

MEETING OF THE BOARD OF TRUSTEES HELD ON  
MONDAY 10<sup>th</sup> MAY 2010 AT 1415HRS  
IN THE BOARD ROOM AT THE ENTERPRISE CENTRE

Present: Chris Sparshatt (CS) Chair & Trustee  
Trustees: David Lloyd (DL), Robert Kidson(RK),  
Jamie Scudamore (Pres), Chris Marks (VPE), Alice Marshall (VPW),  
James Kerr (VPS), Ben Wilcox (VPC)

Attending: Paul Tatton, Secretary (GM)  
Jane Haddlesey, Minute Secretary  
Graham Jackson, Finance Manager (FM)

UNRESERVED BUSINESS

173. Apologies from Duncan Batty, Trustee.

174. Minutes of last Trustee Board Meeting. Agreed.

175. Matters Arising. None.

176. Report of the Trustees

a) President's report was circulated and read out as below.

This semester has seen more success at HUU, with record election turnout, a new constitution and consistently high levels of participation, officers, staff & volunteers deserve a great deal of recognition for their hard work. In addition to these achievements we now have confirmation of relocation of the Union in Scarborough as well as the redevelopment of the 2<sup>nd</sup> floor in Hull, which will be completed by the end of the year.

We have also had national recognition for our work. The Times Higher ranked us 6<sup>th</sup> in their Student Union rankings. We have also received a silver sound impact award from NUS for ethical & environmental practices; we more than doubled our points score from last year, receiving the Co-operative most improved union award for our efforts. The only disappointment was that we narrowly missed out on gold, with only the top 5 unions nationally receiving the gold award, we came 6<sup>th</sup>. Although this was unfortunate, it means that a gold award is a realistic target for next year's team.

**Community**

- Participation in societies remains high, with 8 societies choosing to join the AU on their annual trip to Spain over Easter for the first time.
- This year's Volunteer Awards evening will be taking place on May 6<sup>th</sup> and will recognise the hard work done by volunteers from across all zones

- Recent months have seen a review of the community zone's activity, with a focus on volunteering. This has also meant that staffing levels will increase as of this summer, with the return of the Student Activities Co-ordinator

## Education

- The first ever HUU Student conference was held in February, which saw course reps from across all faculties come together to discuss issues facing them and their fellow students. It was also the first event of its kind to be attended by the VC & other members of SMT.
- To date we have recruited over 400 course reps and trained over 50%
- There are now more student chairs of staff-student committees than ever before.

## Sport

- We had our best ever showing at the BUCS national cup finals this year, with 4 teams reaching their respective finals. We also had 6 teams promoted this year. A special mention should go to Netball Squad who have won the AU team of the year award for gaining promotion and their 48-32 win in the cup final against Chester
- This year's trophy presentation evening sold out within 24 hours, with over 230 students in attendance
- The AU took 541 students on the annual trip to Spain, which was the biggest touring party ever to be taken by HUU or any other union. All students were also returned safely

## Welfare

- Sexual Health Advice & Guidance (SHAG) week saw more activity than ever before, with various daily events. During the week, over 3000 free condoms were distributed and over 400 Chlamydia tests were completed
- In April, the first HUU 'free your money' day was held in Asylum. The aim was to give students advice on a range of financial issues such as budgeting and dealing with debt. Over 500 students attended the event.
- The Comfort Zone is now established for students to come and get advice/chat/relax in during all examination periods and as an alternative to our usual welcome week programme

## Governance

- A confirmed total of 4104 members voted in the 2010 elections which is a turnout of 24.55%, up by over 1000 from last year
- A new constitution was passed in March with 1770 votes in favour (105 against)

- Although the year began with regular, well attended zone meetings, other commitments i.e. work etc. have meant that many volunteers have been unable to attend regular meetings this semester, we have also got various volunteer positions to fill for next year.

In the remaining time at HUU, we will be completing our objectives as set out in the operation plans, whilst looking to the future, working with the new team to ensure that our plans and strategies are the right ones going forward into the new academic year and beyond.

Chair congratulated and acknowledged the hard work the President and his team had put in this year. Chair then asked for any questions from the report.

Question (DL) – How were the KPI's across the board.

Pres stated that VPE had met all the targets relating to course reps and we had missed out on winning the Gold Sound Impact Award by 20 points, however we were awarded Most Improved. Chair asked if the present team would be helping the new team strive to achieve the Gold Sound Impact Award, Pres stated they would have liked to appoint an environmental officer but it was hit or miss whether they would be active or not and there were a lot of things they couldn't achieve because of finances. They would however be passing all the information on to the new team. VPC commented that they would be producing comprehensive handover packs.

Question (Chair) – Did the Tour go well and did it achieve its objectives?

