

MEETING OF THE BOARD OF TRUSTEES HELD ON
TUESDAY 2ND FEBRUARY 2010 AT 11.15AM
IN MEETING ROOM 2

- Present: Jamie Scudamore, Acting Chair & Trustee
Trustees: Chris Sparshatt (CS), David Lloyd (DL), Duncan Batty (DB),
Chris Marks (VPE), Alice Marshall (VPW), James Kerr (VPS)
- Attending: Paul Tatton, Secretary (GM)
Jane Haddlesey, Minute Secretary
Graham Jackson, Finance Manager (FM)
- Note: Chris Sparshatt asked Jamie Scudamore to chair the meeting due to a hearing problem.

UNRESERVED BUSINESS

159. **Apologies** from Robert Kidson and Ben Wilcox, VP Community.
160. **Minutes of last Trustee Board Meeting.** Agreed.
161. **Matters Arising**
- a) **Minute 150(a) Mission Statement Review – Straplines**
Chair stated that he had put together a few suggestions for a strapline but asked if it was necessary to have one; all agreed it was. After various suggestions, 'Make It Happen' was agreed.
 - b) **Minute 150(c) Improving Student Experience (update)**
Chair advised that he had put a paper to the Vice Chancellor before Christmas but has not had chance to discuss this yet. Chair to provide an update on this.
 - c) **Minute 151(b) Review of Lease (update)**
GM advised that he had done all he could regarding this and was now waiting for the University to give us a date so we can finalise our proposals. Only issue GM could foresee was the rent; due to the level of investment we feel we shouldn't have to pay any but this is not acceptable to the University. If no contact from the University soon, GM will arrange a meeting.
 - d) **Minute 151(b) Red Brick Media (update)**
Currently recruiting for focus groups. James Brooks, Commercial and Marketing Manager will be spending a lot of time over the next 3 months working with Red Brick to get the most out of this.
162. **Report of the Trustees**
- a) President's report was circulated and read out as below.

This semester has been an extremely busy one for all officers & staff at HUU. I will give a brief overview of the events of the past three months.

Some of the Key Achievements this Semester

- In November, we were reaccredited as Investors in People. This involved a cross-section of staff, part-time & full-time, being interviewed by the assessor. We were also informed that we have improved considerably since the last assessment. 'I've been witness to a fair few IIP reports, and this has to be the most positive I have seen ever seen...as 'role models' for an organisation, few would rival HUU'
1st December 2009
- After persistent lobbying of EYMS, and after a successful trial, there are now bus services that run from Asylum to the Halls of Residences on Wednesday & Saturday nights when Asylum closes. This will mean that students will save money and be guaranteed to be able to get home safely at the end of the night, regardless of whether they are in a group or on their own.
- 2nd Floor Redevelopment – Plans are now complete for the Union building's 2nd Floor. There will be 7 new meeting rooms for societies as well as new student services. 'The Square' will close and student finance and admin will move on to the floor. The Accommodation office will also move into the Union building.
- Commercially the Union is improving, meeting ambitious budgets in order to fill the deficits of last year. Events have been consistently busier and we are getting a larger number of customers during the day. This has been achieved through the relocation of the shop, a better standard of service and more innovative marketing.
- After a number of conversations with the VC and members of University staff, we are now in the position to submit a proposal about how the Union is best placed to provide quality assurance when it comes to housing. We have persisted in assisting the Scheme for a number of years now but it is still not delivering for Students.

Education – A record number of course reps have been recruited, elected and trained. The benefits of having a full time ERC have been obvious this year with events being run for students such as the Student Conference this month that will be the first of its kind with the VC and other senior University staff taking questions from students.

Sport – Set a new record of 540 students going to Salou on sports tour at Easter. The annual AU dodge ball tournament has sold out in 48 hours. A new exec position has been created in order to help with the organisation of away trips, this

role will be paid for 10 hours per week. There are currently 6 clubs still in cup competitions, an increase of 5 on last year.

Community – A number of successful events have been run by the community zone in recent months, perhaps the most notable was the switching on of the Newland Ave Christmas lights, which involved the shutting off of the street with over a thousand students and members of the local community enjoying the activities organised by HUU. Also in this period we have seen the numbers participating in societies increase in our 89 societies in Hull and 8 in Scarborough.

Welfare – This The problems with the Student Loans Company are still having effects and the advice centre are taking measures such as providing food parcels to students who are still to receive any money. VP welfare has also been proactive in addressing a number of welfare issues including that of international students paying council tax, and as a result, International students on summer language courses no longer have to pay council tax, saving HUU members £150,000 annually.

CS congratulated VPW, VPE and the Advice Centre for the positive result regarding Council Tax.

- b) GM asked for any questions from his report which had previously been circulated. DL expressed his congratulations at the excellent report for Investors in People.

163. **Financial Update**

- a) Budgets 2010/11
Period 6 results – FM explained the results which were satisfactory.
- b) FM briefly covered his proposal for the budget timetable for 2010/11. The proposal was accepted then GM suggested a meeting early May when the main topic would be budgets.

