

Trustee Board

Date: 3 June 2008
Time: 18.00 hrs
Location: Boardroom, High Wycombe



Minutes

Present: Matthew Kitching (Chair) James Lloyd, Janie Grover, Susan Morrison, Mal Edgson, Ben Robinson, Ross McLaughlin, Yasmin Omar, Chris Millar, Chris Stanton (Secretary)

10.08	<p>Apologies for Absence: None MK welcomed the new members of the Board Yasmin Omar and Chris Millar.</p>	
11.08	<p>Minutes of the last Meeting: Approved minutes of the meeting held on 29 January 08.</p> <p>Matters Arising:</p> <p>Management Account Summary for Dec 07 The error in the Management Accounts had been corrected and budget forecast reprojected.</p> <p>Performance Indicators Andy Smith, Venue Manager, was researching loyalty schemes and card scanners so as to be able to find out which students took advantage of the New Offer. Two national newspapers had been contacted by MK regarding the New Offer but no press coverage was forthcoming. Paul Goodman, MP, had been contacted and a noncommittal reply received.</p> <p>NUS Affiliation Fee Scheme It was reported that the majority of officers were of the opinion that BSU should stay with NUS. Research on disaffiliation had shown the impact to be revenue neutral. MK reported on the Magners' sponsorship offer for the sports teams to the amount of £40,000 over 3 yrs and discussion took place as to what steps could be taken if NUSSL did not agree to the contract. JL suggested a policy of stocking Magners if the NUSSL provider could be found environmentally suspect. Action ME to investigate.</p> <p>BSU Risk Register ME reported that the University was renewing its Recovery Plan and he had been advised that any BSU issues would be rolled into the University Plan.</p> <p>Internal Candidates SM raised the question of whether all applicants were informed if internal candidates were included in interviews. It was agreed that BSU would look at new advertising options and JL agreed to send a list of appropriate mediums to ME. BSU would adopt a more formal policy around recruitment particularly when internal applicants were involved. These measures would be added to the staff handbook and included in the Schedules. Action JL</p> <p>Union Constitution and Schedules for the Constitution Updated but need to be revisited by Trustees when minor changes to Constitution are required. The Trustees instructed BSU to make minor changes as necessary.</p>	<p>ME</p> <p>JL</p>

12.08 2.1	<p>Financial Business</p> <p>To note the Management Account Summary for March 08 ME reported that BSU projected a small surplus at year end due to staff leaving and not being replaced for several months. The issue of shop losses was raised and discussed at length with various suggestions for better controls in the shop. An additional part-time Shop Manager was to be appointed which should alleviate some of the problems. It was hoped the summer months would prove to be profitable with the influx of foreign schoolchildren on campus</p> <p>2.2 To receive a Report on Performance Indicators ME talked to this paper at the meeting and emphasised various points regarding encouraging election turnout and increase in student societies. Counselling appointments were decreasing and it was believed this was due in part to the considerable work carried out by the Learning Development Unit at Wellesbourne. BR was requested to pass on a vote of thanks to the staff of the LDU. Action BR The Trustees found the paper very useful and requested it be updated for the next meeting, particularly with key indicators itemised.</p> <p>2.3 To approve outline Budget and Block Grant Submission 08-09 ME explained the budget summary and the proposed impact of the New Offer on the budget next year. The democracy expenditure was discussed particularly in view of the increase in NUS fees. The Trustees suggested an acceptable reserve figure should be budgeted into the figures. It was suggested that the Executive Committee could decide on the reserve figure to be included.</p> <p>2.4 Recovery Plan Item covered previously in meeting.</p> <p>2.5 To consider opportunities to strengthen Financial Reporting ME summarised the system for financial reporting of clubs and societies' funds. It had been identified that the monitoring and allocation of funds was not as transparent as necessary. A summary had been produced by Ross but the allocation was not complete. The situation had arisen where extra costs had been taken from restricted funds. It was agreed this was well intentioned but not entirely appropriate. A more transparent budget system would be put in place for the coming year. It was advised that all clubs and societies should have parity of opportunity regarding funding and BSU would have to take special care around restricted funds. The Trustees suggested it would be sensible when agreeing restricted funding, to agree the criteria that in the unlikely event of any programme ceasing to run, then funds could be relocated to a project of a similar nature.</p>	BR
13.08 3.1	<p>Planning</p> <p>To note progress of the Union Plan A detailed report would be circulated at the end of the meeting. Action ME</p>	ME
14.08 4.1	<p>Staffing & Compliance Issues</p> <p>Recruitment Events Manager, Noel Cornford, would join BSU on 1 July. Noel was currently working for a subsidiary of the Mean Fiddler organisation. Simon McDowall, an internal applicant, was appointed Communications Co-ordinator. Simon would bring a portfolio of design and web skills to the post. Ross McLaughlin would join the permanent staff on 1 July as Student Activities Co-ordinator.</p>	

4.2	The position of DGM Member Services had been put on hold. The revised Management Structure was included with the Board papers	
15.08	<p>Constitutional</p> <p>To receive the Report on the recent Elections Paper circulated at meeting. MK explained the detailed list of the Executive Committee positions. The vacant first year posts would be elected in October. The vacancies for Faculty Officers would be co-opted and appointed after interviews with one vacancy for a Liberation Officer. MK explained that after a serious incident at Chalfont, the Black Students' Officer had been suspended. The Trustee Board Observer posts were still vacant and it was suggested to co-opt Exec members onto the posts until an election was possible.</p>	
16.08	<p>Discussion items</p> <p>6.1 Student Voice Project A presentation on the Student Voice Project was given by ME. The Trustees advised that academic integrity would be important in this Project and the results would have to be useable, relevant and viable. The possibility of the Project being taken on as a research project was also suggested. It was believed that with building work carrying on around the HW site, some answers may be distorted.</p>	
17.08	<p>Any Other Business</p> <p>MK thanked the Trustees for their encouragement and work with him over the last 12 months as he would be vacating the position of President and handing over to YO. RM also gave his personal thanks to the Board.</p>	