

University of Salford Students' Union

MINUTES OF THE BOARD OF TRUSTEES	
Date:	Wednesday 5th September 2018 3pm
Venue:	Rosa Parks
Present:	Adrian Patsalos (AP), Neil Crimes (NC, part), Steve Westgarth (SW, Part), Chris Costigan (CC, part), Kobby Ofori (KO, Chair), Jon-Connor Lyons (JL), Emily Voss-Bevan (EVB), Evie Adams (EA), Harriet Ruddick (HR), Nmadi Eustace (NE)
Apologies	Lucy Brown (LB), Temi Adebayo (TA), Famous Dekeri (FD)
In Attendance:	Cleve Rushton, Tom Wilcox, Ed Moloney, Luke Newton (Clerk)
Absent:	

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	Apologies received from Lucy Brown and Temi Adebayo
Decision	Agreed: Apologies were accepted from LB and TA

AGENDA ITEM 2	Updating register of members interests & Declaration of Conflicts of interest
Discussion	No declarations for the meeting were made. The register of member's interests would be updated to include interests from Adrian Patsalos, Nmadi Eustace and Famous Dekeri.
Decision	Action: AP, NE and FD interests to be added to register EM to recirculate register to members

AGENDA ITEM 3	Welcome to New members of the board
Discussion	KO Welcomed EA to the board.
Decision	None.

AGENDA ITEM 4	MINUTES OF THE LAST MEETING (19th June 2018)
Discussion	The minutes of the meeting 19.06.18 contained a typo in the name of AP. The agenda item on sabbatical officer elections had not been included in the minutes. This section would be circulated and added to the minutes. The remaining minutes were approved as an accurate reflection of the meeting.
Decision	Agreed: The minutes of the meeting held on 19.06.18 were approved. Action: EM to circulate the minute for the sabbatical officer elections discussion held at the meeting.

AGENDA ITEM 4	MATTERS ARISING
Discussion	EM gave an update on the status of matters arising from the minutes. Item 1: In progress.

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	<p>Item 2: EM to consult with CC on issues relating to subject access request policy arising from the resource, audit and risk policy.</p> <p>Item 3: The creation of an impact framework for USSU activities was now part of the SLT's objectives.</p> <p>Item 4: By July 2019, incorporation planned to complete. To allow the necessary referendum to be called EM requested that the February Board meeting be moved back one week to the 20th of February. The dates of all further meetings would be circulated.</p> <p>Item 5: This would be reviewed at the June 2019 meeting.</p> <p>Item 6: Gambling machines had been removed.</p> <p>Item 7: Peninsula were happy with the approach to the Ibrahim rule.</p> <p>Item 8: Right to be forgotten had been included within the documentation to ensure compliance with the General Data Protection Regulation.</p>
Decision	<p>Action: February Board meeting agreed to be moved back by one week to 20th February.</p> <p>LN to circulate dates and times of all meetings to board members.</p> <p>EM to check with CC regarding subject access request policy and any issues arising relating to this from resource, audit and risk committee.</p>

AGENDA ITEM 5	PRESIDENT UPDATE (Verbal)
Discussion	<p>KO gave a verbal update to the board.</p> <p>Positive discussions had taken place with the Vice-Chancellors Executive Team about how the Union can work with and strengthen the relationship with the University.</p> <p>The SLT has recruited a new Director of Advocacy as well as new student voice and marketing roles.</p> <p>A new student social space is open within University House. KO thanked EM and the Head of Opportunities and Wellbeing for their work in delivering this.</p> <p>The science schools were being merged and EA would be working on further consultation for students involved.</p> <p>KO commended those staff involved in delivering activity over Manchester Pride, Welcome Week and Black History Month.</p>
Decision	<p>Noted: The Chair's report was noted.</p> <p>Action: None.</p>

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AGENDA ITEM 6	CEO UPDATE
Discussion	<p>EM presented his written report to the Board.</p> <p>Work was underway to improve the relationship between the Union and University Senior Leadership teams.</p> <p>The PDR and appraisal process are underway for all staff members.</p> <p>Conversations had begun with the University regarding the Union's pension deficit. Discussion took place regarding the options available, potential effects and what learning was available from other organisations.</p> <p>Meetings were to be held with the University to discuss Key Performance Indicators for the Union.</p>
Decision	<p>Update was noted.</p> <p>Action: Pensions would be added as a standing item to the agenda.</p> <p>Action: Operational plans for each department would be an agenda item at the next meeting.</p>

