

**Agenda item 3**

**Trustee Board  
20 June 2019**

**Minutes of the Trustee Board of the University of York Students' Union**

**Date:** 14 March 2019  
**Time:** 16:30-19:30  
**Venue:** Information Centre Board Room, York

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**Reserved Business**

- I. Directors/ Trustees have met to cover relevant closed business.
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**I. Present**

Directors/Trustees

James Durcan (President) – Chair  
Zac Sheppard (York Sport President)  
James Hare (Academic Officer)  
Finn Judge (Activities Officer)  
Steph Hayle (Community & Wellbeing Officer)  
Ingrid Jenner (External Trustee)  
Jamie Sims (External Trustee)  
Robin Brabham (Student Trustee)  
Maryam Taher (Student Trustee)  
Christian Stickels (Student Trustee)

In attendance

Ben Vulliamy (Chief Executive)  
Rachel Barber (Director of Student Support and Representation)  
Gemma Vessey (Director of Communication and Activities)  
Laurie Smith (Director of Commercial Services)  
Joanne Fox (HR & Administration Manager)  
Steph Pearson (Community Manager)

Apologies

Songtao Hu (External Trustee)

**2. Declarations of interest**

- 2.1 IJ declared that she had an interest with one of the College's chosen charities. No other declarations were received.

**RESOLVED (TB03/19-2)**

- a) To note verbal declarations of interest.

**3. Minutes of the meeting held on 24 January 2019**

- 3.1 It was noted that the Auditors were not in attendance at the previous meeting and the minutes should be amended.

**RESOLVED (TB03/19-3)**

- (a) To note the amendments to the minutes.

**4. Matters arising**

- 4.1 It was not noted that there were no substantive issues arising that were not covered elsewhere in the agenda.

**5. Chief Executive's Report**

- 5.1 The Chief Executive updated Trustee Board members on key work being undertaken to further YUSU organisationally, strategically and sustainably including NUS developments, the quality student union awards, officer support and other key activities.

- 5.2 JD thanked BV for the report.

**RESOLVED (TB03/19-5)**

- a) To note the report.

**6. Sabbatical Officer's report**

- 6.1 Sabbatical Officers produced their report on key priorities.

**RESOLVED (TB03/19-6)**

- (a) To note the report.

**7. Community Plan**

- 7.1 The Community Manager updated Trustee Board Members on key aspects of the plan, noting the three central themes of Student Voice, citizenship and community engagement.

- 7.2 JD thanked SP for the report.

**RESOLVED (TB03/19-7)**

- (a) To note the report.

## 8. Media Charter

8.1 The Student Support and Representation Director with the Activities Officer presented the Media Charter to the board. Trustees were updated on the consultation to date and asked to consider strategic questions in relation to digital risks. They were also asked to consider the role of the Board in relation to governance matters and the potential for liability and reputation risk; the appropriate balance of this governance responsibility with the development opportunity provided by student media; student media's public interest considerations; and YUSU's wider duty of care to the University community.

8.2 This Charter was discussed by the board.

### RESOLVED (TB03/19-8)

- (a) To review the provision in the Charter for managing digital risks and work towards strengthening mitigations in this area. Both the charter and current practice in relation to media groups' online presence will need revising to reflect the fact that YUSU's student media groups have no separate legal identity to YUSU.
- (b) A revised draft to be compiled by the date of the next board meeting with any further feedback from consultation partners.

## 9. Elections 2019 Report

9.1 The Student Support and Representation Director presented a report on the 2019 Officer Elections examining turnout, objectives and a range of other metrics.

It was noted that the following officers have been appointed:

President	Samara Jones
Academic Officer	Giang Nguyen
Student Activities Officer	Ollie Martin
Community and Wellbeing Officer	Steph (Effy) Hayle
York Sport President	Maddi Cannell

They will join YUSU on 26 June 2019 for a handover, taking over as Officer Trustees from 1 July 2019 following the planned resignation on 30 June 2019 of the current Officer Trustees (James Durcan, Zac Sheppard, James Hare, and Finn Judge). Following her re-election, Steph Hayle will continue as an Officer Trustee for a second term.

