

Harper Adams Students Union Minutes of the Board of Trustees

30 October 2017

Attendees

Sue Bryan (Trustee, Acting Chair)
Dave Johns (Trustee)
Steve Bolton (Trustee)
Charlotte Garbutt (President, Trustee)
Anthony Blackshaw (Observer, Governance Auditor)
Andy Jeffries (Sports, Societies & WP – SU Staff, Part meeting)
Barry Watkins (Bar Manager, Part Meeting)
Bob Sessford (Consultant, Part Meeting)
Vicky Turner (Finance Temp, Part Meeting)

Apologies

Bobby Barbour (Trustee, Chair)
Jonny Dymond (Trustee)
(Meeting Quorum was reached)

Conflicts of Interest

S Bryan, None
D Johns, Arley Medical Services, First Aid/Medical Suppliers
C Garbutt, None
S Bolton, Eversheds – Sutherland

Minutes from the Previous Meeting

An amendment was made with reference to the bar security provision, detail recorded. The minutes were then declared a true and correct record, and were signed for the file by Sue Bryan.

Points Raised from the Previous Meeting

Action – Bar Tender, October

BW was instructed during his report to commence the bar tender this month, and to work in conjunction with Kevin & Charlotte

Action – Complaints policy, October (forming part of the standard Policy review)

All other action points are complete

Action – Data Sharing/GDPR

We are no further with the agreement with the University to assist in populating student registration data from MSL. Anthony contributed that all other Universities are having no issue about this, it seems an accepted, safe transfer.

Presidents Report

CG provided a detailed report of the first few weeks of term. Notably, the appointment of two new members of staff, Megan (Events & IT), and Kevin (SU Manager). Survey data from Freshers week was presented, and is exceptionally good. CG and her SU team were thanked for their hard work. SB advised the recording of “comments & learnings” from events, and CG informed the Board of her actions in already writing a handover document with event advice.

Action – review handover document in brief at the next meeting to secure its development

There has been a decline in new intake student numbers, and this is projected for the next 3 years at least. The Board should take this into consideration at the budget setting meeting (April 2018), and box clever regarding membership income. Also, there has been an increase in uptake of the 1 year membership, and therefore:

Action: CG to present a plan to capture 2nd years as members next year at the next Board meeting.

There has been some significantly successful events, and some with an increased damage level. The Board suggested the instigation of an event management plan in larger events (those at sell out level, or high popularity), similar to that of a Ball; heightened security, increased staff briefings etc – although CG advised that Central Square toilet attendants will be starting to work at Harper, negating the risk of increased damage in the future.

It was noted that there has been a grievance raised internally by two members of staff; both have been informed of the receipt of their grievance, and that investigation has commenced. Harper HR department have advised CG to investigate preliminarily, however CG will need assistance in experience.

Action: CG to listen to the two grievances & document, then refer to SB’n for support

Finance Report

BS presented a report from MSL data which clarified the membership points made in the Presidents Report. The Gym membership has increased significantly which has paid for the lease of the equipment. CG stated that the gym management is self regulated by a team of volunteers (oversubscribed), their training has been provided by Pulse.

Weekly event door payment has increased by £350/week.

Action: Megan is challenged to ensure the figure is now maintained through the year, to ensure those paying it realise they should have paid a membership!

Lloyds bank have been horrendous in their service provision.

Action – CG/Kevin to change bank accounts as a matter of urgency

Action – CG/Kevin to submit a formal complaint to Lloyds regarding this

There is a requirement now for card machines both in the shop, and in the bar. Due to the increasing provision of contactless payment usage throughout everyday life, the Trustees authorised the installation of card machines (installed using the Procurement policy).

Action: CG/Kevin to initiate the installation of card machines, perhaps in conjunction with the new bank provision – challenged that 99% of shop sales are by card sale in 12 months time. Cash handling is a risk to the Union.

The Finance report was presented, highlighting significant problems with MSL data. This had been interfered with by previous staff who have since left the Union. The belief is that this was down to insufficient ability to use the program properly (stupidity). The Trustees discussed the risk this presents with data management, and agreed that Megan is to have sole responsibility on a day to day operation of MSL in order to protect its data utilisation. Megan is to be trained to the highest level provision by MSL. As risk management, in her absence, Kevin is to provide the backup ability.

