

**Records of Decisions (RoDs) from the Harper Adams Students' Union Meeting of the Board Of Trustees Meeting held in the Faccenda Meeting Room 2 on the 29 January 2018 at 10.00**

Present	Bobby Barbour	Trustee	Chairman
	Steve Bolton	Trustee	
	Sue Bryan	Trustee	
	Dave Johns	Trustee	
	Charlotte Garbutt	SU President	
	Kevin Norris	SU Manager	Sec
Apologies	Jonny Dymond	Trustee	

Serial	Discussion	Action
1	The Chairman welcomed all attendees and passed on his thanks with regards to the positive reports that had been read so far	No Further Action Required (NFAR)
2	Apologies were received from Jonny Dymond	NFAR
3	There were two conflicts of interest expressed:- Bobby Barbour and Harper Ireland. Dave Johns and Arley Medical Services	NFAR
4	There were some points from the previous meeting raised	
	<b>4.1</b> GDPR compliance for 25 May 2018 – There was an arranged meeting between the SU staff and the Data Protection Officer of the University on the 30 January 2018 as to how/which was the best way forward for both parties to best achieve student satisfaction which met all new compliances with GDPR <b>Decision.</b> Depending on the outcome SU President and SU Manager to initiate required procedures	SU Manager IT & Events Officer Sports & Clubs Officer
	<b>4.2</b> The grievance issue raised in the last meeting had been successfully resolved	NFAR
	<b>4.3</b> The minutes of the previous meeting were then approved	NFAR
5	The majority of issues to be discussed would fall mainly from the HASU Governance review to be published by Antony Blackshaw	
	<b>5.1</b> A further review of HR Policies would need to be undertaken once the above review was published to meet the needs.	SU Manager External HR (TBC)
	<b>5.2</b> The 'traffic light' finance highlighted by Richard from Howards had mainly been addressed within the Finance Officers report	NFAR

	<p><b>5.3</b> The confidentiality clause to be updated and reviewed.</p>	<p>SU Manager</p>
	<p><b>5.4</b> Tenders –Covered in the Bar Managers report.  <b>Decision:</b> Bar Manager to submit Tender to Sue Bryan for checking prior to sending out <b>before 28 Feb 18.</b>  <b>Reminder that</b></p>	<p>Barry Watkins (Bar Manager)  Sue Bryan</p>
	<p><b>5.5</b> Discussion about the performance of Howards the Accountants and the fact that they had not been able to provide a ‘suitable service’ as described within the original tender  <b>Decision:</b> Sue to discuss with the Finance Officer to submit a contract break with regards to the above and then a review of a tender to see what the SU would need to go external if the Finance Office took on some of the roles currently undertaken by Howards.  <b>5.5.1</b> Depending on the result of the tender the possibility of hiring an assistant to help with the more basic finance daily operations. (Hours and duties to be discussed once an appreciation of the potential workload increase had been trialled and tested)</p>	<p>Sue Bryan  Finance Officer  SU Manager</p>
	<p><b>5.6</b> Harper Ireland. There was a long discussion with regards to the financial implications that the Harper Ireland accounts had on the financial sheet (designated funds) The main question raised was why Harper Ireland were allowed to keep the money that they had acquired whereas all other clubs could not. Some of the money was originally side-lined for scholarship help but this had not happened recently.  <b>Decision:</b> It was recommended by the Trustees that the Harper Ireland Execs be spoken to with regards to them financing the following:</p> <ol style="list-style-type: none"> <li>1. A Get you Home (GYH) fund for those having financial difficulties returning home during term time (e.g. Family issues).</li> <li>2. Scholarship</li> <li>3. Planned trips for the next year (Financial planning)</li> <li>4. Any surplus left would be returned to the SU</li> </ol> <p>SU to liaise with the hardship cell in Student Services.</p> <p>Harper Ireland to put a financial plan together to allow for funding of the above 4 suggestions but to allow sufficient funds to cover the cost of ‘Paddies Ball’</p> <p>(A massive PR opportunity for the Harper Ireland to become an asset to both the SU and University)</p> <p><b>Charity states that the funding must ‘assist/help everybody not just one club.</b></p>	<p>SU President  Harper Ireland Execs  Sports &amp; Clubs Officer  SU Execs</p>