AGENDA ITEM 7	July (Year-end) management accounts and report
Discussion	<p>TW updated on the year-end management account and highlighted the overall surplus and a surplus from Atmosphere catering and bars.</p> <p>There was a question on the variances within the budget, it was agreed to provide further training for board members on the reformatted budgets.</p> <p>TW explained that there had been a discrepancy in how some budget codes had been used but this had been rectified for the 18/19 accounts.</p>
Decision	<p>Action: TW to schedule a session with the board to explain how the reformatted budgets work.</p> <p>TW to provide further detail on aged creditors on future accounts.</p> <p>Approved: July management accounts approved by board.</p>

AGENDA ITEM 8	Updates to the University of Salford Students' Union bye-laws
Discussion	<p>JL outlined the proposed byelaw changes and the process undertaken to arrive at the changes.</p> <p>EVB thanked the student voice team for their good work on the project.</p> <p>There were questions about the process and timings of disaffiliating from NUS. Extensive discussion took place about the proposed changes to the NUS byelaw and the proposed three-year period for a referendum on membership. The board decided to bring the proposed changes to the NUS byelaw back to the next board meeting.</p>

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Decision	<p>Approved: All bye-law changes except for those to the NUS bye-law.</p> <p>Action: NUS Bye-law to be brought back to the next board meeting for further consideration.</p> <p>Action: Trustees to forward any SPAG changes to EM.</p> <p>Action: EM to update the next board meeting on procedures for the AGM.</p>
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AGENDA ITEM 9	Sabbatical Officer Objectives
Discussion	<p>The sabbatical officers updated the board on their objectives for the upcoming year.</p> <p>EA distributed paper copies of her objectives for the year.</p> <p>KO gave a verbal update on his objectives.</p>
Decision	<p>Noted: Sabbatical Officer objectives for EA, JCL and EVB were endorsed.</p> <p>Action: KO to circulate sabbatical officer team priorities to include all individual officers' priorities to the board.</p>

AGENDA ITEM 10	Senior Leadership team objectives
Discussion	<p>EM updated on the objectives for the Senior Leadership Team in the upcoming year.</p> <p>EM confirmed that all members of the SLT had seen and were happy with the objectives.</p>
Decision	<p>Action: EM to amend incorporation date from July 2018 to July 2019.</p> <p>Approved: Senior Leadership Team objectives.</p>

AGENDA ITEM 11	Board of trustees' objective setting
Discussion	<p>EM outlined the value in the board determining their own objectives for the year ahead and holding themselves accountable.</p> <p>Discussions at the board away day could inform the setting of these.</p> <p>The board discussed a commitment to meet all staff once a year.</p> <p>Training for student trustees needed to be a priority this year due to a potential high turnover in board membership in the next nine months.</p>

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AGENDA ITEM 12	Trustee Membership of board sub committees
Discussion	<p>Membership of the two subcommittees was discussed.</p> <p>The board agreed that all women members were welcome to attend the Audit and Risk Committee.</p> <p>EM would speak to the current sub-committee chairs and ensure that following the skills audit the appropriate person was chairing each sub-committee.</p> <p>AP queried if a new sub-committee was required to deal with the issue of incorporation. After discussion, updates on incorporation would go to the HR and Governance Committee.</p>
Decision	<p>Approved: Committee membership. HR and Governance Committee: HR, EA, KO, NE, AP Resource, Audit and Risk Committee: EVB, KO, LB, TA.</p> <p>Action: EM to talk to CC and SW regarding chair of sub-committees.</p> <p>Updates on incorporation to be sent to HR and Governance Committee.</p>

AGENDA ITEM 13	HR Policy Update: Anti-Harassment and Anti-Bullying, Social Media, Whistleblowing Policy
	<p>EM presented three updated HR policies for approval. There had not been a meeting of HR and Governance Committee, so the papers were presented by chair's action.</p> <p>EM had informed staff that new policies superseded those existing in the staff handbook.</p> <p>It was discussed whether each policy required a cover sheet detailing when policies would be reviewed. EM explained that this information was already within each policy.</p> <p>KO queried section 10 of the social media policy and its applicability. EVB stated that as sabbatical officers were also trustees the policy also applied to them.</p>
Decision	<p>Approved: Anti-Harassment and Anti-Bullying Policy, and Whistleblowing Policy.</p> <p>Approved: Moving section 10 of the social media policy "responsible use of social media" to an appendix. Policy then approved.</p>

AGENDA ITEM	ANY OTHER BUSINESS
Discussion	None.

The meeting closed at 17:19