Action: At the next Board meeting, Vicky is to report whether the MSL problems have in fact been ironed out

There appears to have been a misunderstanding regarding the allocation of monies from Dragons Den. The Trustees are aware that the funding request is higher than the pot available, however they are also aware that a significant amount of work goes into Dragons Den by some clubs. Therefore, it was agreed as the following:

Action: Clubs & Societies budgets are allocated as per Dragons Den. In January 18, club usage will be reviewed.

This prevents end of year inappropriate spend, takes into consideration clubs who haven't really got up and running, and allows the redistribution of funds to those clubs who success (and therefore their spend) couldn't have been predicted.

Action: CG to discuss with Kevin the headache that Dragons Den seems to be every year, and ask him to come up with solutions after discussions with the Execs & Treasurers.

Note: AJ confirmed in his report that his role regarding budget allocation is to advise and arrange events like Dragons Den, he doesn't collate the information from it.

Vicky also raised concerns that the 17/18 budget is not providing accurate information to Trustees.

Action: Kevin to address the 17/18 budget concerns as a matter of priority, and present the review in the January meeting

Recommendation: Vicky to contact Catherine Baxter regarding university vehicle insurance again, identifying the difficulty presented by insurers approached for cover.

The finance policy & procedure review completed by Richard Heath was presented & discussed.

Action: Kevin to ascertain the process & review of shop stock use as promo material & agree with the Trustees at the January meeting.

Action: The remaining action points from the review should be implemented immediately, and progress reported as red/amber/green at the January meeting.

Sports, Societies & Widening Participation report

Andy Jeffries joined the meeting and was asked a number of questions regarding his report. New club requests have been at a normal level, with particular interest in cheerleading.

CG has clarified with Catherine Baxter what the University's expectation to widening participation is; as AJ claimed he had not known what the WP money is for (can be spent on).

AJ reported that Pulse had conducted induction training for the gym volunteer program, so this is now self managing (and they can do inductions themselves).

AJ also confirmed that he has access to the CCTV cameras in the gym, in the event of breakages, messiness & membership flouting. This is available online, and permission was granted when he was employed by the University. There are no signed agreements in place, however he has had training in safeguarding & data protection, and has a specific login.

AJ stated that his job description has changed during the TUPE process. Trustees advised CG to investigate the changes, and discuss with Kevin, as factual error changes are acceptable in a job description change, and this needs to be ironed out.

Action: CG to discuss AJ job description etc with Kevin, and work with the requirements from this role

Capital expenditure request was for a scoreboard & match funding for floodlights:

Action: CG/AJ to return to the next Trustees meeting estimated costs for approval

Bar Manager report

Barry was asked questions on his report. Predominantly, he agreed to support CG when access to CCTV is required in the event of damages.

Actions for the Bar: Initiate the bar tender, in communication with CG/Kevin (immediately, for supply change in Easter). Review Sky requirement, if its not being used, cancel it! Review the ATM contract/service level agreement as the service is currently shocking.

Capital expenditure for fridges (c£300) was approved.

Recommendation: allow the police access to the CCTV coverage for opinion & advice (CG)

Matters Arising

Policy Review

Action: Complaints procedure – CG/SB need to complete from the draft form

Action: Confidentiality policy for Trustees – SB to write

Action: Data Protection needs to be updated to include GDPR – CG to ask the University Data Protection officer for assistance

Action: Environmental policy needs to be piggybacked on the University policy – CG to source

Action: Safeguarding Vulnerable adults – SB'n to send CG a template, however source & liaise with the University safeguarding personnel & work with

Action: Strategic Planning document – is now out of date (Oct17), and the Board agreed that Kevin & CG should present their wants, wishes, dreams & challenges at the next meeting in January to form the basis of the next Strategic Plan

Action: CG to review the academic representation record

Principles of Governance

Principle 6 was completed, legal & complaint

Internal/External Audit

The External audit report will be presented at the meeting in January 18

Conflicts of Interest

There had been concern about the level of knowledge & action regarding conflicts of interest. The Board had commissioned a review by a charity legal specialist who has raised some minor concerns. It was agreed to allow him to address this on behalf of the Board to ensure best practice.

Action: SB to initiate the actions required

Exit Interview results

SB'n presented the findings from the exit interview with Gemma Tibbles. Certain matters arose, and these were acknowledged by the Board

Succession

Internal succession for the SU Exec & President was raised, and CG clarified that she had at least 2 people already interested in running for President.

External succession as a Trustee Board was discussed, and it was agreed that an external recruitment company should be approached in order to recruit Trustee members.

Action: Anthony to recommend a recruitment company to SB for action

The Board then met the SU Exec – contact details need to be shared (CG)

The meeting closed at 12.45

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