



AUSU
Trustee Board Meeting
28th January 2016
Committee Room

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
Alastair Wager (AW)	- AUSU Postgraduate Trustee
Sam Bache (SB)	- AUSU Undergraduate Trustee

Skype

Peter Curran (PC) – AUSU External Trustee

In attendance

Daryl Ormerod (DO)	- AUSU Interim CEO
Dan Francis (DF)	- AUSU Interim Deputy CEO
Anmarie Evans (AE)	– AUSU Executive Assistant (notetaker)

MEETING ADMINISTRATION

1. Apologies for Absence

Estelle Hart (EH) – AUSU External Trustee

2. Declarations of Interest

The Officer Team declared a general interest in the topics to be discussed.
AW declared that he is a member of AUSU Student Staff.

3. Minutes of the previous meeting

Minutes from the previous meeting, held on 26th November were approved as a true record of account.

Approved

4. Matters Arising

DO stated that although the 3 years of accounts had been agreed at the last meeting, there has been a delay finalising with the Bank. He is hopeful that we will be able to complete the charity return within the next few weeks.

Noted

STRATEGY

5. Finance: Management Accounts

DO stated that the Managements Accounts for December 2015 show a deficit of 89k against budget target. He explained that although the bulk of the deficit comes from our trading enterprise, the budget is very optimistic and although sales have increased from last year, the budget remains unrealistic. He did explain however that we are currently looking at possibilities of reducing our Student Staff wage bill.

Noted

Balance Sheet

DO explained that although we have a healthy cash balance, the primary issue is our large debt owed to creditors, particularly, the University for our 2014 salary bill. He further explained that discussions are ongoing with the Director of Finance at the University to look at how this can be resolved.

Noted

PC asked that a projected outturn for the financial year be completed and any costs related to the Change Programme be factored in.

Action – DO

PC further added that it is crucial that the University see a robust and sustainable plan to address the debt and assurances need to be made to show that plans are in place to prevent this happening again.

Noted

6. CEO Report (confidential)

DO gave a brief summary of his previously submitted report. It covered Staff Appraisals, Leadership Training, Recruitment Process for the CEO position, research to inform a new Strategic Plan and finances of the organisation.

During the discussion of the CEO recruitment, PC questioned what support would be provided to the successful applicant in terms of handover. DO explained that this will depend on the start date of the new CEO, that he would be happy to support and will discuss this when necessary with his Trustees.

Noted

DO also informed the Board of various achievements since the last meeting and added that further to his report, LM has also done some great work in completing the QAA Written Submission with very credible outcomes.

Noted

7. Change Programme (confidential)

DO presented his recommendations for change to address issues of finance, culture and staffing structures of the organisation. DO explained that although these recommendations are being proposed, these issues are a long term project that the new CEO will have to continue to address.

Proposal 1. Reduce full time Officer Salary budget to fund 4 Officers, down from 5

It was agreed that an officer portfolio review, to incorporate both full-time and part-time officer roles, be conducted, with NUS support, in time to inform the 2017 elections and 2017-18 budget, with specific consideration given to the reduction of full-time officers.

Agreed

Proposal 2. Remove the paid week of handover/induction of Officers

It was agreed that in addition to removing the paid handover period, DO will adapt this proposal to include an option of a financial support package to help newly elected officers with accommodation costs etc.

Action – DO

During discussions, it was felt that officer handover/induction needs to be further developed. DF will source, from NUS/SU colleagues, a suggested induction programme for consideration ahead of the induction of the 2016-17 officers.

Action –DF

Proposal 3. Transfer Commercial Services, including associated Finance Business Function, into the University portfolio of services

Whilst everyone agreed in principle with this proposal, there were key concerns going forward to be addressed. The Board agreed that DO provide a final proposal for the March Trustee taking into consideration concerns as stated below.

Action – DO

- Will there be priority for students to use the space over profit?
- Need to ensure that Student Employment is safeguarded – that they cannot use staff within Commercial Services to take on these shifts
- Need to ensure that funds for refurbishment are ring-fenced and that we receive written reassurance from the University that they intend to support this service in line with our policies and ethos
- We maintain all rights to promote SU activities via the commercial outlets.

Proposal 4. Restructure the remaining business functions to refocus the organisation on core-purpose

A discussion was held around the workings of the proposed organisation structure.

The Chair asked the Board to vote on whether they want the proposed structure to move forward with a final proposal to be provided in March's meeting.

Agreed

Proposal 5. Adopt an annualised system of flexible leave management

Do explained that this proposal would address inconsistencies with working hours, flexi time and allow Managers to make better use of their staff resource.

Agreed

Proposal 6. Adopt a new pay scale to promote transparency, transparency and predictable affordability

A detailed discussion was held, with Trustees agreement in principle. Further HR advice needs to be sought with a final proposal provided at March's Meeting.

Agreed

Action – DO

Proposal 7. Review non-pay expenditure to reduce costs

The Board agreed that DO will undertake a full and thorough exploration of the non-pay costs to ensure we are budgeting appropriately.

Agreed

Action – DO

GOVERNANCE

8. Increase of External Trustees

LD informed the Board that the Student Body has approved the increase of External Trustees from 3 to 5. Following a brief discussion, it was agreed that this would be best picked up once the full time CEO is in place.

Action – Ongoing

SP left the room for the following action.

9. Appointment of Deputy Chair

LD proposed that the role of Vice Chair be assigned to an external Trustee, for the purposes of supporting the elected student Chair in the management of Board matters, notably the line management and performance review of the CEO.

Additionally, LD stated that he proposes SP to take up the role of Deputy Chair and explained his rationale for this. No further nominations were made.

Agreed

10. Date and Time of next Meeting

Thursday 24th March 2016 at 10am, Committee Room

DO reminded the Board of the confidential nature of matters discussed and explained that he will be undertaking further advice from HR before informing staff of proposed changes.