AGENDA

HASU Trustee Board Meeting

27/06/18

# Board members

Charlotte Garbutt (President) | Bobby Barbour (Chair) | David Johns | Sue Bryan| Steve Bolton | Jonny Dymond|

# In Attendance

Georgie Marland (President- incoming) | Adam Denford (Vice President- incoming) | Richard Walker (Interim SU manager) | Lyndsey Webb (minute taker)

| Time | Item | Owner | Associated Documents |
| --- | --- | --- | --- |
| 09:30 | Welcome, introductions and refreshments |  | - |
| 09:45 | Conflicts of Interest | Chair | - |
| 09:50 | Approval of previous minutes | Chair | *ITEM A: Minutes document (29/01/18)* |
| 10:00 | Matters Arising from minutes1. Action plan for implementing Governance recommendations *(see Management plan ITEM D)*
2. Amendment to the size and make-up of the Board
3. University MoU (Memorandum of Understanding), in relation to Sabbatical benefits package *(see Draft Budget- ITEM I)*
4. Card machines in venues
5. HR Policies and Staff salaries *(see Management plan ITEM D)*
6. GDPR *(see Management report- ITEM F)*
7. Update on recruitment of Trustees
8. VAT update *(see Draft Budget- ITEM J)*
 | Chair | *As above*  |
| 10:30 | REVIEW AND APPROVE Management proposal from BMC (Blackshaw Management Consulting) | Charlotte | *ITEM B : Formal Proposal from BMC* |
| 10:40 | RECEIVE AND NOTE: University Internal Audit Report 8.17/18 | Richard | *ITEM C : HARPER ADAMS UNIVERSITY: Students Union- Strategy, Governance and Procurement/Tenders (19 June 2018)* |
| 10:55 | REVIEW AND APPROVE outline DRAFT plan of activity for Interim Manager  | Richard | *ITEM D: DRAFT Management plan (Jun-Dec)* |
| 11:15 | Break  |  |  |
| 11:30 | Presidents Report  | Charlotte | *ITEM E : Presidents report* |
| 11:50 | Management report (to include Bars report) | Richard | *ITEM F : Management Report (term 3)**ITEM G: Bars Report\***ITEM H: Management Accounts APRIL 2018* |
|  |  |  |  |
| 12:20 | LUNCH |  |  |
| 1:10pm | UPDATE: Accounting contract and Audit (verbal) | Richard | - |
| 1:40 | REVIEW AND APPROVE Draft Budget1. Rupert and Buckley (old debts and dead stock)
2. VAT update
3. Sabbatical benefits package
 | Richard/Vicky | *ITEM I : Draft Budget 2018/19* *ITEM J : HASU VAT report* |
| 2:10 | Dates of the next years Meetings | Chair | *ITEM K : Proposed schedule (to be presented at Meeting)* |
| 2:20pm | CLOSE  |  |  |
|  |  |  |  |