**BOARD MINUTES**

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| Date | Friday 1st August 2025 |
| Time | 1000 to 1230 |
| Venue | **Harper Adams University, Boardroom** |

Attendees: Michael Gale (Union Director), Jon Nicklin (Lay Trustee & Deputy Chair), Daisy Douglas (SU President & Chair), Erin Spruce (SU Vice President), Andy Allen (Lay Trustee), Joshua Tapner (Student Trustee), Sarah-Jayne Etherington (Deputy Union Director – Item 3)

**Apologies:** Helen Ashley (Lay Trustee), Howard Littler (Lay Trustee), Laura Outten (Lay Trustee), Max Tennant (Student Trustee),

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| **Business Items** |
| 1 Minutes of Last Meeting  The Board APPROVED the minutes of the meeting held on Friday 2nd May 2025 |
| 2 Matters Arising  The Board NOTED that:  An update on the Staff Survey Action Plan is included in the August Board Agenda  A link to the Respect Policy has been circulated |
| 3 Financial Matters  3.1 Management Accounts June 2025  The Board APPROVED the June 2025 Management Accounts  3.2 Budget 2025-26 including COL increase  The Board DEFERRED a decision on the 2025/26 budget to allow SJE to model different levels of pay award, and for members not present to have the opportunity to give input. Action MG to arrange a budget approval meeting. |
| 4 Union Director  4.1 Union Director Update  The Board NOTED an update which covered:   * Budget and block grant discussions with the University * National Student Survey results * Appointment of the Chief Student Officer * Progress on developing the Strategic Plan * Activities of HASU Officers   4.2 KPI Dashboard  The BOARD noted an update which covered Student Voice Survey results and training statistics for Club, Society and Course Representatives  4.3 Strategic Plan Progress  The Board NOTED a progress report on delivery of the Strategic Plan, and the end of year KPI tracker  4.4 Staff Survey Action Plan  The Board NOTED a progress report on the Staff Survey Action Plan, and the work to develop leadership visibility, office culture, and the SU approach to training |
| 5 Policies and Matters for Approval  5.1 Governance Agenda Planner and Meetings  The Board APPROVED the Governance Agenda Planner    5.2 Conflict of Interests Register  The Board NOTED the Conflict of Interests Register and the plan to address gaps  5.3 Strategic Plan  The Board NOTED a progress report on the development of the Strategic Plan, currently with the University for feedback  5.4 Sexual Harassment Policy  5.4.1 Sexual Harassment risk assessment  The Board notes both 5.4 & 5.4.1 but agreed to approve by circulation to allow more time for them to be viewed and for all Trustees to be able to comment. Action – send round for approval via circulation DD/MG |

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| **Papers as Read** |
| 6 Officer Reports  The Board NOTED a report from the SU President covering Harper Fest 2025, partnership work with Beijing University of Agriculture, University Challenge, HASU Awards, support for graduation ceremonies, the HASU AGM and Staff Away Day, the appointment and training of Department Reps, and the recruitment of part-time officer and Student Trustees.  The Board NOTED a report from the SU Vice President covering her appointment and handover, future event planning, and support for new and ongoing campaigns. |
| 7 Risk Register  The Board NOTED a report from the SU Director on the Risk Register, noting an adjustment to Student Voice given the NSS results. |
| 8 NUS Benchmarking  8.1 NUS People Insights Report  8.2 NUS People Insight and HASU Staff Survey  The Board NOTED an update from the SU Director on the NUS People Insights Report and how the data compares to HASU Staff Survey Results |

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| **AOB** |
| 9. Compassionate Leave  The Board discussed the fact the current HASU policy doesn’t have a number of days available for staff for compassionate leave or whether it is paid or unpaid. Board gave feedback from their experience and delegated to the Union Director to update policy. |