



ITEM A – Minutes of the Previous Meeting – 23.07.19

Author: Ali Burr (Union Director)

Purpose: Minutes of the Harper Adams Students' Union Board of Trustees Meeting 23.07.19

President:

Daniel Jervis	Union President
Rosy Louis	Union Vice President
Steve Bolton	External Trustee
Claire Chapman	External Trustee
Richard Charkley	External Trustee
Tom Mead	Student Trustee

Apologies:

Philip Chalcraft	Student Trustee
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In attendance:

Ali Burr	Students' Union Director
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Conflict of interest noted by Alastair Burr:

- Item F – HASU Budgets – Ali Burr | Dan Jervis | Rosy Louis – Staff pay increase proposal.

ITEM A Minutes of previous meetings:

Agreed the minutes were accurate of the meeting held on the 23rd July 2019

Matter Arising from Minutes:

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

ITEM B President / Vice President Report:

Board received and reviewed reports from the SU President and Vice President

It was noted that while there appeared to be good relationship developing with the University. Further work needed to be considered with Student Services, and the student disciplinary policy which involves banning of students from SU activity.

It was further noted that the SU needs to ensure both the President and Vice President are supported in term 1, from any negative comments from students regarding the new look SU.

Action – President and Vice President Manifesto's shared with the board.

ITEM C

Students' Union Directors Report

The Board noted the Students' Union Directors activity update.

The Board noted the Students' Union Directors concerns around the lack of substantial policies within the Union, and invited policies to be submitted for review by the board.

A discussion was held around inviting an external company to support the development of the strategic plan. The board invited a proposal from Altraline to review against additional reserves being held above upper threshold by the Union.

AB raised the potential for further commercial ventures on campus, which the board noted and welcomed a business case for when further information become available.

Action – Reserves policy to be reviewed and submitted to the Board for approval.

Action – NSS action plan to be circulated to the Board for information.

Action – Altraline proposal to be circulated to the Board for approval.

ITEM D

2019/20 Risk Register

The Board approved the HASU Risk Register and its 12-month annual review timeline.

Next reviewed August 2020

ITEM E

HASU Management Accounts July

The Board noted the management accounts for July 2019. AB explained that once the full end of year processed had been completed a final set of accounts will be shared with the board.

End of year position still remains within the approved deficit budget. Currently forecasting a £11k deficit

ITEM F

HASU Budget 2019/2020

The Board noted and approved the 2019/2020 budget. AB commented that the budget would be reforecast in December/January as per good practice.

Second half of the 2019/2020 proposal was tabled – Pay Award 2% Staff Increase. DJ, RL and AB left the room.

A conversation between lay trustees and student trustees regarding the proposal was held.

DJ, RL and AB were invited back into the room.

Pay Award 2% staff increase was approved with the following stipulations from the Board.

Action - AB to create a People/HR Strategy for the Board to approve

Action - AB to create a Pension Strategy – Jan 2020

Action - AB to review the current personal performance review process and propose a new process related to performance pay – Jan 2020

Action - All staff to be awarded 2% back dated to August 2019.

Action - All staff to be awarded a further 1% in April 2020.

ITEM G**Student Social Space Approval**

The Board received and reviewed the proposed for the development of a student social space within the SU Bar from Rosy Louis.

A discussion around the funding for the social space was held by the board. AB confirmed the incorrect charging of VAT on memberships by HASU would fund this space, alongside the bar refurbishment budget line in the 2019/2020 budget.

The Board approved RL proposal for student social space in the bar.

Time and date of next meeting:

Next meeting: Friday 25th October 2019 10am

Action Points:

Action – Reserves policy to be reviewed and submitted to the Board for approval.

Action – NSS action plan to be circulated to the Board for information.

Action – Altraline proposal to be circulated to the Board for approval.

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

Action - AB to create a People/HR Strategy for the Board to approve

Action - AB to create a Pension Strategy – Jan 2020

Action - AB to review the current personal performance review process and propose a new process related to performance pay – Jan 2020

Action - All staff to be awarded 2% back dated to August 2019.

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