

Agenda item 3

**Trustee Board**  
**23 November 2017**

**Minutes of the first meeting of the Trustee Board of the University of York Students' Union**

**Date:** 23 November  
**Time:** 16:30-19:15  
**Venue:** Information Centre Board Room, York

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**1. Present**

Directors/Trustees

Alex Urquhart (President) – Chair  
Laura Carruthers (York Sport President)  
Mikey Collinson (Student Activities Officer)  
Julian Porch (Academic Officer)  
Mia Shantana Chaudhuri – Julyan (Community & Wellbeing Officer)  
Ingrid Jenner (External Trustee)  
Jamie Sims (External Trustee)  
Robin Brahman (Student Trustee)  
Eran Cohen (Student Trustee)

In attendance

Ben Vulliamy (Chief Executive)  
Cate Tracey (Director of Finance & Resources)  
Rachel Barber (Director of Student Support and Representation)  
Gemma Vessey (Director of Communication and Activities)  
Laurie Smith (Director of Commercial Services)  
Szczepan Swiatkowski (HR & Administration Manager)  
Jane Marshall (BHP Auditors) – Items 1, 2 & 4  
Johnathan Verrier (BHP Auditors) – Items 1, 2 & 4

**2. Declarations of interest**

- 2.1 An update was given on the process of formal declarations of interest to be completed annually and on file within the Company Books. Verbal declarations will continue to be heard at each meeting where appropriate. There were no declarations.

**RESOLVED (TB11/17-2)**

- (a) To review and confirm individual Trustee and Director information held on the Company Books or the organisation.  
(b) To note there were no verbal declarations of interest

**3. Reserved business**

3.1 Reserved business was discussed in a closed session of the Board.

**4. Approval of audited accounts 2016- 17**

4.1 The external auditor took the Board through the restricted and unrestricted funds, financial review, donation & legacy, charitable activities and expenditure and confirmed the unqualified opinion of the external auditors. JM explained the pensioned deficit and contribution changes.

**RESOLVED (TB I I/17-4)**

- (a) To approve the audited financial statements as a true and accurate record of the Unions financial performance 2016-17 as recommended by the Finance Committee for;
  - I. YUSU Consolidated Statements
  - II. CS Financial Statements
  - III. CS Filing Statements
- (b) To approve letters of representation for YUSU and CS
- (c) To approve the Audit Findings report

**5. Minutes of the meeting held on 15 June 2017**

**RESOLVED (TB I I/17-5)**

- (a) To approve the minutes as a true and accurate record.

**6. Matters arising**

**RESOLVED (TB I I/17-6)**

- (a) To note the completion of the written resolution process from the June 2017 Board.

**7. Chief Executive Report**

7.1 The Chief Executive updated Trustee Board members on key work being undertaken to further YUSU organisationally, strategically and sustainably.

**RESOLVED (TB I I/17-7)**

- (a) To note the report.

**8. Sabbatical Officers report**

8.1 Sabbatical Officers updated Trustee Board members on key priorities.

**RESOLVED (TB I I/17-8)**

- (a) To note the report.

**9. Management accounts for the period ended 30 September 2017**

- 9.1 The Director of Finance and Resources presented financial position of YUSU Charity and Commercial Services as 30 September 2017.

**RESOLVED (TB11/17-9)**

- (a) To review and note management accounts.

**10. Summary of cycle of business 2017- 18**

- 10.1 The Chief Executive presented proposed cycle of business for the Trustee Board.

**RESOLVED (TB11/17-10)**

- (a) To approve the outline summary cycle of business for 2017 – 18.

**11. Review of Union performance and impact**

- 11.1 The Director of Communication and Activities presented 2016 – 17 performance against the strategic performance indicators and presented the highlights of the annual report.

- 11.2 AU thanked GV for the Impact Report.

**RESOLVED (TB11/17-11)**

- (a) To note the 2016 -17 performance against PIs  
(b) To approve the 2017 -18 PI targets for monitoring purposes  
(c) To note the 2016 - 17 Impact Report

**12. Incorporation Update**

- 12.1 The Director of Finance and Resources presented process of incorporation and asked the Board to consider the final steps for closing the unincorporated charity.

**RESOLVED (TB11/17-12)**

- (a) To note the process undertaken and final position of incorporation  
(b) To approve the adoption of all the unincorporated operational policies and procedures into the new incorporated charity  
(c) To approve the formal linking of the unincorporated charity to the incorporated charity.

**13. Action Log\***

- 13.1 Noted without discussion as a starred item.

**14. Finance Committee Minutes 19 October 2017\***

- 14.1 Noted without discussion as a starred item.

**15. HR & Audit Committee Minutes 5 October 2017\***

15.1 Noted without discussion as a starred item.

**16. Remuneration Committee Minutes 21 September 2017\***

16.1 Noted without discussion as a starred item.

**17. Term of office and board membership**

17.1 The Chief Executive confirmed Board vacancies and process for renewal.

17.2 The Board agreed that the selection panel should consist of; an external expert, the President and Wellbeing Officer.

**RESOLVED (TB11/17-17)**

- (a) To confirm that the term of trustee office be judged to be continuous between the unincorporated and incorporated YUSU.
- (b) To confirm the selection panel for the recruitment to fill the single lay trustee vacancy.
- (c) To confirmed the plan to conduct elections to fill vacant student trustee positions.
- (d) To formally note that Ordinary Student Trustee LO has resigned as a Board member.
- (e) To confirm a trustee term of office formally commences from the date of the first meeting attended.

**18. Approval of referendum results**

18.1 The Director of Student Support and Representation updated Trustees on the outcome of the autumn term referendum and confirmed the results and proposed next steps.

**RESOLVED (TB11/17-18)**

- (a) To approve the referendum results and propose the addition of a new Part Time Officer, for the election in Spring Term 2018.

**19. Any other business**

19.1 The Board has been updated that two PTO have resigned from their posts.

19.2 Wellbeing Officer is working with Colleges to fill missing positions.

19.3 The Director of Student Support and Representation gave update on the turn out in Colleges election.

**20. Date of next meeting – confirmed as Thursday 25 January 2018.**

**21. Board reserved business.**