



ITEM A – Minuets of the Previous Meeting – 27.06.19

Author: Ali Burr (Union Director)
Purpose: Minuets of the Harper Adams Students' Union Board of Trustees Meeting 27.06.19

President:

Georgie Marland	Union President
David Johns	External Trustee
Claire Chapman	External Trustee
Philip Chalcraft	Student Trustee

Apologies:

Richard Charkley	External Trustee
Steve Bolton	External Trustee
Tom Mead	Student Trustee

In attendance:

Ali Burr	Students' Union Director
Dan Jervis	Union President (Elect)
Rosy Louis	Union Vice President (Elect)
Catherine Baxter	University Secretary (ITEM G Only)

Conflict of interest noted by Sue Francis: None

Minuets of previous meetings:

DJ indicated one mistake in the minuets, RW identified the need for summer board training not the board.

Action - AB to change mistake in minutes

Agreed the minuets with the above change were accurate of the meeting held on the 27th June 2019

Matter Arising from Minutes:

Action - AB to circulate Trustee Board training plan

Action – AB to confirm Trustee Board training with Blackshaw Recruiting

Action – AB to source chairs training for DJ

Action – AB to review draft Risk Register for August Board meeting

ITEM A **President / Vice President Report:**

Board received and reviewed reports from the SU President.

It was noted that while there appeared to be good engagement and interaction with students more measurement and demonstrable number were required for future reports.

ITEM B**Students' Union Directors Report**

The Board noted the Students' Union Directors activity update and confirmed the focus areas for the next period in line with the KPI's and key risks.

The Board noted that the following contracts can be extended for a further year, with the view of the Students' Union tendering for services within the next academic year: Transport with A-Star Travel, Financial Accounts with Howards Chartered Accountants.

Action – AB to produce a review on the block grant compared to the HE sector, to be submitted to the Board and the University in time for the University's planning round.

Action – AB to draft updated GDPR documentation for the Union

Action – AB to source GDPR training for all staff

ITEM C**Scheme of Delegation**

The Board approved the HASU Scheme of Delegation and its 12 month annual review timeline.

Next reviewed June 2020

ITEM D**HASU Management Accounts April**

The Board received a verbal report from AB with the following items noted:

End of year position still remains a deficit forecast but within budget as agreed by the Board.

- Missed sponsorship opportunities within year due to staffing issues
- Bar income was poorly calculated at the start of the year, serving behind against budget.
- Social memberships did not cover additional bus service, additional £18k of unplanned expenditure.
- Incorrect VAT charges on sports club memberships has resulted in an end of year adjustment.

Action – AB to produce a final budget for approval at next meeting.

Action – AB to source external advice on sports club membership VAT.

Action – AB to take appropriate steps to re-claim any incorrect VAT submission.

Action – AB/RL to submit bar extension project to the next board meeting.

ITEM E**Acknowledgement of David Johns Resignation**

The Board received David John's written resignation from the HASU Board of Trustees.

GM thanked DJ for his service and advice over the last two years, and wished him all the best for his future from HASU.

David Johns Resignation from the Board of Trustees will formally be recognised from the 28.06.2019

Action – AB to update Charities Commission and bank mandates accordingly.

ITEM F HASU Trustee Board Calendar of Business

The Board received and reviewed the proposed Calendar of Business and its items. The Calendar of Business was agreed, and identified regular business the Board is required to receive as part of the Charities Commissions Good Governance Guide.

It was noted the Calendar of Business did not preclude any Trustee submitting papers or items to Board meetings.

Action – AB to look to include information/details of the Trustee Board on the Union website to show transparency to the student body.

ITEM G University Secretary Briefing on PREVENT

The University Secretary attended the last part of the Board meeting to brief the Trustee Board on the PREVENT duty, and the latest PREVENT audit by the Office for Students.

CB – Briefed the Board

The Board thanked Catherine Baxter for her briefing and attendance.

AOB

AB requested sign off from the board on a three year contract with MSL – Agreed.

AB/GM requested provisional arrangements for shotguns on campus whilst AB shotgun licence was being processed by authorities – Agreed.

AB thanked GM for her hard work and dedication to the Union during her time in post in what was a challenging year.

Time and date of next meeting:

Next meeting: Friday 23rd August 2019 10am

Action Points:

Action - AB to circulate Trustee Board training plan

Action – AB to confirm Trustee Board training with Blackshaw Recruiting

Action – AB to source chairs training for DJ

Action – AB to produce a review on the block grant compared to the HE sector, to be submitted to the Board and the University in time for the University's planning round.

Action – AB to draft updated GDPR documentation for the Union

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