

**Agenda Item 3**  
**Trustee Board**  
**12 March 2020**

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

**Date:** 23<sup>rd</sup> January 2020  
**Time:** 16:00-19:00  
**Venue:** Spring Lane Building SLB006

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**Present**

Directors/Trustees

Samara Jones (President) – Chair (SJ)  
Maddi Cannell (York Sport President) (MC) – left at 17.55pm - Unwell  
Giang Nguyen (Academic Officer) (GN)  
Steph Hayle (Community & Wellbeing Officer) (SH) – arrived at 17.20pm  
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)  
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)  
Catherine Smith (Office Coordinator) (CES)  
Gemma Vessey (Communications Director) (GV)  
Rachel Barber (Student Support and Representation Director) (RB)

Apologies

Laurie Smith (Commercial Services Director) (LS)  
Sangtao Who (External Trustee) (SW)

**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 CES to the meeting. The Chair advised of SH later arrival to the meeting. There were apologies from LS and SW.

## 2. Declaration of Interest

2.1 The Chair explained that as part of the closed discussion at the last meeting BV had been asked to draft a proposal regarding what needed to be declared as a conflict of interest by the TB.

2.2 BV presented to the board his draft proposal outlining those conflicts of interest which are legally prohibited, those that had been discussed at previous meetings and also those that exist in other Student Unions.

### **RESOLVED (TB01/20-2)**

- a) It was noted that further advice was to be taken from BHP Auditors and where possible benchmarking to be conducted against other Student Unions in order for further discussion at the next TB meeting.
- b) It was noted that there were no new declarations of interest and that any new declarations of interest should be sent in writing to BV.

## 3. Minutes of Trustee Board Meeting 28<sup>th</sup> November 2019

3.1 CS advised that the font required for meeting minutes should read Serif and not Sans Serif.

### **RESOLVED (TB01/20-3)**

- a) Amendments noted and agreed that otherwise Meeting Minutes are a true and accurate record.

## 4. Matters Arising

4.1 BV advised that there are two matters arising from the last meeting. Firstly, he provided an overview on legal advice they had received regarding ratification of a student group called Turning Point.

4.2 JM then outlined concerns around the election and potential eligibility of candidates to reflect the current ongoing changes in By-Laws.

### **RESOLVED (TB01/20-4)**

- a) In respect of the legal advice received it was agreed to consult with University of York regarding the potential issues around Safeguarding, Duty of Care and Freedom of Speech and further discussion to be conducted around this advice at the next TB meeting.

- b) It was agreed to send written communication to the student group concerned to advise that we are taking further advice before a decision on ratification is to be made.
- c) It was noted that should issues regarding this escalate if necessary, an extraordinary meeting may be held before the next scheduled TB meeting.
- d) JM concerns were noted by TB.

### **5. Minutes of Finance Committee 10<sup>th</sup> December 2019**

5.1 Noted for information only to be approved by FC at next meeting.

### **6. Chief Executive Report**

6.1 BV invited any questions from TB regarding the report.

#### **RESOLVED (TB01/20-6)**

- a) Report noted and approval given for TB to received online training on Safeguarding module.

### **7. Sabbatical Officer's Report**

7.1 The Chair provided a brief overview of report and invited any questions from the TB.

#### **RESOLVED (TB01/20-7)**

- a) Report noted.

### **8. Management accounts for period ending 30th November 2019**

8.1 KW provided updated position up to and including end of December 2019. KW also provided update of insurance claim for Business Interruption resulting from the Courtyard closure.

#### **RESOLVED (TB01/20-8)**

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

### **9. Reserves Policy**

9.1 The Chair advised TB the reasons for reviewing our current policy. KW then presented to the board the proposed revised amount to be held in reserve. Questions were invited from the board.

9.2 IJ asked if the proposed reserve would cover redundancies and pension commitments of staff and if so for how long. KW advised the minimum amount of 10% would cover this for 3 months.

### **RESOLVED (TB01/20-9)**

- a) Draft Reserve Policy noted and approved by the Board.

### **10. Students' Union Elections 2020**

- 10.1 The Chair gave summary of electoral process and advised that as the process was already ongoing any changes to the process agreed by TB this year would not come into force until next year.
- 10.2 RB advised that the focus for this year is wellbeing following on from feedback from candidates running in last year's election.

### **RESOLVED (TB01/20-10)**

- a) Update noted by the Board.

### **11. Strategic Planning 2020+ update**

- 11.1 BV provided update to the Board on meetings that have been held and are due to be held between Stakeholders and Koreo the consultants.
- 11.2 BV also advised that the Student Survey was this year to be used as to opportunity to ask questions of the students and we are working with Koreo as to determine how this will look. BV invited further questions of the Board.

### **RESOLVED (TB01/20-11)**

- a) The Board noted the current update of the Strategic Planning 2020+

### **12. Political Neutrality**

- 12.1 BV and RB advised that outcome of our decision to self-report to the Charities Commission regarding issues surrounding our political neutrality and ratified student groups. They advised they were satisfied we acted inline with governance and that advised that we put in place a framework in an election context to support students should they wish to support a political party or candidate.

**RESOLVED (TB01/20-12)**

- a) Recommendations of Charity Commission approved and noted by the Board.

**13. By-Laws Update**

13.1 RB presented update on the changes to By-Laws. RB advised that a draft program of the changes will be brought to the Officers' Group in week 8 for discussion and the outcome of this meeting will be brought to the next Board meeting in March.

**RESOLVED (TB01/20-13)**

- a) Update noted by the board.

**14. Green Impact and Sustainability Update**

14.1 KW gave overview of report into existing projects and identifications of any potential funding for our policies around sustainability. KW advised that a strategy for sustainability would be drafted and submitted to the board for approval at a future meeting

14.2 SH provided update of Friday Food Fest Initiative held last week that was not included in the update.

14.3 BV also provided recent updates on the funding we have received to work with Scoop to provide a zero-food waste shop on campus.

**RESOLVED (TB01/20-14)**

- a) Update noted by the board.

**15. Action Log\***

15.1 Noted without discussion as a starred item.

**16. Any Other Business**

16.1 JM asked for update regarding an issue arising in the Officer's group. BV advised that due process was been followed and that a full update would be provided at the next board meeting

- 16.2 IJ added to the further discussion earlier regarding the legal advice regarding ratification of Turning Point that in our communication to the student group we should send them our Equal Opportunities Policy and ask them to confirm in writing that they will comply with this policy.

**RESOLVED (TB01/20-16)**

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

**17 Next Meeting – confirmed as Thursday 12<sup>th</sup> March 2020**