

AGENDA

HASU Trustee Board Meeting

04/03/19

Board members

Georgie Marland (President) | Steve Bolton (Vice Chair and external Trustee) | Richard Chalkley (External Trustee) | Dave Johns (External Trustee) | Tom Mead (Student Trustee) | Philip Chalcraft (Student Trustee)

In Attendance

Richard Walker (Interim SU manager)

Time	Item	Owner	Associated Documents
10am	Welcome , introductions and refreshments		-
10:15	Conflicts of Interest (to include noting of Annual related party declarations document and identification of the annual cycle to be embedded in trustee board timetable)	Chair	<i>APPENDIX A: Annual Related Party Declarations TO FOLLOW</i>
10:20	Approval of previous minutes	Chair	<i>APPENDIX B: Minutes of the Oct 2018 Board meeting</i>
10:30	Matters Arising from minutes 1. Board recruitment update (verbal)	Chair	
10:50	TO NOTE: Chairs decisions and remote decision making 1. Recommendations and responses (Recruitment) a. Union Director talent search partner (tender process) b. Union Director JD and PS (attached) c. Peridot recruitment timeline 2. Extension of interim management contract (closed)	Chair	<i>APPENDIX C: Overview paper describing Senior mgt recruitment progress (incl. Union Director JD and PS)</i> <i>APPENDIX D: Interim mgt. contract extension</i>
11:30	BREAK		
11:50	TO NOTE: MANAGEMENT REPORT & PLAN (part closed), to include; 1. Progress on consultancy tasks to date 2. Operational delivery and issues 3. Outline timescales for delivery and handover to permanent Senior Manager (see above) 4. Draft risk register (for discussion and direction) 5. Staffing; recruitment, disciplinary etc.	Richard/Chair	<i>APPENDIX E: Management report and plan</i> <i>APPENDIX F: Organisational Risk Register</i>

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	6. Elections, trustee support, governance priorities and University interaction.		
12:40	TO NOTE: FINANCIAL REPORT to include management accounts to date (Dec 2019)	Ryan Hudson and Richard Taylor (Howards accountants)	<i>APPENDIX G: December 2019 management accounts</i>
	TO NOTE: Update on Audit management recommendations	Richard	<i>APPENDIX H (i): Annual Audit mgt. recommendations update.</i>
	TO NOTE: Report on progress re. University internal audit (Strategy, Governance and Procurement)	Richard	<i>APPENDIX H (ii) update on University internal audit actions</i>
1:10pm	LUNCH		
2pm	REVIEW AND APPROVE: STRATEGIC PLAN. To review and approve outline Strategic Plan 2019-22, and action plan for further development.	Chair and Richard	<i>APPENDIX I: Strategic plan draft and action plan</i>
3pm	Dates of the next Meetings. Proposal to increase frequency of Board for remainder of academic year (acknowledging gap, and potential increase in decision making as a result of new Union Director- together with future consideration of Sub-committees)	Chair	<i>APPENDIX K: Dates of next meetings</i>
3:15pm	CLOSE	Chair	