

Trustee Board

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

Date: 20 June 2019
Time: 16:00-19:00
Venue: Information Centre Board Room, York

Reserved Business

- I. Directors/ Trustees have met to cover relevant closed business.
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I. Present

Directors/Trustees

James Durcan (President) – Chair (JD)
Zac Sheppard (York Sport President) (ZS)
James Hare (Academic Officer) (JH)
Finn Judge (Activities Officer) (FJ)
Steph Hayle (Community & Wellbeing Officer) (SH)
Songtao Hu (External Trustee) (SHU)
Jamie Sims (External Trustee) (JS)
Robin Brabham (Student Trustee) (RBR)
Maryam Taher (Student Trustee) (MT)
Christian Stickels (Student Trustee) (CS)

In attendance

Ben Vulliamy (Chief Executive) (BV)
Rachel Barber (Director of Student Support and Representation) (RB)
Gemma Vessey (Director of Communication and Activities) (GV)
Laurie Smith (Director of Commercial Services) (LS)
Kate Williams (Central Resources Director) Arrival 18:00pm (KW)
Kelly Docherty (Policy Coordinator) (KD)
Joanne Fox (HR & Administration Manager) (JF)

External

Kathryn Sullivan – Miragold (KS)

Apologies

Ingrid Jenner (External Trustee) (IJ)

2. Declarations of interest

2.1 Verbal declarations was heard at the beginning of meeting. Nothing was declared.

RESOLVED (TB06/19-2)

(a) There were no declarations of interest

3. Minutes of the meeting held on 14th March 2019

3.1 RBR requested that the initials of all attendees to be included in the details of those present in the meeting minutes

RESOLVED (TB06/19-3)

(a) Approved change to future meeting minutes and approved meeting minutes as a true and accurate record

4. Finance Subcommittee Minutes 30 May 2019*

4.1 Noted without discussion as a starred item.

5. HR & Audit Subcommittee Minutes 09 May 2019*

5.1 Noted without discussion as a starred item.

6. Matters arising

6.1 BV advised TB minutes now available online for greater transparency.

6.2 JD asked if trustee's profiles and photographs could be included online to aid further transparency.

NOTED (TB06/19-6)

(a) Noted and approved inclusion of trustee's profiles online once the new SUMS digital site has gone live.

7. Chief Executive's Report

7.1 The Chief Executive updated Trustee Board members on key work being undertaken to further YUSU organisationally, strategically and sustainably including NUS developments, quality student union awards, officer support and other key activities and events.

7.2 JS noted typo of incorrect date in section 10 of report.

7.3 JD thanked BV for the report.

RESOLVED (TB06/19-7)

- a) To note the report and amendments to be made noted.

8. Sabbatical Officer's report

- 8.1 Sabbatical Officers produced their report on key priorities.

RESOLVED (TB06/19-8)

- (a) To note the report.

9. Management Accounts as at 30 April 2019

- 9.1 The Chief Executive presented the financial position of YUSU Charity & Commercial Services as at 30 April 2019 noting we were ahead of budget and projecting a year end surplus which may enable us to meet pension's deficit obligations and provide some capital spending potential.

RESOLVED (TB06/19-9)

- (a) The financial accounts were noted as an accurate record of our performance.

10. Draft Reforecast Budget 2019-2020

- 10.1 The Chief Executive presented to the Board the Draft Reforecast Budget for 2019/2020 and presented current expenditure versus the current budget. It was noted that the paper was reviewed by the Finance Sub Committee in May.
- 10.2 JD thanked JH for chairing Finance Sub Committee Meetings

RESOLVED (TB06/19-10)

- (a) Draft noted and approved by the board for implementation for 2019/20 academic year.

11. Commercial Strategy

- 11.1 Director of Commercial Services presented to the board the Commercial Strategy outlining phase I of the strategy that covered 5 key areas which were included in the paperwork originally presented to Finance Sub Committee in May.
- 11.2 Branding of YUSU venues discussed and it was agreed by the board that a full report would be conducted on this and presented to the board at a later date.

RESOLVED (TB06/19-11)

- (a) Board approved all 5 key objectives and the proposed capital spend. That these should start from Sumer 2019 with phased implementation throughout 2019/20. Updates should come to future board meeting.

12. Policy Process

12.1 KS presented Policy Development and Accountability with initial findings and options – looking at decision making at YUSU including strengths and weaknesses of YUSU.

12.2 JD thanked KS for report and KD for attending meeting.

RESOLVED (TB06/19-12)

- (a) Noted report and following discussion approved that a draft of a combination of options to be commissioned and circulated to the board at next meeting.

13. Big Student Survey highlight and future strategic metrics

13.1 Chief Executive briefly outlined the KPI'S including the highlights and the key strategic measures from the report.

13.2 JS congratulated GV and team on the hard work they had put into this survey. He commended the change in presentation and the 'honesty' and trust' instilled in this new approach.

RESOLVED (TB06/19-13)

- (a) Report Noted

14 Digital Update

14.1 Chief Executive updated board on current situation with SUMS and new IT appointments at YUSU.

RESOLVED (TB06/19-14)

- (a) Update Noted

15 Risk Register Review

15.1 Chief Executive presented current register but advised that in August once KW starts at YUSU she will be tasked with looking at the review and a draft report will be commissioned and presented at the next board meeting

RESOLVED (TB06/19-15)

- (a) The risk register was agreed and scheduled for further review in 2019/20

16 Trustee Board and Committee dates and membership 2019-20

16.1 Chief Executive presented proposed dates to the board.

16.2 Board was advised JS and IJ have agreed to take 2nd term on the board of trustees. It was proposed IJ continue as the Supervising Trustee.

16.3 JH asked if dates for TB meetings could take into account the Academic Officers other teaching meetings as tend to fall on same date. BV agreed to review then going forward.

RESOLVED (TB06/19-16)

- (a) Noted and dates agreed
- (b) Renewal of IJ and JS as lay trustees for another term of up to three years commencing from 2019/20 was agreed.
- (c) Renewal of IJ as supervising trustee was agreed.

17 Action and Attendance Log *

RESOLVED (TB06/19-17)

- (a) Amendments to be made to log in line with discussion to include at least annual monitoring of trustee expenditure.

18 Any other business

18.1 The Chair and Chief Executive took opportunity to thank Trustees both outgoing and returning Student and External who have contributed to TB for the last year

18.2 The Chair also thanked Sabbatical Officers and SNT for their hard work and contribution

19. Date of next meeting – tbc.