VPS said there had been an important crossover of zones with 8 societies attending Tour, with more wanting to go next year. VPS stated he wouldn't have been able to manage such a large group without the extra support from the Sabbs and group leaders.

Question (Chair) – Do you get feedback from the 500 people who attended the 'Free Your Money' day?

VPW said the responses on the feedback sheets were positive. Chair asked if the results could be published in Hullfire, however the deadline had passed so Pres stated the results would be displayed online.

- b) GM's report had previously been circulated but for minute purposes is inserted below.

## Governance

### 1. Progress with University House Lease

Agenda Item.

2. Review of Regulations

The remaining Standing Orders were reviewed and proposals made to Zones for comment/approval. These do not need Board approval.

3. HUU Constitution

The proposed constitution was approved by referendum on 4 March 2010.

Very late in the day the University have expressed some reservations which were discussed at a meeting with the Registrar and University Solicitor on 28 April 2010. The basis of the meeting is set out below – italics are the content of the issues raised by the University. My response on your behalf is covered after each issue in bold.

*“There is a general concern about the University getting sufficient information on a regular basis to enable it to keep an eye on things (for example, agendas and minutes) and whether the University should be entitled to send an observer to meetings. This could be done via the constitution or as a separate arrangement.”*  
**All meetings of HUU are open to members and minuted. Minutes of all those meetings described in the Constitution and Byelaws are available to members and published on hullstudent.com which the University can view.**

*“The University does not have an exclusive relationship to the extent that it cannot communicate direct with students or and set up systems to do so (3.2). The University needs to be able to protect its name and brand.*

The issues are as follows:-

*Powers in paragraphs 4.11 -4.16 (particularly 4.11)”*

**Most of the powers in this section are already in the current constitution. The powers can only be exercised in furtherance of the objects and as HUU is an unincorporated association, the trustees are personally liable for their actions. There are financial procedures which include limits of authority and approval of expenditure criteria which are subject to external audit annually. On this basis, the University could explain to University Council (trustees of the University) that there were sufficient safeguards to leave the powers in place. They are generally standard powers in a registered charity’s constitution. Accepted by University**

*Paragraph 28 – should there be a requirement for the Chair (of General Meeting) to be an external?*

**Explained that Chair Union Council was elected to Council by a cross campus ballot and then elected to the Chair by all the members of Union Council. Accepted.**

*Paragraph 33 – not more than, not less than?*

*This paragraph refers to the numbers of different types of Trustee. A solution was to define the numbers in the Byelaws which was accepted subject to the University having the opportunity to approve changes to the byelaws.*

*Paragraph 48 – requirement to notify the University?*

*This refers to the removal of a trustee. The University were reminded that there is an independent appeals procedure in the constitution which includes a member of the University on the appeals panel. Also all motions of no confidence are taken at Union Council which are public meetings and minuted (see above). Accepted.*

*Paragraph 89 – confidential minutes should be available to the University*

*This was not acceptable. Most reserved business was about staff and Data Protection would prevent distribution of minutes. Further discussion needed. University to define what they want to avoid “fishing” exercises.*

*Paragraph 93.5 – is this sufficient on its own?*

*This refers to posting on HUU’s website notices to members. Explained that we could only contact all individual members electronically if the University allowed access to their database. There may be occasions when this was not available/accessible to HUU so we needed a backup. Accepted as long as best efforts were used to contact individually. This can be detailed in the byelaws.*

*Other queries:*

*Is “Student Council” the same as “HUU”?*

**YES**

*Recital D – suggested amendment doesn’t seem to have been picked up*

*This was suggested by solicitor sometime ago. It referred to the inclusion of the Code of Practice under the Education Act 1994 and that it would take preference. I argued that there were potentially gray areas between the two Acts – who has the final say over an issue/complaint – the Charity commission or the University. To be discussed at the Board meeting on 10<sup>th</sup> May.*

4. Strategy Review – Red Brick Media

Excellent progress has been made. After completion of focus groups covering most of our student demographic, a quantitative questionnaire has been put together and is now ‘live’ on Hullstudent.com. At the time of writing 1627 had been completed.

Management/Operations

5. SUEI

As part of my SUEI auditing training, I shall be undertaking an actual audit shadowing John Windle at Nottingham Trent in June.

6. University House Developments

6.1 2<sup>nd</sup> Floor

Demolition starts 10<sup>th</sup> May 2010. An updated finalised plan will be available at the meeting.

6.2 1<sup>st</sup> Floor

A number of plans have been produced to meet a tight brief. The latest draft plan will be available for discussion at the meeting along with a sketch plan estimate.

7. Staff Issues

Since the last meeting there have been a number of proposals accepted by the Executive Committee.

