

## CSU TRUSTEE BOARD MINUTES 2019/20

Meeting on 12 August 2019 at 3.00pm – CSU Meeting Room

### Members:

Eleanor Lewis	President
Melanie Hooper	Vice President Education
Rio Hall	Vice President Activities
Jack Appleby	Vice President Warrington
Christopher Dignall	Student Trustee
Nick Hodson	External Trustee
Alec Spencer	External Trustee

### Apologies:

Robert Winkler	External Trustee
----------------	------------------

### In attendance:

Courteney Ayre	Vice President Shrewsbury
Jane Whalen	Interim Union Manager
Alison Hewitt	Administrator

### Minutes

#### Introduction

#### 1.0 Election of Chair and Deputy Chair

AS proposed that the application process for Chair is reopened. The Deputy Chair role will be undertaken jointly by RW and AS. The Deputy Chairs will jointly manage the Interim and Permanent Union Manager on behalf of the Board and will agree the Board agenda. The Deputy Chairs will facilitate Board meetings until such time as a Chair is appointed.

#### 1.1 Apologies of absence

Rob Winkler.

#### 1.2 Conflicts of interest

None raised.

#### 1.3 Trustee Declaration of Interests 2019/20

Trustees to complete the form and return to AH. **ACTION: ALL**

#### 1.4 Matters arising from the previous minutes

13 May 2019

- Minutes were approved by Trustees.

8 July 2019

- Minutes were approved by Trustees.

#### 1.5 Matters arising not covered by the agenda

No matters.

#### Financial Scrutiny

#### 2.0 Budget 2019/20 (Reserve)

JW tabled an updated 2019/20 budget.

#### 2.1 Summary of financial position and proposed action (Reserve)

All discussions were completed in item 2.0.

## Governance

### 3.1 Trustee Resignations

Ben France, Sophie Bell, Jack McGovern, Claire Marsland and Niamh Roberts have previously resigned as directors of the Company and Trustees of the Charity.

- The meeting noted that Eleanor Lewis, Melanie Hooper and Rio Hall had given their consent to act as directors of the Company and Trustees of the Charity.
- The meeting RESOLVED to:
  - approve Eleanor Lewis, Melanie Hooper and Rio Hall as directors and trustees to take office;
  - approve the resignation of Ben France, Sophie Bell, Jack McGovern, Claire Marsland and Niamh Roberts as directors and trustees;
  - appointment of the chair of the Board will be resolved at the next Board meeting in November.
- The Board had unanimously agreed to award Honorary Life Membership of Chester Students' Union to Ben France, Sophie Bell and Jack McGovern to take effect immediately.
- The Board thanked them for their dedication and hard work during their time with the Union and wished them every future success with their careers.

### 3.2 Recruitment of Trustees (External/Student)

- Adverts to go out for the vacant External and Student Trustee places on the Board. **ACTION: EL/JW**
- It was also noted that NH and RW have renewed their Trustee membership for a further 12 months.

### 3.3 Governance Review – Benefits of Good Governance Presentation

- AS gave a brief background to his Governance paper and what Governance means. JW is facilitating the review. **ACTION: JW**
- The review will make recommendations to the Board regarding CSU's governance. This is about our roles, responsibilities and relationships. The review will be primarily concerned with formal governance. Formal governance covers aspects such as the way in which the organisation is legally constituted. It will have limited focus on informal aspects of governance.
- External reviews of Governance are recommended to be undertaken every 3-5 years. The Board has suggested that a working group be established to undertake the review. JW has had a suggestion from NUS who to contact regarding assisting the review and this will be followed up.
- The Review will include the report from the last officer team, NUS Governance documents and how other SUs undertake this.
- If a change to our formal guidance is needed this will need approval from the University and by our student body through AGM.

### 3.4 Societies Proposal 2019

- RH had prepared an initial proposal regarding Societies' Treasurers but following learning from national conference has proposed revisiting this. RH will take the lead on the additional research required to ensure that the proposal is sustainable and effectively mitigates risks for all parties.
- RH to email board with new proposal once drafted. **ACTION: RH**

## Organisational Update

### 4.1 Recruitment of Union Manager

- Preliminary interviews taking place on 20 August.

### 4.2 Report of Sabbatical Officers

- EL presented the Sabbatical Officers report which included:
  - Update on the handover and campaigns which had taken place in May/June.
  - Ongoing changes in the Union.
  - CA briefed that she was preparing a report on the role of an Officer and what their job entails when not being a Trustee. This will be forwarded to Trustees when finalised. **ACTION: CA**
  - Trustees thanked the Officers for a well-presented report.

#### **4.3 Report of Interim Manager (Reserve)**

- JW briefed on current issues.
- All members of the Trustee Board would like to formally thank the staff team for working through this difficult period and recognise the challenges that they have had to face.

#### **Policy Review**

##### **5.1 Advice Centre – Office Manual**

Advice Centre Manual was circulated from the Student Advice Manager. JW will report back Trustees' approval.

**ACTION: JW**

##### **5.2 CSU Policy List**

- Spreadsheet was circulated of the current Policies list and their timetable of review.
- Trustees were asked if the Policies should be reviewed or await the appointment of the Union Manager. Trustees requested that JW commence working on these initially and bring back recommendations to the Board ensuring a smooth transition with the new Union Manager. **ACTION: JW**

#### **Forward Planning**

##### **6.1 Future meeting dates:**

- Monday 25 November at 3pm
  - Monday 27 January 2020 at 3pm
  - Monday 11 May 2020 at 3pm
  - Monday 10 August 2020 at 3pm
- Annual General Meeting (AGM)
- Monday 3 February 2020 at 5pm
  - Monday 10 February 2020 at 5pm (reserve date)

Meeting was closed.