



ITEM A – Minutes of the Previous Meeting – 25.10.2019

Author: Daniel Jervis (Chair of Trustee Board)

Purpose: Minutes of the Harper Adams Students' Union Board of Trustees Meeting 25.10.2019

Present:

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

Apologies:

Steve Bolton	External Trustee
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Inattendance:

Ali Burr	Students' Union Director
Sue Francis	Minute taker

Conflict of interest:

No conflicts of interest were noted

ITEM A Minutes of previous meetings:

Agreed the minutes were accurate of the meeting held on the 25th October 2019

ITEM B Bye Law – Election Regulations:

AB explained new processes will be in place for March elections.

DJ explained Student Council have accepted the new voting strategy

AB advised that more exec roles will be added over the upcoming years

ITEM C President and Vice President Report

The report was received, noted and accepted.

ITEM D Student Union Directors Report

The report was received and noted.

CC noted that the new salary brackets were close to sector levels

AB advised that consideration for a new F/T staff member for Student/Academic representation was needed. He advised that he was going to approach the University for a Joint funding on a 3 year fixed term basis.

AB noted that more work was needed to be done before the audit and that an internal audit was going to be conducted in the last week of December along with Finance Officer.

RL noted that the bar income was up due, in part, to the marketing strategy

AB suggested that a trustee recruitment strategy could be run jointly with Wrexham SU. Recruitment to take place before April's meeting.

AB advised the board that the NUS have changed their terms of membership and that we can now access their trading consortium.

AB&RL advised that the common room improvements have not moved forward due to previous bookings of the space. This is hoped to be completed in Term 2

Action Points:

AB – to produce a skills matrix for trustee recruitment.

CC&RC to have a look for previous skills matrixes

AB to send out articles of association

AB to arrange a meeting with the CEO of NUS trading

The board accepted the Students' Union Directors report

ITEM E HASU Management Accounts September

The Board noted the management accounts for September 2019.

Noted

AB acknowledged that the grant from the university is low compared to the sector

AB advised that the graduation party went 2.5K over budget

AB recommended that the shop is moved to a pre-order system. To be investigated

AB advised the reforecast exercise is to be completed in January

ITEM F Trustee code of conduct

AB presented the Trustee code of conduct.

The board approved the policy

ITEM G Conflict of Interest

AB presented the Conflict of Interest policy

- **RC** noted that the value of gifts declared should be anything over £0. Staff should stay at £25

Action Points:

AB to change the policy to reflect the board's suggestions

ITEM H By Law – Sabbatical Officers

AB presented the By Law

The board accepted the By Law unanimously

ITEM I By Law – Part Time Officers

AB presented the By Law

The board accepted the By Law unanimously

ITEMJ ByLaw–SuExecutives

AB presented the By Law
The board accepted the By Law unanimously

ITEM K Any Other Business

AB presented the successful two tender contract options to the board.
- Medical Services – Arley Medical
- Sports Club Clothing – Surridge Sports LTD

Both tenders were completed via the HASU tender process.

AB informed the board that only 1 full tender had been submitted. (1x full, 1 late, 1 incomplete). The tender panel reviewed the 1 full submission as per the ITT, and selected Arley Medical as its chosen supplier, due to it meeting the criteria of the ITT.

A larger number of tenders submitted for the Sports Club Clothing ITT were gained, and the panel selected Surridge Sports LTD as its chosen supplier.

The board noted and accepted the tender panel's decision to award the contracts.

Time and date of next meeting:

Next meeting: Friday 10th January 2020

Action Points:

Action– ABto circulate formal financial statements before Christmas **Action**
–ABto implement an audit plan before next Trustees meeting **Action–AB**to
create scenarios for different pension contributions