

# Trustee Board

date: 11<sup>th</sup> May 2010  
 time: 18.00  
 location: N2.04



## Minutes

**Present:** Tom Foy (Chair), Chris Clark, Sam Wadieh, Susan Morrison, Janie Grover (later), Mal; Edgson (Secretary).

1.		<b>Apologies for Absence</b>	<b>Action</b>
	1.1	<b>Welcome &amp; introductions:</b> Sam Wadieh, Vice President Student involvement was welcomed to his first meeting.	
	1.2	<b>Apologies:</b> None	
	1.3	<b>To approve the minutes of the meeting held on 28<sup>th</sup> Jan 2009.</b> Approved	
	1.4	<b>Matters Arising</b>	
	1.4.1	<b>Trustee board observers:</b> It was reported that there had been no nominations for these positions in the recent round of elections.	
	1.4.2	<b>Organisation of our finance function:</b> ME reported that he had a very productive visit to Teesside Students' Union who are a very similar organisation to ourselves even down to the number of annual transactions through our accounts software. They run TAS Book in the same way as us with a finance office comprising 1.5 staff the manager being ACCT qualified (The level of our Finance Assistant) although their GM is a chartered Accountant. In their model cashing and banking are done directly by the trading outlets. In all the visit was reassuring that our systems are of a similar standard and in some instances more robust.	
2		<b>Financial Business</b>	
	2.1	To approve the management accounts for March 2010: This was recommended for approval by Finance & Staffing Committee and were <b>APPROVED.</b>	
	2.2	<b>To approve the Budget for 2010-11 including the Block Grant paper:</b> This was recommended for approval by Finance & Staffing Committee and was <b>AGREED.</b> ME & TF to present to the University. <b>Action ME/TF</b>	<b>Action ME/TF</b>
	2.3	<b>To approve the revised Financial Procedures manual:</b> This was recommended for approval by Finance & Staffing Committee and was <b>AGREED.</b>	
3		<b>Planning</b>	
	3.1	<b>To receive an update on the progress of the plan:</b> The latest version of the 2009-10 operating plan was circulated. It was agreed that satisfactory progress was being made with areas of the plan being reviewed on a rotating basis at fortnightly Senior Management team meetings and on a monthly basis with the individual task owners through one to one management meetings.  There was some discussion as to whether the Executive Committee had a role in monitoring the Plan. It was agreed it did not.	
4		<b>Staffing &amp; Compliance Issues</b>	

4.1	<p><b>To note planned recruitment over the next 3 months</b>  <b>Student Representation Co-ordinator</b> (1 year fixed term) – Required to be in post during the summer, recruitment process to begin this month.  <b>Money Advice Worker</b> (subject to special University funding) Required for Sept 2010  <b>Finance Manager:</b> Required Nov 2010</p>	
4.2	<p><b>To note the recruitment process for the Trustee vacancy:</b> The paper outlining the recruitment process was <b>AGREED</b>. It was agreed not to invest in newspaper advertising but to concentrate on local volunteer bureau, web sources and personal contacts. ME to develop into an advertisement and circulate as agreed. <b>Action ME</b></p>	<b>Action ME</b>
4.3	<p><b>To note the results of the recent employee survey:</b> The Students' Union results of the Bucks New University employee survey we welcomed. The results showed that Union employees were amongst the most engaged across the institution. An action plan will be developed out of the learning points from the survey. Likely initiatives would include a Union specific survey to include all staff, development programmes around line management as well as initiatives to improve employees sense of value in the organisation. <b>Action ME</b></p>	<b>Action ME</b>
5	<p><b>Constitutional</b></p>	
5.1	<p><b>To consider an options appraisal paper on Incorporation:</b> Following consideration of the paper it was <b>AGREED NOT</b> to proceed with incorporating the Union at this time but to proceed with Charity registration as an unincorporated association. The basis of the decision reflects the advice that there is no significant benefit to the organisation or reduction of trustee liability but would involve considerable time and some cost.</p>	
5.2	<p><b>To receive a tabled report identifying the issues that require resolution in the drafting of a new constitution using the NUS model approved by the Charities Commission:</b></p> <p>The following points and principles were <b>AGREED</b> by the meeting.</p> <ol style="list-style-type: none"> <li>1. Disputes would be resolved by the Board</li> <li>2. Quorum unless otherwise stated should remain the same as at present</li> <li>3. Expulsion from membership shall be decided by Union Council</li> <li>4. We will have an AGM</li> <li>5. Chair of General meetings shall be the Chair of Union Council</li> <li>6. Board will comprise 3 Officer, 3 External and 3 student trustees.</li> <li>7. Removal of trustees. No change for either Officer or External Trustees</li> <li>8. Replacement of officer trustees shall be by election student trustees by Union council</li> <li>9. Quorum for Board meeting shall be 3 (at least 2 officer trustees)</li> <li>10. There shall be 4 Board meetings per year.</li> <li>11. There was much debate about the structural relationship between the Board and student Committees. The model preferred by the meeting was a board and a Union Council with no Executive Committee. Tom Foy indicated that he was still consulting on the future of the Executive Committee and the desirability of a Student Council and would like to refer the matter to the next meeting.</li> </ol> <p>ME agreed to make the necessary amendments and circulate the document to Board members for further scrutiny. <b>Action ME</b></p> <p>It was noted that the timescale for a May registration would require a final decision at the January meeting of the Board.</p>	<b>Action ME</b>

6		<b>Membership &amp; Engagement</b>	
	6.1	<b>To receive a report on uptake of involvement opportunities:</b> two reports were presented and discussed which give interesting demographic detail about our user base and the students who engage in our various activities and processes.	
7		<b>To note minutes from other meetings –</b> <b>Finance &amp; Staffing:</b> 1/2, 1/3, 29/3, <b>4/5</b> <b>Senior Management Team:</b> 1/2, 15/2, 1/3, 15/3, 29/3, 12/4, 26/4, <b>10/5</b> <b>Exec:</b> 21/1, 4/2, 16/3  These were <b>NOTED</b> with no further queries	
8		<b>Any Other Business:</b> None	
9		<b>Date of Next Meeting:</b> 17 <sup>th</sup> August 2010	