



AUSU
Trustee Board Meeting
29th July 2016
Committee Room

Present

Lauren Marks (LM)	– AUSU President, Chairperson & Trustee
Rhun Dafydd (RD)	– AUSU Welsh Affairs & UMCA President & Trustee
Naomi Cutler (NC)	– AUSU Student Welfare Officer & Trustee
Jasmine Cross (JC)	– AUSU Student Activities Officer & Trustee
Ryan Myles (RM)	- AUSU Education Officer & Trustee
Peter Curran (PC) (skype)	- AUSU External Trustee
Sue Parnell (SP)	- AUSU External Trustee
Alastair Wager (AW)	- AUSU Postgraduate Trustee

In attendance

Trish McGrath (TM)	- AUSU CEO
Annamarie Evans (AE)	– AUSU Executive Assistant (notetaker)

MEETING ADMINISTRATION

The Chair opened the meeting by welcoming the new Officer Trustees and reminding the Board that any queries regarding Agenda, matters of the Board etc. are to be directed to the Chair.

1. Apologies for Absence

Estelle Hart	– AUSU External Trustee
Richard Matthews	- AUSU Undergraduate Trustee

2. Declarations of Interest

AW informed the Board that he was a member of AUSU Student Bar Staff.

3. Minutes of the previous meeting

Item 5 – Finance

The cost of adopting the policy of giving the National Living Wage to all ages was missing from the minutes.

Minutes of the previous meeting held 20th May were approved as a true record of account subject to the amendment above.

Approved

4. Matters Arising

Any matters arising were covered in agenda items.

Noted

STRATEGY

5. Finance: Management Accounts

TM explained that the accounts to the end of June 2016 show a deficit of 150k against budget target. TM also informed the Board that Finance for Non-Financial Managers training has been arranged for late August in a bid to improve understanding of the Budgets.

Noted

6. CEO Report (confidential)

TM gave a summary of the activities and progress of AberSU since the last meeting which covered Officer Induction and Training, Change Programme, Staffing, Strategic Plan, Trustee Recruitment, Budget and Block Grant, Awards, Graduation Ceremonies, Membership Conference and Open Day.

Noted

7. Change Programme (Confidential)

i. Service Level Agreement (SLA) for Commercial Transfer

TM invited the Board to make any final amendments to the SLA before approving the agreement.

The following areas were to be considered:

2.5 Students may remain in the spaces without buying products, may eat their own food, or may make use of the spaces for campaigning purposes. The unique identity of the facilities shall be protected and promoted to ensure students recognise the spaces as theirs. This shall include the opportunity to influence product ranges (e.g. fair-trade) amongst other things.

a. ***If a student wants a particular product in the shop, how would they go about asking?*** They should contact the President who will feed this into the Committee.

b. ***Are they going to be operating under our name or CCS?*** To be confirmed.

2.7 The Students' Union will not enter into any advertising or promotional activity with direct competitors of CCS for food, drink, retail, gym or sport facilities without prior agreement with the University. Any disputes will be referred to the University Chief Operating Officer for resolution.

a. ***If they use the spaces for conference booking and book so far in advance, will that affect us having priority for the space?*** The Committee will help iron out and discuss any potential issues. There is a role to play on both sides to make every effort to make this work.

b. What are the plans for Semester 2? There are no plans as yet, these conversations will begin once Freshers' is upon us.

c. Can we make some requests for particular events? Yes

2.9The Students' Union will not enter into any advertising or promotional activity with direct competitors of CCS for food, drink, retail, gym or sport facilities without prior agreement with the University. Any disputes will be referred to the University Chief Operating Officer for resolution.

a. Can it be made clearer that any impact to Sports Clubs and Societies would not be acceptable? Yes

b. Are we tied to the University? It is in their interest to make it work, if they are not able to accommodate it then we can look at an alternative.

The Board agreed that TM would amend as requested above and once finalised, would circulate to the Board via email.

Action – TM

ii. Finance Provision

TM updated the Board on further negotiations with University Finance. TM explained that there are two proposals for the Board to consider and invited them to vote.

- Option 1– To retain 2 Finance staff with the opportunity to have our debt cleared in October 2017 subject to performing under budget.
- Option 2– To transfer the 2 Finance staff with the opportunity to have our debt cleared in June.

Following a detailed discussion, the Board approved **Option 1**.

iii. Consultation Responses

TM provided the Board with a report on consultation responses and her recommendations. TM invited the Board to consider the responses and finalise on the changes. The following is a summary of changes agreed by the Board:

- 1) Membership support activity to be outlined clearly in communications and Engagement Job descriptions
- 2) Student staff design to be added to the staff structure
- 3) 2 FTE Adviser posts to be advertised for the purposes of initial expressions of interest.
- 4) Coordinator is preferable to Facilitator

- 5) CEO to ensure that job descriptions are appropriate and review with President as Chair of Trustees
- 6) Reception Intern to be part of the Student Opportunities team
- 7) Seating/desk locations to be reviewed at an early opportunity to promote closer inter-departmental working.

TM also provided two structures for the Board to consider. Option 1 was the original previously approved, whilst Option 2 was slightly amended to move Reception Intern under opportunities.

Option 2 approved by the Board

TM further asked the Board to decide how they would like to advertise for roles that have not been taken up by staff 'at risk'. **The Board agreed that the roles would be advertised externally.**

Action – TM

8. NUS Strategic Research Update

TM gave the Board a brief update on the results of the Research conducted by NUS and stated that once the Change Programme is complete, the Strategic Plan will be priority.

Noted

9. External Trustee Recruitment

The Chair informed the Board that one of our External Trustees, Estelle Hart (EH) has given her resignation to be effective from December. The Chair extended her thanks on behalf of the Board for all the contribution and dedicated given by EH during her appointment.

The Board further discussed recruitment of 3 External Trustees and agreed that possible areas to look at would be Equality & Diversity, Marketing, Volunteering, NUS/SU knowledge. The Board also agreed that SP would be involved in the recruitment and appointments.

Noted

10. Officer Role Review

TM asked the Board to approve the cost of Officer Role Review of £2.5k.

Approved

11. 2016/17 Business Calendar Dates

The Board was provided with a schedule of business for the 2016/17 Academic Year. No amendments made. AE will send out a doodle poll to finalise Trustee meeting dates.

Noted

12. A.O.B.

Bank Mandates

The Board were asked to approve the CEO as a signatory.

Approved

TM informed the Board that we will be holding our Christmas Party on 16th December and welcomed the Board to attend.

Noted

JC queried issues they are experiencing with Akuma. TM was tasked with exploring the contract terms and will come back to the Board if there are issues for their attention.

Action – TM

The Board discussed the publicity of the Commercial Transfer and agreed that the Chair would compile a statement on behalf of the Board.

Action – LM

Meeting ended