

## **CSU TRUSTEE BOARD MINUTES 2019/20**

**Meeting on 25 November 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
Khurram Dar	External Trustee
Tom Bond	Student Trustee
Christopher Dignall	Student Trustee
Yasmin Ruane	Student Trustee

### **In attendance:**

Courteney Ayre	Vice President Shrewsbury
Jane Whalen	Interim Union Manager
Alison Hewitt	Administrator
Simon Hawkins	Director, Dains (for item 2.0)

### **Minutes**

The meeting was chaired by CD until the election of Chair took place.

### **Introduction**

#### **1.0 Election of Chair and Deputy Chair**

- Invitations were invited for Chair and Deputy Chair. A vote took place and JA was elected Chair of the Trustee Board for 2019/20. KD was elected Deputy Chair to the Trustee Board for 2019/20.

#### **1.1 Apologies of absence**

- MH was present from item 3.0.

#### **1.2 Conflicts of interest**

- JW would leave the meeting during item 4.0.

#### **1.3 Matters arising from the previous minutes 12 August & 12 September 2019**

- Action from the previous minutes were addressed and both set of minutes were approved.

#### **1.4 Matters arising not covered by the agenda**

- None were reported.

### **Financial Scrutiny**

#### **2.0 Audited Year End Accounts 31 July 2019**

- Simon Hawkins from Dains presented the audited year end accounts for 31 July 2019.
- Proposed letter of representation to be signed alongside the accounts and returned to Dains.
- SH reiterated his thanks to the Interim CEO and Head of Finance.

#### **2.1 Budget 2019/20 (Reserve)**

- Budget version 5 was circulated to the Trustee Board.

#### **2.2 Management Accounts Year up to October 2019 (Reserve)**

- JW took the Trustees through the management accounts showing profit and loss which included:
  - Variance.
  - Pie charts – showing income and expenditure budgeted.
- Trustees were asked to approve the presentation of accounts. JW will be requesting additional narrative.

## **Governance**

### **3.0 Trustee Resignations**

Alec Spencer, Rob Winkler and Nick Hodson previously resigned as directors of the Company and Trustees of the Charity.

- The meeting RESOLVED to:
  - approve the resignations as directors and trustees;
- The Board thanked them for their dedication and hard work during their time with the Union.

### **3.1 Recruitment of Trustees (External/Student)**

- Confirmed the appointment of Khurram Dar as External Trustee.
- Confirmed the appointment of Tom Bond and Yasmin Ruane as Student Trustee.
- There is a recruitment process currently being undertaken for additional External Trustees by Peridot and Now Giving Something Back. Shortlisting is being undertaken with interviews being held on 11 December.

### **3.2 NCVO Conference EL/CD/KD**

- Notes were circulated from CD and KD. It had been a very successful conference which focussed on Governance and how a Board is made up. Including the importance of diversity within the Board and also young people being more involved in Trustees. EL/CD/KD attended different breakout sessions to maximise knowledge.
- El
  - Introduction to Charity Finance
  - CEO and Chair relations
- CD
  - Diversity and inclusion
  - Volunteering and the Law – employment of volunteers
- KD
  - What every Trustee needs to know
  - Effective Board dynamics
- KD also briefed on organisations which may be worth contacting Trustees Unlimited, Fundraising Regulator, HR Services Partnership.

## **Organisational Update**

### **4.0 Recruitment of CEO (*JW left the meeting for this item*)**

- Final interviews will be taking place on 5 December.

### **4.1 Report of Sabbatical Officers**

- Sabbatical report had been received which highlighted the following areas of work:
  - University Discussions
  - Union on Tour
  - Welcome Week
  - Campaigns and Events
  - Student Union building
  - New Vice-Chancellor.

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

- Interim CEO report had been received which informed Trustees on the recent work undertaken.

## **Policy Review**

### **5.0 CSU Policy List**

The Interim CEO took the Trustees through the process of the Policies which had been reviewed/updated:

- Equal Opportunities Policy.
- Gifts and Hospitality Policy.
- Health and Safety Policy
  - Risk Assessment.

- Managing Attendance Policy
  - Capability for staff
  - Return to work form.
- Members Definitions and Rights.
- Redundancy Policy.
- Risk Management Policy
  - Risk Register.
- Safeguarding Policy.
- Staff Disciplinary Policy.
- Staff Grievance Policy.
- Student Activity Policy.
- Sustainability Policy.

#### AOB

- JW thanked everyone for attending the Trustee Induction meeting held earlier today.

#### Forward Planning

##### 7.0 Future meeting dates:

<b>Trustee Board Meetings</b> Monday 27 January 2020 at 3pm Monday 11 May 2020 at 3pm Monday 10 August 2020 at 3pm	<b>Annual General Meeting (AGM)</b> Monday 3 February 2020 at 5pm Monday 10 February 2020 at 5pm (reserve date)
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