

Trustee Board

date: 12th March 2009
time: 18.00
location: Students' Union Meeting Room

Minutes

Present: Yasmin Omar (Chair), Susan Morrison, James Lloyd, Chris Miller, Ben Robinson (via speakerphone), Mal Edgson (Secretary).

1. Preliminaries:

1.1 Welcome & introductions

1.2 Apologies: Janie Grover

1.3 To approve the minutes of the meeting on 13th October 2008:

Approved

1.4 Matters Arising

It was noted that Susan was now attending Finance & Staffing meetings and that the intention was to formalise this through a constitutional change, see below

2 Financial Business

January Accounts: To receive the Management Accounts and projections for Jan 2009: The accounts to Jan 09 were received. The new format was noted and welcomed. ME reported that the University have formerly agreed to pay the outstanding monies owed to use from prior years and also the current year.

2.1 The Management Accountant has reviewed our accounts at each month end and no correction have been made. Arrangements to bring the prior year as stated in our records in line with the year end audited accounts will be completed this month. ME reported a small stock loss at the Wycombe bar concerning soft drink was being addressed and although this represented around £2,000 at sales it only represented around £200 at cost.

2.2 The projections indicate a slightly higher projected LOSS of £3,500
System Control improvements: To receive a report on system control improvements identified at last audit. ME provided an update and it was agreed that this would be taken through to reassure the University. ME to meet with John Cooper

Action ME

To discuss the parameters of the 2009-10 budget request. The following principles were agreed:

- 1) The Union must retain flexibility to rebuild reserves.
- 2) The Union must seek funding which allows it to continue to pursue an engagement strategy which can be dynamic and responsive
- 2.3 3) The Big Deal funding should be honoured at the level agreed taking into account changes in student numbers
- 4) The cost of living increase provided for in the draft budget be transferred into reserves if it is not required.
- 5) It was suggested that the Union consider ATM at Uxbridge to make up for lost income at Chalfont

2.4 **To receive a report on performance indicators** – now included in Financial Summary above - removed

- 3 **Planning**
To note progress of the Union Plan for the academic year 2008-09 – presentation: YO gave a verbal report indicating that following an initial meeting of the sabbatical team areas of Communication and Student Engagement had been identified as priority areas going forward. YO gave a short presentation by way of a think piece to launch the development of a Student Engagement strategy
- 3.1
- 4 **Staffing & Compliance Issues**
To note additions and departures to the staff team – no change since last report
- 4.1
- 4.2 **To receive a short paper on the staffing effects of the closure of Chalfont & Wellesbourne Campuses and the Opening of 106 Oxford Road, Uxbridge.** The paper proposing staff changes was agreed
- 4.3 **To note arrangements for GM appraisal and paper on appraisal policy within the Union:** The paper was approved as submitted. ME to arrange **Action ME**
- 4.4 **To receive a summary of reported accidents within the Union since 1st Aug 2008:** noted
- 5 **Constitutional**
To approve changes to the Executive Committee membership for 2009-10. Amendment to the Schedules of the Constitution. **Approved**
- 5.1 **To approve a short paper making Finance & Staffing Committee a formal sub committee of Trustee Board:** Constitution Amendment. **Action ME**
- 5.2 Agreed to move to the Schedules with reference to making it a standing committee of Trustee Board
- 6 **Membership & Engagement**
To note the levels of activity contained within the financial report above: Participation in Big Deal related activities as well as Volunteering etc. were commended.
- 6.1
- 6.2 **To note the forthcoming elections for next years Executive Committee** - verbal
- 6.3 **To note the achievement of Fairtrade status** – The Union was congratulated for its work in this area
- 6.4 **To note the achievement of Best Bar None standard for the 4th consecutive year** – as above
- 6.5 **To note the results of our recent Environmental Audit and application for Sound Environmental Impact award** – The meeting commended the Union for the good practise which was noted in the audit findings.
- 6.6 **To receive a report of principle issues being reported through our Representation Department** – The impact of drawing together structured feedback from across all courses and developing them into themes was exemplified and the themes of improving Blackboard, communication with students and book-stock in libraries were identified amongst others.
- 6.7 **To receive a report on progress of the Student Voice Project** – the meeting to note of the potential for high impact representation that this project could deliver and the Union was encouraged to continue with work in this area
- To note minutes from other meetings** – The meetings below were noted
- 7 **Finance & Staffing:** 2/12, 29/1
Senior Management Team: 6/10, 12/1
Executive Committee: 15/10, 3/12, 14/1, 4/3
- 8 **Any Other Business:** None
- 9 **Date of Next Meeting:** Tue 9th June 09