

Agenda Item 3

**Trustee Board
23 January 2020**

Minutes of the Trustee Board of the University of York Students' Union

Date: 28 November 2019

Time: 16:00-19:00

Venue: Law & Management Centre LMB102B York University

Present

Directors/Trustees

Samara Jones (President) – Chair (SJ)
Maddi Cannell (York Sport President) (MC)
Giang Nguyen (Academic Officer) (GN)
Steph Hayle (Community & Wellbeing Officer) (SH)
Ingrid Jenner (External Trustee) (IJ)
Jamie Sims (External Trustee) (JS)
Isaac Barnett (Student Trustee) (IB)
Christian Stickels (Student Trustee) (CS)
Oliver Martin (Activities Officer) (OM)
Songtao Who (External Trustee) (SW)
Josh Mackenzie (Student Trustee) (JM)

In attendance

Ben Vulliamy (Chief Executive) (BV)
Joanne Fox (HR and Administration Manager) (JF)
Kate Williams (Central Resources Director) (KW)
Laurie Smith (Commercial Services Director) (LS)
Gemma Vessey (Communications Director) (GV)
Rachel Barber (Student Support and Representation Director) (RB)
Kelly Balmer – (Policy Coordinator) – 18.00pm (KB)

External

Jonathan Verrier – BHP Auditors 16:00- 17:00

Apologies

None

1. Reserved Business - Trustees discussion

- 1.1. Trustee Board met at the end of the meeting to discuss any closed business.
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1. Unreserved Business – Apologies and Welcome

- 1.1. The Chair (SJ) opened the meeting and welcomed JV from BHP to the meeting. There were no Apologies.

2. Declaration of Interest

- 2.1. There were no verbal declarations of interest.

RESOLVED (TB11/19-2)

- a) It was noted that there were no new declarations of interest

3. Approval of audited accounts 2018-2019 – BHP present

- 3.1. JV of BHP auditors presented a brief overview detailing any areas of concern.

RESOLVED (TB11/19-3)

- a) Accounts noted and approved for submission to University of York and for filing with The Charity Commission and Companies House.

4. Minutes of Trustee Board Meetings of 6th August & 4th September 2019

- 4.1. No amendments were required to be made to the minutes of both Trustee Board meetings.

RESOLVED (TB11/19-4)

- a) Meeting Minutes noted as a true and accurate record.

5. Matters Arising

- 5.1. The Chair invited members to present any matters arising from the last meeting. BV provided a brief overview of the University of York's Academic Registrar's response to the future working arrangements between the University, YUSU and the GSA and the implementation of a three-way Committee and meetings between the relevant parties.

RESOLVED (TB11/19-5)

- (a) Matters arising were recorded and noted.

6. Chief Executive Report

- 6.1. The Chief Executive (BV) presented to the Board a brief summary of the report and its recommendations.
- 6.2. LS provided an update on the current situation at Courtyard Venue.
- 6.3. The Chair asked if anyone was a member of a Political Party or Society. Those concerned were asked to leave the room while discussions continued.
- 6.4. RB presented to the Board concerns regarding YUSU and its political neutrality in relation to a recent incident that had been reported to YUSU by a student.

RESOLVED (TB11/19-6)

- a) Report noted and approval given to self-report to Charity Commission.

7. Sabbatical Officer's Report

- 7.1. The Chair gave a brief overview of the content of the report outlining the actions and the campaigning activities of the Sabbatical Officers.

RESOLVED (TB11/19-7)

- a) Report noted.

8. Management accounts for period ending 30th September 2019

- 8.1. KW presented actual performance against budget on the management accounts. The accounts only include 5 weeks of term at present, but the first quarter accounts will be presented at the Finance Committee meeting in December.

RESOLVED (TB11/19-8)

- a) Accounts approved and noted as a true and accurate record.

9. Summary of Cycle of Business 2019-2020

- 9.1. KW advised changes to cycle as per documentation to include risk register in January meeting. Submission of Sustainability and Green Impact Report at January meeting and draft 2020 Strategy Report at June Meeting.

- 9.2. It was also agreed at June Meeting there would be an annual review of the Trustee Board Expenses for the preceding year.

RESOLVED (TB11/19-9)

- a) Changes to Cycle of Business noted and approved by the Board.

10. Annual Compliments and Complaints Report

- 10.1. RB presented overview of the report to the Board detailing 2018-2019 compliments and complaints received.
- 10.2. RB advised that a training programme for the Sabbatical Officers was to be undertaken.
- 10.3. RB also advised that at the HR and Audit Committee meeting in October a proposed new Code of Conduct paper had been submitted.

RESOLVED (TB11/19-10)

- a) Updates to Code of Conduct and Corporate Complaints processes were approved by the Board.

11. Review of Union Performance and Impact

- 11.1. GV presented the 2018-19 Impact Report and listed key themes contained in this annual report.

RESOLVED (TB11/19-11)

- a) The Board noted Impact Report and its key themes.

12. Strategic Planning 2020+

- 12.1. BV presented feedback received from Koreo regarding Strategic Planning for 2020 and beyond.
- 12.2. Board were asked for what they would feel a successful strategy would look like and anything they would like it to address.

RESOLVED (TB11/19-12)

- a) It was noted that the Board would be provided with regular updates at all Board meetings and the strategy will be signed off by the Board at the end of the financial year.

13. Policy and Byelaws

- 13.1. RB and KB presented the results of the policy consultation by Miragold and the policy review that has been undertaken to date.

- 13.2. RB also outlined the proposed revisions to the Byelaws.

RESOLVED (TB11/19-13)

- a) The Chair referred the board to the policy review pages on the yusu.org website with any feedback or questions to be emailed to RB.

14. Brexit Planning

- 14.1. BV presented the current planning in place concerning Brexit and advised the Board that YUSU had adopted the University of York's Brexit Monitoring Process.

RESOLVED (TB11/19-14)

- a) Brexit plan noted and approved by the board.

15. Action Log*

- 15.1. Noted without discussion as a starred item.

16. Finance Committee Minutes 31st October 2019*

- 16.1. Noted without discussion as a starred item.

17. HR & Audit Committee Minutes 17th October 2019*

- 17.1. Noted without discussion as a starred item.

18. Any other business

- 18.1. The chair asked IB and JM to confirm which, if any, of the two sub committees they wish to sit on. JM confirmed he would like to attend HR

& Audit Committee Meetings and IB advised that he would like further time to consider his decision. KW to extend an invite to the future meetings to aid his decision.

18.2. *redacted*

18.3. GN asked for water at meetings to be provided in more sustainable packaging.

RESOLVED (TB11/19-18)

a) Any other business noted and approved by the board.

19. Next Meeting – confirmed as Thursday 23rd January 2020