



AUSU
Trustee Board Meeting
16th January 2017
Committee Room

Present

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|---------------------------|---|
| 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 |
| Richard Matthews (RM) | - AUSU Undergraduate Trustee |
| Alan Roberts (AR) (skype) | - AUSU External Trustee (to be ratified at Council) |
| Ryan Beardsley (RB) | - AUSU External Trustee (to be ratified at Council) |

In attendance

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|----------------------|--|
| Trish McGrath (TM) | - AUSU CEO |
| Catrin Hopkins (CH) | - AUSU Finance Manager (attended for finance section only) |
| Annamarie Evans (AE) | – AUSU Executive Assistant (notetaker) |

MEETING ADMINISTRATION

The Chair opened the meeting by welcoming everyone and introductions were made by all present.

1. Apologies for Absence

Sue Parnell, Olymbia Petrou (newly appointed External Trustee)

2. Declarations of Interest

No declarations of interest were recorded.

3. Minutes of the previous meeting

Minutes of the previous meeting held 7th November were approved as a true record of account.

Approved

4. Matters Arising

Minute 6 – CEO report

TM informed the Board that the associated costs of commercial transfer have been factored into the reduction of Debt owed to the University.

Noted

STRATEGY

5. i. Finance: Management Accounts

CH presented the management accounts and explained that we are projecting a year end of 3k deficit instead of the £4.5k deficit budgeted for. The Trustees welcomed the turn around and thanked everyone for all the hard work to achieve this.

Noted

ii. Audit Report and Accounts

The financial statements for 2015/16 were signed off by Trustees pending an amended letter of support from the University.

Approved

6. CEO Report

TM provided the Trustees with a revamped CEO report that included updates from each Manager regarding departmental activities since the last meeting.

Noted

7. CEO Objectives

LM updated the Trustees on the CEO'S objectives and explained that although the objectives are connected to the Fix It Plan, they will be updated as soon as the Strategic Plan is complete.

Noted

8. Officer Report

LM gave a brief description of the Officer Report previously provided and a discussion was held over the recruitment of the Vice Chancellor. LM informed the Trustees that the successful appointment was very keen to engage with the SU and adopting one to one meetings with the Officers. The Trustees welcomed this news and felt that it was important to build a close working relationship with the VC.

Noted

9. KPIs

The Trustees welcomed an update received from TM on KPIs to November. They stated that it would be useful in future reporting to tie in various reports such as Risk Register, KPIS, and objectives to make it easier for Trustees to be made aware of potential risks/issues.

Action – TM

10. Strategic Plan Update

TM presented the Trustees with the Strategic Plan Outline and welcomed any input from Trustees following the meeting. TM explained that the plan is to hold further discussion/input days from Staff/Students.

Noted

11. Officer Role Review Update

TM gave an explanation of recommendations for Full Time Officer Roles and asked that the Trustees allow a consultation to take place regarding suitable staff structure to complement both the Officer Setup and the Strategic Plan.

Approved

LM gave a briefing of the recommendations for the Part Time Officer Roles. Part Time Officer roles approved.

Approved

12. Risk Register

The Trustees welcomed the risk register update and asked that this document gets embedded into each staff member's objectives. They also stated that it would be useful to show the incoming VC this document to make them aware of funding implications. They welcomed the building of a close relationship with the incoming VC.

Action – TM

13. External Trustee Approval

LM asked the Trustees to approve the newly appointed External Trustees.

Approved

14. Sub Committee Members

LM gave an overview of her paper on Sub Committee membership and reiterated the importance of establishing these committees. She asked that Trustees consider each committee and express their interest via her email union.president@aber.ac.uk as soon as possible.

Noted

AE will provide potential dates of future Trustee meetings as well as Sub Committees.

Action – AE

15. Minutes/Overview of AGM 05/12/16

Trustees were provided with an update of motions passed at AGM.

Noted

16. A.O.B.

i. Christmas Leave

Trustees approved 3 extra days of leave for Christmas Shutdown.

ii. Save the Date

Trustees are invited to attend our Annual Dinners, please note the dates below and let Annmarie know if you are able to attend as soon as possible.

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|------------------|---|
| Societies Dinner | 3 rd May (time/location to be confirmed) |
| SLTAs | 5 th May Medrus, Penbryn, Aberystwyth University (7pm tbc) |
| Sports Dinner | 10 th May Brynrodyn Holiday Park, Time (tbc) |

AE will look at possible date change of May's Trustee meeting to coincide with a date above.

Action – AE

17. Date of next meeting

Friday 17th March at 1pm

End of meeting