

**Action:** Management and Executive to address the issues around the promotion of events and report back on the planned improvements.

## 6. TO RECEIVE A REPORT FROM THE EXECUTIVE

### a) To note a report from the Union President.

RM presented his report to the Board highlighting a number of notable events and achievements. RM noted his successful visit to Australia. Both we and the University are continuing to develop a relationship with Victoria University and the University of Queensland. The Executive have run two campaigns of note being ‘Lumps and Bumps,’ which saw over 1000 people educated on checking themselves, and Action’s very successful Student Volunteer week. Their Easter Food Drive collected just short of 12,000 items. RM rounded up by congratulating SD on her successful candidacy for the role of Union President adding that this year’s election saw 6,000 votes cast which was one of the highest turnouts in recent years. RM stated that it was also worth noting that, against the perceived ‘lad culture’ of Loughborough, eight out of the ten Officers elected will be women.

**The Board received the Executive report without query or comment.**



6 a) Exec report  
BOT.pdf

## 7. TO RECEIVE AND NOTE REPORTS FROM THE UNION DIRECTOR

- The Board received and noted a report which was an update of the UD activity over the previous period, in brief, VAT negotiations – the ongoing discussions regarding potential penalties, Legionnaires – The Union’s systems and processes have been reviewed and after testing we have been given the all clear and Nursery incorporation - the Union is considering the pros and cons of separately incorporating the Nursery for its long-term growth.

**The Board received and noted a report from the UD**

### a) To receive a cashflow forecast for the period to October 2020.

The Board received the cashflow forecast for the period to October 2020. TP noted that the University has agreed to alter the frequency of block payments and highlighted that the supporting spreadsheet indicated a worsening cash position of circa £309K for the period Oct 2019 – Oct 2020. The Board discussed potential plans which included the options available for the Purple Onion and interest from a major fast food chain opening an outlet in the Union Building. TP concluded by asking the Board to note that the drinking pattern of students has changed and for that reason the Union will be concentrating on the two main event nights and therefore removing Tuesday nights from the events calendar.

**The Board received the forecast noting the change to the events calendar and tasking TP with setting targets to improve cashflow by slow sustainable growth.**

### b) To note the Union’s Grant submissions to the University.





TP highlighted the increasing repair bills for the Union building noting that, along with colleagues from Facilities Management (FM), the Union has estimated a maximum cost for the day to day repairs - this does not include any provision for a major breakdown. The Union’s fire safety systems and boilers have been

identified as a high risk - a breakdown of either or both would require the drawing down on a 200K fund held by FM.

**The Board noted the Union’s grant submission.**

**c) To receive an update on the development of the Union’s Strategy.**

The Board received and noted the update on the development of the long-term Union Strategy.

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| 7 a)Cashflow Forecast.pdf   | 7 b)Budget Submission.pdf   | 7 c)Strategy Update.pdf   | 7 UD Report.pdf   |

**8. AGENDA ITEMS**

**a) To receive an update on the Incorporation of the Union.**

The Board received an update on the progress made towards the incorporation of the Union. SL(c) reported that the Articles of Association have been passed by both University Council and Senate. The Union’s Solicitors have suggested some non-substantive changes, which have been adopted, and also highlighted conflict with our two paid (casual staff) Student Trustees. The Board discussed this at length with FB raising concerns that the paid Student Trustees represent the views of student staff. AD stated that the role of the Trustees was to represent the best interests of the Charity.

*Vote: taken by a show of hands and passed by majority in favour of 5 non-paid Student Trustees.*

*Action: Develop an All- Staff forum and code of governance – giving access to the Board via representatives for casual and permanent staff. FB to be including in the discussion and planning.*

**b) To receive a report from the Returning Officer for the Executive Elections**

The Board received the Returning Officer’s report and ratified the count. RT stated that the University were satisfied that the election was properly conducted but noted the issues raised by the Returning Officer relating to staff engagement. Online debate actioned the University and Union to send out a clear instruction to all staff prior to the opening of future nominations.



8 b)Returning Officer Report LSU 2

**c) To receive and note the Gender Pay Gap Report**

The Board received the Gender Pay Gap noting that this year’s snapshot (5<sup>th</sup> April) was outside of the University term and both that and the staff restructure has impacted our figures significantly.

*Action: SL(c) to request that HR recheck the figures for females (not adding up)*



8 c)genderpaygap.pdf

**d) To note a report of the recruitment process for new external Trustees**

RM noted that the recruitment team had shortlisted four candidates, three of whom attended an interview event (8<sup>th</sup> May) which gave the candidates an opportunity to tour the building and meet the wider team over lunch. The Candidates were then interviewed by three Executive Officers before a final phone interview with the Chair of the Board. All three candidates were successful.

**The Board noted the report and approved the appointment of the Non -Student Trustees to the Board of the incorporated Union with effect from 1<sup>st</sup> August 2019**

*Action: SL(c) to write to the candidates on behalf of the Executive and Trustees welcoming them to the Board and administrating all necessary documentation and account setup.*



8 d)External  
Trustees.pdf

## 9. ANY OTHER BUSINESS

TP asked the Board to receive and note a discussion paper presented to John Doherty (JD), Chief Executive Officer of Loughborough College. The paper includes a draft constitution and recommended governance of the College Students' Union. TP note that, JD will present paper to a meeting of the College Board before meeting with TP to discuss further.

## 10. DATE OF NEXT MEETING:

11<sup>th</sup> June 2019