- 9.2 JD thanked RB and her team for all their hard work on 2019 Elections.
- 9.3 JD congratulated SH on her re-election.
- 9.4 Commercial Services were also thanked for their assistance.

### RESOLVED (TB03/19-9)

(a) To note the report and to consider metrics on diversity at the next election.

(b) To look into the possibility of student media adding subtitles to the media commentary at the next election hustings and results.

## **10. Management Accounts as at 31s January 2019**

10.1 The Chief Executive presented the financial position of YUSU Charity & Commercial Services as at 31<sup>st</sup> January 2019 noting we were slightly ahead of budget.

### **RESOLVED (TB03/19-10)**

(a) To review and note the management accounts.

## **11. Draft Reforecast Budget 2018-2019**

11.1 The Chief Executive presented to the Board the Draft Reforecast Budget for 2018/2019 and presented current expenditure versus the current budget. It was noted that the paper was reviewed by the Finance Sub Committee in February. The Chief Executive pointed out that our current performance against budget required limited change to existing planned activities and targets.

### **RESOLVED (TB03/19-11)**

(a) Draft noted and approved by the board.

## **12. IT Strategy**

12.1 The Chief Executive presented to the board the IT strategy outlining the risks in the implementation of the strategy and how this risk can be mitigated by phasing in the implementation over 4 phases. The Chief Executive explained how we would commence with data agreements and contracting before conducting user acceptance testing and start to migrate from summer 2019 – 2021.

### **RESOLVED (TB03/19-12)**

(a) Board approved SMT & Officers to proceed with contracting SUMS and undertaking phase I of migration for Summer 2019 and to update at future board meeting.

## **13. Trustee Board Minutes Publication**

13.1 The President proposed that all trustee board minutes be published online for 2018/19 and moving forwards in order to facilitate greater transparency of the board's activities.

### **RESOLVED (TB03/19-13)**

- (a) JD & BV to ensure all minutes are up to date and arrange online publication.
- (b) Standard exemptions would apply to ensure legal compliance in any published minutes.

#### **14. Finance Committee minutes 28 February 2019\***

14.1 Noted without further discussion as a starred item.

#### **15 HR Committee minutes 14 February 2019\***

15.1 Noted without further discussion as a starred item.

#### **16 Action and Attendance Log \***

#### **RESOLVED (TB03/19-16)**

- (a) Amendments to be made to log in line with discussion

#### **17 Freedom of Information Proposal**

17.1 JD presented to the Board a proposal to review our practice on any Freedom of Information requests following a student submission to the most recent ideas cycle.

#### **RESOLVED (TB03/19 -17)**

- (a) To continue with the organisation's current approach of providing reasonable data to students irrespective of our exemption from the FOI legal requirements.

#### **18 Any other business**

18.1 The President noted that in between meetings the Board had taken a decision on a governance matter on 7 February 2019. For the record, the minute of this decision was noted below:

#### **Minute for the Record Trustee Board of the University of York Students' Union**

Date: 7 February 2018  
Time: 16.00

The Board of Trustees has resolved to adopt a recommendation from the Chair of the Board that in order to avoid a conflict of interest, a single individual cannot stand election for the role of Policy Coordinator and Trustee simultaneously.

The decision was taken outside of an ordinary board meeting under provisions for decisions without a meeting, set out under clause 43 of the Articles.

Quorum was met.

In reaching their decision Trustee Board Members considered: the responsibilities inherent to and the principles underpinning the two different positions; trustees' legal responsibilities; risks and potential risk management; and Trustees' commitments to encourage diversity and provide a range of opportunities for different students.

#### 18.2 Informal Discussion with Policy Review Group

- (a) Introduction of the outgoing and incoming Policy Coordinator and the current members of the PRG to the Board of Trustees.
- (a) Discussion was held on how communication between the PRG and the Board of Trustees can be improved.

JD thanked the PRG for attending the meeting and their input.

#### **RESOLVED (TB03/19-18)**

- (a) Points noted by board and further review of process to be conducted.

#### **19. Date of next meeting – confirmed as Thursday 20 June 2019.**

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