

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

Date: 22 November 2018
Time: 16:30-19:30
Venue: Information Centre Board Room, York

1. Present

Directors/Trustees

James Durcan (President) – Chair
Zac Sheppard (York Sport President)
James Hare (Academic Officer)
Fin Judge (Activities Officer)
Ingrid Jenner (External Trustee)
Songtao Who (External Trustee)
Jamie Sims (External Trustee)
Robin Brabham (Student Trustee)
Maryam Taher (Student Trustee)
Christian Stickels (Student Trustee)

In attendance

Ben Vulliamy (Chief Executive)
Tony Humphreys (Interim Director of Finance & Resources)
Rachel Barber (Director of Student Support and Representation)
Gemma Vessey (Director of Communication and Activities)
Laurie Smith (Director of Commercial Services)
Szczeban Swiatkowski (HR & Administration Manager)
Jane Marshall (BHP Auditors) – Items 1-3
Johnathan Verrier (BHP Auditors) – Items 1-3

Apologies

Steph Hayle (Community & Wellbeing Officer)

2. Declarations of interest

- 2.1 An update was given on the process of formal declarations of interest to be completed annually and on file within the Company Books. Verbal declarations will continue to be heard at each meeting where appropriate. There were no declarations.

RESOLVED (TB 11/18-2)

- a) To review and confirm individual Trustee and Director information held on the Company Books or the organisation.
- b) To note there were no verbal declarations of interest

3. Approval of audited accounts 2016- 17

- 3.1 The external auditor took the Board through the restricted and unrestricted funds, financial review, donation & legacy, charitable activities and expenditure and confirmed the unqualified opinion of the external auditors. JM explained the pensioned deficit and contribution changes.
- 3.2 The Chief Executive proposed that Sports and Societies Accounts should be discussed with groups before making any changes to their current format and this can be discussed at the Finance Committee but may not be a priority within the immediate year. The auditors agreed that some students' unions account for clubs and societies monies held and others don't. Each model has implications.
- 3.3 The Director of Student Support and Representation explained that Sport and Societies review their account on annual basis at the AGM.

RESOLVED (TBI I/18-3)

- (a) To approve the audited financial statements as a true and accurate record of the Unions financial performance 2016-17 as recommended by the Finance Committee for;
- I. YUSU Consolidated Statements
 - II. CS Financial Statements
 - III. CS Filing Statements
- (b) To approve letters of representation for YUSU and CS
- (c) To approve the Audit Findings report

4. Minutes of the meeting held on 21 June 2018

RESOLVED (TBI I/18-4)

- (a) To approve the minutes as a true and accurate record.

5. Matters arising

NOTED (TBI I/18-5)

- (a) Financial Accounts – no further actions.
- (b) Draft Budget 2018- 2019 – no further actions.
- (c) Venue update – no further actions.
- (d) Incorporation update – no further action.
- (e) Big Student Survey – Agenda Item 10.

6. Chief Executive Report

- 6.1 The Chief Executive updated Trustee Board members on key work being undertaken to further YUSU organisationally, strategically and sustainably.
- 6.2 JD thanked BV for the Report.

RESOLVED (TBI I/18-6)

- a) To note the report.

7. Sabbatical Officers report

- 7.1 Sabbatical Officers updated Trustee Board members on key priorities.

RESOLVED (TB11/18-7)

- (a) To note the report.

8. Management accounts for the period ended 30 September 2018

- 8.1 The Interim Director of Finance and Resources presented financial position of YUSU Charity and Commercial Services as 30 September 2018.

RESOLVED (TB11/18-8)

- (a) To review and note management accounts.

9. Summary of cycle of business 2018- 19

- 9.1 The Chief Executive presented proposed cycle of business for the Trustee Board.

RESOLVED (TB11/18-9)

- (a) To approve the outline summary cycle of business for 2018 – 19.

10. Review of Union performance and impact

- 10.1 The Director of Communication and Activities presented 2017 – 18 performance against the strategic performance indicators and presented the highlights of the annual report.
- 10.2 JD thanked GV and her team for the Impact Report.
- 10.3 The Board discussed KPI dashboard, and it was agreed that Chief Executive will review Opportunities target for 2019/20 and future strategy.

RESOLVED (TB11/18-10)

- (a) To note the 2017-18 performance against PIs
- (b) To approve the 2018-19 PI targets (as set out on the accompanying dashboard) for monitoring purposes
- (c) To note the 2017-18 Impact report.

11. Annual compliments and complaints

- 11.1 The Director of Student Support and Representation presented complains and compliments dashboard received and handled by the organisation during the 2017-18 academic year.

RESOLVED (TB11/18-11)

- (a) To note the register of complaints and compliments.

- (b) To note planned actions going forward. A significant part of this work constitutes ongoing work as part of the byelaws update.

12. NUS Affiliation and turn around

- 12.1 The Chief Executive updated the board on the current information about NUS sustainability and plans of NUS. He updated on the potential implications of financial failure by the national union and any potential impact on YUSU and what actions YUSU could take to mitigate any risks to YUSU.
- 12.2 The Board has agreed to hear additional update on next Trustee Board meeting.

RESOLVED (TB 11/18-12)

- (a) To note the paper.

13. Action and attendance Log*

- 13.1 Noted without discussion as a starred item.

14. Finance Committee Minutes 25 October 2018*

- 14.1 Noted without discussion as a starred item.

15. HR & Audit Committee Minutes 11 October 2018*

- 15.1 Noted without discussion as a starred item.

16. Remuneration Committee Minutes 20 September 2018*

- 16.1 Noted without discussion as a starred item.

17. Proposal to amend quorum in articles of association

- 17.1 The Student Trustee presented a proposal to amend the union's requirements for quorum in YUSU's Articles of Governance.
- 17.2 The Board has decided that this should be discussed in PRG meeting first before coming back to the Board.

RESOLVED (TB 11/18-17)

- (a) To consider proposal from the Student Trustee.

18. Any other business

- 18.1 The Board noted that following Officer Trustees; Alex Urquhart, Mia Shantana Chaudhuri-Julyan, Laura Carruthers, Julian Porch and Mike Collinson has completed their term in office, and resigned from their position as Trustees of University of York on the 29th June 2018.

RESOLVED (TB11/18-18.1)

- a) The Chair of the Board has signed a letter that confirm Election results from 24th February 2018, which confirms the name and position of the incoming Officer Trustees.

19. Date of next meeting – confirmed as Thursday 24 January 2019.

Reserved Business

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