164. **Investment Policy**

GM handed out Cazenove Capital paper and talked through the proposed weightings of the investments. GM suggested that we needed to have as much cash as we can in 2011 for the 1st floor development. Therefore a proportion of our investment should be kept in cash or near cash funds. All investment income would go on into the cash allocation until the target allocation had been met. or not to make investments which are likely to go up or down. If this is agreeable Cazenove will allocate our investment to any of those funds within the guidelines. GM asked for questions regarding asset allocation. CS stated that investment brokers in the charity sector used as a reference the Atkins Scale, the spread of investments recommended, given our desired level of risk was within the parameters of that scale. Everyone was happy with the review.

GM raised VPC's concerns regarding property portfolio Protego. At the annual presentation VPC felt it was more of a sales pitch. GM then spoke to Cazenove

who recommended two other funds, one of which is doing well (Mayfair) but is not taking cash and the other is geared to 47%. It was recommended therefore that we stay with Protego as no alternative could be recommended.

165. **Capital Expenditure**

GM raised the outlines to the Board that before we committed capital to smaller projects we needed to determine whether we had enough money to invest in the 1st Floor or not. A 3-year proposed small works capital spending programme was put forward (including part of this year). A 4 year cost flow statement was presented showing just 400k in July 2011. Probably we would need to liquidate 300k of our reserves to provide the estimated £700k for the development. Designers working on 2-3 sketch plans which should be ready to look at in the next couple of weeks. Difficult to estimate a cost on it until the sketches are available.

CS asked about removing the internal staircase; GM explained that it would be best to take it out, however it may need to stay for fire regulations.

Proposal to upgrade software - GM asked for the Board's approval to spend the planned capital spend for the remainder of 2009/10 and 2010/11. All agreed.

166. **Review of HUU Constitution**

GM handed out a paper regarding proposed constitution changes. CS stated that he thought the changes would help satisfy the Charity Commission.

Trustee Board

Discussion took place regarding the process that would be used by the Appointments Committee to select Student Trustees nominated for the Trustee Board, as part of the new Constitution. CS stated that students would need to be aware of what their responsibilities would be and discussion followed regarding how candidates could be made aware of this and the process of selection. All changes to the Constitution were agreed however the procedures of the Appointment Committee would be agreed at a later date.

Sabbatical Officers - Two Year Term

GM stated that it would have been better if this had been approached democratically and that we should have made students aware of the 'fors' and 'againsts' of the two year term. GM said there was a risk that if people didn't like the two year term, they might not vote for it. DL asked that the Sabbs manage the risk.

167. **Scarborough Review**

Chair referred to the consultation paper and asked if anyone had any questions/issues regarding this. CS said that the only area of concern was whether the Board were able to give Scarborough a fair voice and whether it's possible for the Board to treat both sides equally. Chair stated that if a Scarborough student was elected as a Student Trustee, then that would address this issue, as there would be a Scarborough representative on the Board plus VP Scarborough.

GM reiterated that this was a consultation paper but it didn't stop us pushing the Constitution forward. Debate followed as to whether there should be two Councils or one. After discussion it was agreed that there should be one Council.

168. **Fundraising**

CS stated that we need to know what types of funds we want to raise as this would then determine what fundraising we would get involved in and what skill sets we would need. CS said that if you had a project you needed to raise funds for, then that attracts more money. CS suggested that we come up with a list of likely projects and that we could possibly share costs by doing professional fundraising with other Universities. Chair felt the way forward was by getting smaller donations rather than paying for professional fundraising. GM suggested that a building fund could be used as part of the redevelopment. DB suggested that we consider if we need to immediately raise funds or if the funds are needed to supplement our income. DL advised that East Riding Council have a local and strategic practice where there was the possibility of receiving grants.

CS clarified that we need to consider the following:-

- a) If we want to raise funds for a particular project?
- b) Provide a list of likely projects
- c) Investigate if we need to be on any local committees and form partnership
- d) Look at the feasibility of marketing a club for former members, who would join by paying a membership fee

CS stressed that fundraising was something that shouldn't be rushed, that we should take the time to do it right, as there was the potential to waste money.

169. **Approval of Regulations**

GM asked the Board to ratify changes to Standing Orders and went through the changes. All agreed.

List as follows:-

- 1001 – President
- 1002 – Governance Zone
- 2001 – VP Community
- 3001 – VP Education
- 3002 – VP Education Zone
- 5001 – VP Welfare
- 5002 – Welfare Zone
- 8011 (was 9009) – Board of Trustees
- 9001 – Financial Procedures
- 9001 (was 2004) Annex A – Athletic Union Clubs
- 9001 (was 2004) Annex B – Recognised Societies

170. **Any Other Business**

None.

RESERVED BUSINESS

171. a) Staff Involvement with SUEI
b) Sabbatical Tour attendance

172. **Next Meeting Dates**
Dates agreed: 10 May 2010 at 2.00pm
29 June 2010 at 2.00pm