6	<p><b>Presidents Report:</b> The main concern was to what services MSL were able to offer the SU e.g. Monthly DD for membership.</p>	<p>SU President IT &amp; Events Officer</p>
	<p><b>6.1</b> Transport: There was an ongoing discussion with the relevant licensing organisations as to the relevance of those companies offering a service to the students and the question of copies of authorised licenses was to be investigated. The President enforced that <b>'the safety of the students was paramount'</b></p>	<p>SU President SU Manager</p>
	<p><b>6.2</b> The Trustee board supported the idea in principal of the addition of another sabbatical officer VP to work alongside the President with the potential to apply for the Presidents role should they wish the following year but would still have to go through the campaign process. TORs to be drawn up. Elections would take place at the same time as the SU President but would be separate votes</p>	<p>SU President SU Manager</p>
	<p><b>6.3</b> There needed to be discussion with the University with regards to the Memorandum of Understanding and the financial add - ons that the SU President and potential VP should receive. E.g. Pay the posts more money but charge a token rent for accommodation.</p>	<p>SU President SU Manager Finance Officer</p>
	<p><b>6.4</b> There was a discussion with regards to the payment of certain committee members. The Trustees felt that courses/training packages should be offered to those posts that would benefit which would also enhance personal CV. Also the possibility of reward through 'True Blue or the refunding of ticket price should they fulfil all requirements for that function The potential to externally source should also be reviewed</p>	<p>SU President Finance Officer SU Manager</p>
	<p><b>6.5</b> The SU President was to look into the potential of joining the NUS which could offer financial and administrative support to the SU</p>	<p>SU President</p>
	<p><b>6.6</b> The Chairman wanted it minuted that he and the Trustees had fully appreciated the work that the SU President had done so far during her tenancy.</p>	<p>NFAR</p>
7	<p><b>SU Managers Report:</b> Pay was an issue that was raised and the Trustees felt that there shouldn't be an automatic incremental pay rise each year but should be based around performance (an increase to meet inflation would be in order).Contracts will be reviewed and updated. The pay spine should be looked into in consultation with HR.</p>	<p>SU President SU Manager Finance Officer</p>
	<p><b>7.1</b> The implication of a potential assistant for Finance Officer should be looked into once a decision had been made as to the requirement of the post (What was to be put out to tender) This should be included in the next Budget schedule.</p>	<p>SU Manager Finance Officer</p>

	<b>7.3</b> The Chairman wanted it minuted that he and the Trustees had fully appreciated the work that the SU Manager had done so far during his short tenancy.	NFAR
<b>8</b>	<b>Finance Report:</b> The option of card machines was to be further investigated with a 3 <sup>rd</sup> option to be looked into.	Finance Officer
	<b>8.1</b> The issue of the VAT compliance was to be looked into and if an external accounts company was to be used then it should be done as soon as practical.	Finance Officer
	<b>8.2 See serial 5.5</b>	
<b>9</b>	<b>Bar Report:</b> The Trustees agreed that the GP was on target and that the Tender should be value for money rather than cheapest option	NFAR
	<b>9.1</b> The bar tender was to be sent to Sue Bryan for checking prior to sending out for tender.	See Serial 5.4
<b>10</b>	Sports & Clubs: The Trustees were happy with the report but raised concerns with regards to the money spent on branding which didn't appear to be being used (Why a snarling bear?). This should be <b>corrected with immediate effect</b> and new logos sent to the SU Manager for approval.	SU Manager Sports & Clubs Officer
	<b>10.1</b> With regards to the Facebook announcements delivered by the S & C Officer it was felt that there was almost 2 separate deliveries and that there needed to be more variety on delivery locations, the SU and the S & C Officer. This should be delivered as one e.g. The SU is.....	SU Manager Sports & Clubs Officer
	<b>10.1</b> An update of the insurance for the Off Road Club should be made available for the next meeting.	Sports & Clubs Officer Finance Officer
	<b>10.2</b> The lack of SU branding on the Off Road and Motor Sports club was to be investigated	SU President
	<b>10.3</b> The Trustees noted the increase in WP and congratulated the S & C Officer	NFTR
<b>11</b>	<b>Antony Blackshaw.</b> Antony's review will be as an addition to these RoDs	Antony Blackshaw
<b>12</b>	<b>Next Meeting:- The next Trustee meeting is scheduled to take place on <b>MONDAY 9<sup>th</sup> APRIL 2018 @1000am</b></b>	