7.1 SmartFixIt

SmartFixIt was a nationwide company who repaired computers for a fixed fee. They were based in a number of Universities. In Hull they rented the old Box Office on the ground floor. On Friday 9<sup>th</sup> April 2010, we heard that the company had ceased trading and made the staff redundant including Nick Gilbert, their Hull employee. James Brooks should be congratulated for prompt action which included changing the locks and preventing our students' and staff's computers being removed (as happened at other Unions).

We have reviewed the business and decided to take it on with Nick and honour the existing contracts. Based on conservative estimates we shall make a small profit and continue to provide a very worthwhile service to our students.

7.2 A Cleaning Coordinator and a replacement cleaning supervisor have now been recruited and start in early May in time to take over the cleaning of the 3<sup>rd</sup> floor, currently undertaken by the University.

7.3 In the Marketing team, Joe Dix has left to join Brunel. We have taken the opportunity to review the structure to provide a better service and allow one member of the team to concentrate on the website.

7.4 The administration team have been unacceptably stretched this year and we have been aided by one of the most committed Societies Officers we have had. We intend to recruit a Student Activities Coordinator. Recruitment will start in May.

These staffing changes have been reflected in the 2010-11 budgets.

7.5 Staff Survey

A copy of the survey presentation is attached to the Agenda for information.

Discussion of Constitution matters (see reserved business)

GM asked if everyone was happy to go with a two thirds majority required to remove external selected trustees rather than a majority as at present (para 47). Agreed.

GM advised that the first plan of the 1<sup>st</sup> Floor was available to view at the end of the meeting. The estimate for the redevelopment of this floor was £975k based on this plan but this was only a first draft.

Chair asked if anyone had any further questions or comments from GM's report.

## 177. Financial Update

### a) Period 9 Results

FM explained that this was an unusual period due to the Easter vacation and suggested it would be better to look at the Year to Date figures rather than Period 9. FM went through the performance summary and stated that there were ongoing concerns about staffing levels within the reorganised commercial areas. It had been a learning curve. FM however was keeping an eye on it and we were ahead of budget as far as surplus was concerned.

Shop – surplus well ahead of budget.

Ents – poor result in Period 9 however not a cause of concern as there was still some accrued income to drop in as events happen.

Bars – don't always know until the end of the year how much discount we will receive from the breweries as it depends on national sales, but not anticipating as high a discount as last year.

Pool – did well.

Admin – overspend to budget explained at previous meetings –no new issues for concern.

Marketing – steady, year to date ahead of budget.

Zones – always fluctuations within these areas.

Sport: huge improvement on last year however there have been a lot of transport costs with recent success in the BUCS cups.

Scarborough: FM needs to look at in more detail, will meet with Scarborough Union Manager to see where they can tighten up.

HUSSO: well ahead.

No questions for FM.

### b) Budget 2010-11 (see reserved business)

## 178. Fundraising

GM referred to the attached paper that had been put together following the last Board Meeting. GM stated that the internship money would fit nicely into this, however it depended on whether we were classed as part of the University or not for this purpose.

DL stated that all the bids he had been working on recently were for training and development and suggested that this was the path to go down. Chair said that whatever bids we went for, because of our financial situation, it was important to note that 'what goes in, goes out' and the grant would enable us to do extra things. Chair felt we shouldn't go with a full-time fundraiser just yet but to go with the lower cost option.

GM said sharing fundraising costs with other identified Universities though possible was not feasible currently as they were undergoing changes.

Chair said that for 2009/10 every charity he had dealings with had not met their targets, more people were giving but were giving less, therefore the skill set needed to be for the smaller giver.

After discussion it was agreed that we should chip away at the deficit with an example being given of 'buy a brick'.

179. **Lease and Related Matters**

GM provided an update. The lease had gone to the University SMT for approval or comments. Progress had been made towards reducing risk and the proposals made had gone a long way to achieving this. VPC/VPE and VPW all commented that they were not happy about the restrictions regarding room bookings and wanted all restrictions removed. After discussion it was agreed that all restrictions should be removed, making reference instead to a formal booking process being in place as agreed from time to time by HUU.

Discussion ensued regarding Freedom of Speech and priority of use after VPE asked if we were able to veto University meetings in our building as we have a No Platform policy. It was agreed that Pres would go back to the University and see if they were prepared to remove the clause and report their response back at the next meeting. (Agenda Item 7, Appendix 2, point 5 refers).

180. **1<sup>st</sup> Floor Development**

Plan viewed at end of the meeting.

181. **Approval of Regulation Changes.**

None.

182. **Any Other Business.**

None.

**RESERVED BUSINESS**

183. a) Staff Matters

184. **Next Meeting Date** - 29 June 2010 at 2.00pm