



Board of Trustee minutes 3/12/12 10am

In attendance: Jessica Leigh (Education Officer and minute taker), Ben Meakin (President & Chair BoT), Josh James (Undergraduate Trustee), Carys Ann Thomas (Welsh Affairs & UMCA President), Laura Dickens (Student Support Officer), Stephen Meachem (External Trustee), John Glasby (Interim CEO), Ioan Rhys Evans (Activities Officer).

1. Apologies of Absence

Greg Dash (Postgraduate Trustee), Tim Smith (External Trustee), Rhys Dart (external Trustee).

2. Approval of the previous meeting – 08/11/12

The minutes of the last meeting were proposed by the chair as a true and accurate reflection of the meeting – unanimously agreed.

3. Briefing from chair

Discussion: SM - A policy needs to be looked into removing sensitive and legally binding information before publication as it could damage our strategic position.

JJ congratulated on recent election and welcomed to his first meeting.

Current staffing situation was not pleasant but action needs to be taken before we have to close the doors. Papers regarding the decision had been disseminated a number of days previous and external trustee RD & GD not present discussed situation with JG over the phone.

4. Restructure Proposal

Press statement to be circulated round before restructure meeting with staff 3/12/12 PM.
Action-BM.

JG to brief staff in the meeting on increasing income streams and reducing costs – proposed paper included.

Discussion between all present – liability with taking this decision and impacts on individual staff members and morale. The use of University Law and HR Departments would be essential at a time when a lack of funds would mean challenges appointing people to do this.

JG suggested we consider taking external legal advice to understand the risk of unfair dismissal cases being bought against the Union by members of staff made redundant – matter debated at length and decision taken not to take external legal advice at this stage as it was felt case was strong on economic grounds. SM also pointed out potential costs to individuals taking claims may make them less likely than previously.



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Agreed in the new structure salaries for roles will remain the same levels, the new strategic plan (aber experience plan) will help implement a strategy for expansion from July 2013 where a new more sustainable organisational structure will be adopted. JG said salaries maybe adjusted according to a job evaluation at some future point.

New job titles and job descriptions still need to be agreed –**Action JG**

With strategic expansion July 2013 robust targets must be set for staff to achieve as soon as possible. **Action JG**

5. Interim CEO KPIs

KPI 9 discussed in depth, Dec '12 may not be an achievable target but this will not impact on JGs probation as many other factors are party to this KPI.

Discussion – redefining roles of sabbs and management responsibilities, clearing up with the Uni who does what, explaining we are the sovereign body for student representation at Aberystwyth University. **Action - Sabbs to discuss with Jan Sowa, Greenhouse Consultancy**

To put the constitution details of each sabb role into officer election packs so candidates know what they are running for. **Action – JG to inform comms manager.**

Noted – UMCA and Activities don't have mention in KPIs focus on UMCA due to the lack of staff members within this roles remit.

6. Future meetings

Staff to report to every trustee meeting (written communication) – ensuring the are all free for purpose of advice. JG to action

Officers to also report prior to meeting, to submit and bundle into paperwork – **BM to action**

1 student trustee to report to Union Assembly – JJ to action and report to 06/12/12 meeting

7. AOB

TS trusteeship needs to be advertised, BM advertising on NVCO as of 4/01/13. Also to note RD position needs to be advertised at end of his 6 month term similarly. Agreed another SU CEO was unacceptable.



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8. Date and Time of next meeting

04/02/13, 22/03/13, 27/05/13, 01/07/13 – 10am