



**AUSU**  
**Trustee Board Meeting**  
**24<sup>th</sup> March 2016**  
**Committee Room**

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**Present**

Lewis Donnelly (LD)	– AUSU President, Chairperson & Trustee
Hanna Medi Merrigan (HMM)	– AUSU Welsh Affairs & UMCA President & Trustee
Ieuan Gregory (IG)	– AUSU Student Welfare Officer & Trustee
Kelly Keat (KK)	– AUSU Student Activities Officer & Trustee
Lauren Marks (LM)	- AUSU Education Officer & Trustee
Sue Parnell (SP)	- AUSU External Trustee

**Skype**

Estelle Hart (EH)	- AUSU External Trustee
Peter Curran (PC)	– AUSU External Trustee
Sam Bache (SB)	- AUSU Undergraduate Trustee

**In attendance**

Daryl Ormerod (DO)	- AUSU Interim CEO
Catrin Hopkins (CH)	- AUSU Finance Officer (in attendance for finance section)
Anmarie Evans (AE)	– AUSU Executive Assistant (notetaker)

**MEETING ADMINISTRATION**

**1. Apologies for Absence**

Dan Francis (DF)	– AUSU Interim Deputy CEO
Alastair Wager (AW)	- AUSU Postgraduate Trustee

**2. Declarations of Interest**

None

**3. Minutes of the previous meeting**

Minutes from the previous meeting, held on 28<sup>th</sup> January were approved as a true record of account.

**Approved**

**4. Matters Arising**

Any matters arising were covered in agenda items.

**Noted**

## **STRATEGY**

### **5. Finance: Management Accounts**

CH stated that the Managements Accounts to February 2016 show a deficit of 108k against budget target. CH explained that they are tasked with looking at cheaper suppliers in the retail and food outlets. CH went on to explain that our biggest sale in retail is our sandwich deals which return a very low gross profit.

**Noted**

#### **Reforecast Budget to Year End**

CH explained that any unspent grant funds would be reforecast back into our budget for year end.

**Noted**

PC thanked CH for the figures provided but stated that he hoped that the figures forecast are worst case scenario and that every effort will be made to ensure these figures are improved.

DO explained that the University are aware of projected figures but are keen to support us with a long term view to a healthier budget.

**Noted**

CH informed the Board that the 3years of Annual Returns has been finalised and published on the Charity Commission Website.

**Noted**

### **6. Staff Survey Results**

DO explained that the Staff Survey through NUS has been completed again this year and will continue for the next year or two. He explained that it shows an obvious anxiety within the team but also hopeful anticipation for a brighter future. He went on to explain that the biggest issue is of no surprise, that there are real cultural issues within the staff team which needs to be a priority project for the incoming CEO. He explained that part of the culture/behaviour has been a result of the structural environment, poor HR inconsistencies throughout, staff objectives have not been clear or robust enough but these are things that are being rectified under the Change Programme and the momentum is there to continue to tackle this.

**Noted**

SP thanked DO for his work to date on this, explained that she felt that a lot of these issues will be addressed with the changes. SP also offered some free Leadership Development and will discuss this separately with DO.

**Noted**

## **7. CEO Report (confidential)**

DO gave a summary of his previously submitted report. It covered progress on each of the Objectives, an update on AberSU Activities/Achievements, Governance & Staffing. DO went to explain that DF has been vital in supporting the work undertaken and extended a big thanks to both DF and NUS for all their support.

### **Objective 1 – Provide interim leadership for the AberSU staff team, including line management of the CEO line reports.**

- Monthly Leadership Meetings have been established
- A fortnightly CEO/Officer catch up session is established
- Regular staff meetings are established and encourages all staff communication
- Regular email updates are sent to all staff updating them have any decisions/discussions made at Trustees and Leadership Meetings
- An external Trainer who specialises in Leadership Development has delivered a session to the Team with fantastic results – hopefully this will be a continued investment

### **Objective 2 – Administer a process to recruit and induct a permanent CEO.**

- Successfully completed through Peridot Recruitment to allow for a credible and legitimate appointment. Panel members included John Grattan (Acting PVC) and NUS which enabled confidence in our appointment.
- An induction plan has been established as well as a 2 day handover ahead of the CEO's official start date.

### **Objective 3 – Establish a process, including a draft schedule for devising and implementing a new strategic plan, with consideration of cooperation with other SU's engaging in such an exercise.**

- The research phase has begun with NUS who will carry out focus groups of targeted students by the end of April.
- A stakeholder survey has also been established and will be incorporated into the overall results for completion early May.
- The research findings will be presented to the CEO and the Leadership Team with the drafting phase for the strategy to take place in the summer/autumn.

### **Objective 4 – Review, recommend, and in due course implement an agreed solution to AberSU's matters of financial viability, to include a refocusing of the membership services team.**

- This section was covered under Agenda Item 8, Change Programme.

### **Objective 5 – Prepare a budget for 2016/17 that reflects a financial plan to meet Trustees' reserves target in an agreed timeframe.**

- As with Objective 4, this was covered as part of the Change Programme.

Do also informed the Board of our compliance with the Code of Practice in which Aberystwyth University are the regulators in relation to the expectations of the 1994 Education Act. He went on to explain that he has been working with Geraint Pugh, University Secretary to establish a system to monitor compliance and although a number of shortcomings have been found, this work will continue with the new CEO to ensure AberSU's compliance.

**Noted**

## **8. Change Programme (Confidential)**

DO updated the Board on the previously approved Change Programme and explained that since extensive work has been undertaken on the budget and negotiations have begun regarding practicalities, a revised staff structure has been created for approval. He asked for the Trustees endorsement to continue with the Change Programme and approve the draft budget.

**Approved**

## **GOVERNANCE**

## **9. CEO Recruitment**

LD informed the Board that Trish McGrath, Head of Student Voice at Manchester, has accepted the position of CEO. Trish will start on Monday 25<sup>th</sup> April and is well informed on where we are with the Change Programme. He further stated that he has every confidence in Trish being able to step up to the role and asked the Board to support her.

**Noted**

## **10. Outcome of the referendum**

The Board were informed of the outcome of the referendum: Should the Students' Union sell all newspapers?

LD explained that back in 2013 a policy was passed by the Student Body to remove newspapers with page 3 content. The referendum was requested to allow the SU to sell all newspapers. The 'yes' campaign won the majority of votes so the shop will trial the sales.

**Noted**

## **11. Student Council Policies**

LD informed the Board that a motion was passed for the National Living Wage for all staff, regardless of age to be adopted by AberSU. The Trustees asked that DO undertake a review of the implications and provide the update for the Board at the May meeting.

**Action – DO**

## **12. NUS Guidance regarding the EU Referendum**

DO provided the Board with guidance to help SUs and their clubs and societies understand the law and regulations that apply to any activities in the run-up to the EU Referendum. During the discussion it was noted that an activity in/out has been organised by one of our students. DO stated that we support our students with debate but we must be aware of any legal implications.

**Noted**

## **13. Date and Time of next Meeting**

Peter Curran explained that he would like to be able to attend the next meeting so requested that we explore the possibility of changing the date to Friday 20<sup>th</sup> May. AE will clarify with the Board regarding dates.

**Noted**

**LD ended the meeting by extending his thanks on behalf of the Board for all of DO's hard work during such a difficult interim period and wished him every success with his new role .**