

**MEETING OF THE BOARD OF TRUSTEES HELD ON**  
**MONDAY 29<sup>th</sup> JUNE 2010 AT 1400HRS**  
**IN MEETING ROOM 2**

- Present: Chris Sparshatt (CS) Chair & Trustee  
Trustees: David Lloyd (DL), Duncan Batty (DB),  
Jamie Scudamore (Pres), Alice Marshall (VPW),  
Ben Wilcox (VPC)
- Attending: Paul Tatton, Secretary (GM)  
Julie Watson, Human Resources Manager (HRM)  
Graham Jackson, Finance Manager (FM)  
President Elect, VP Sport Elect, VP Education Elect, VP Welfare Elect,  
VP Community Elect, VP Scarborough Elect  
Jane Haddlesey, Minute Secretary

Chair welcomed the Elects to the meeting and introductions were made.

**UNRESERVED BUSINESS**

185. **Apologies** from Robert Kidson and James Kerr (VPS), Trustees.

The President informed the Board that Chris Marks, VP Education, had resigned for personal reasons.

186. **Minutes of last Trustee Board Meeting**. Agreed.

187. **Matters Arising**

- a) **Free Your Money Day**

President stated that the Trustees had asked for more information about the Free Your Money Day and referred to the report provided by the Advice Centre Coordinator (attached).

- b) **HUU Constitution**

President advised that this had gone through Senate and would now go to University Council on 7<sup>th</sup> July 2010. GM advised that, subject to the Constitution being approved at Council, GM and Scarborough Union Manager would apply to the Charity Commission as soon as possible.

- c) **Lease (Update)**

GM was still waiting for the Assistant Director (Estates & Buildings) to get back to him.

188. **Report of the Trustees**

The following reports were submitted before the meeting to all Trustees. However, for minuting purposes and future reference, these have been added as below:

- a) **President's Report**

The last two months at HUU has not seen the 'slow down' that many expected, many thanks must go to the staff for their dedication, professionalism and support in enabling the UEC to finish off projects and reach their objectives by the end of the year, their service over the course of this year has been nothing short of exceptional.

## **Community**

Volunteering – Major restructure to benefit students. Most ever volunteers at over 650.

- Societies – most ever active societies (110). Most activities and members at 3,500. Over £63,000 raised by societies.
- RAG - £8,737 raised. Most active exec in recent memory, with a "RAG Tour" raising money in 10 different cities in 10 days, aiming to raise £10,000.
- ISA – most ever members with over 1,650.
- Hullfire – Local distribution to residents. External, local contributors. Wider range of articles as a result.
- Jam – 1<sup>st</sup> ever Union playout. First year of external broadcasts (election and Newland Avenue Xmas Lights).
- Other – Co-organising Newland Avenue Xmas Lights with 1,000s of people in attendance.

## **Education**

- The University have drafted their first code of practice on feedback that obliges them to give feedback on exams.
- After HUU raised concerns at University Senate about the cutting of free-elective subjects, a review group was set up and there are now no cuts in free-electives and the time in which they happen is being reviewed to aid participation in sport & activities.

## **Sport**

- This year HUU's sports teams have accrued their highest total of BUCS points since it was formed in 1994 (formally BUSA), totalling 324.5 points over the year.
- Currently working in collaboration with the University in submitting a 'Active Universities' bid to Sport England for additional funding to increase participation in Sport.

## **Welfare**

- There is currently a consultation about the future of University Student Support Services – HUU is engaging with the process at all levels and is on the review group.

### **Governance**

- The New Constitution has passed through University Senate and is going to University Council on July 7<sup>th</sup>, if it passes we will be able to submit our registration forms to the charity commission immediately after.

With a very positive and productive handover period behind them, I wish the team of 2010/11 the best of luck and am sure that they will take HUU to the next step as an organisation. I have every confidence that they all have the resilience to meet the challenges that will arise, as well as the ability to take opportunities that lie ahead. As this is my last report, I would also like to take the opportunity to thank all the staff, officers and volunteers for their outstanding dedication and service to HUU this year, it has been an honour and a privilege to work alongside them all and achievements made by this team would not have happened without them.

Chair thanked President for his report and congratulated everyone on a very good year.

### **Review of 2009/10 KPIs**

#### Governance

1. **Win 1 NUS Award; Win Sound Impact Award Gold**  
Achieved silver in the Sound Impact Award and Most Improved Union.  
Realistic target for Gold Award this year.
2. **Ready HUU in preparation for re-entry into SUEI and be on course for Gold**  
In a good position to achieve SUEI Gold. (Audit planned Spring 2011)
3. **Top 10 place in THE survey 'Good Student's Union'**  
Achieved.
4. **HUU Annual Student Satisfaction Survey gain 90% answering agree or strongly agree that HUU plays an important part in their student life**  
88% in Red Brick Survey answered 'Yes' to the question 'Is the Union having a positive impact on your time at University?'
5. **Staff Satisfaction Survey gain 80% Staff knowing who are the Sabbatical officers**  
Did well to hold the figure of 73% in the Staff Survey
6. **To Increase voter turnout during semester two elections to 3360**  
Exceeded number of voter turnout during semester 2 elections with 4104 voters.
7. **To meet the 2009/2010 budget and not to exceed it**  
Were on budget across the zones at the end of the year.

## Education

1. 80% (Hull) 100% (Scarborough) of reps recruited by end week 5 (Hull) Week 4 (Scarborough) and trained by end of week 7 (Subject to change in the Student Participation Working Group)
2. Having 90 % of academic clients satisfied with the help and advice given
3. All high priority action points in the student submission action plan are complete by the end of year of office.
4. All departments reached the 50% publishable mark for the NSS this year, help the university to maintain this high level of turnout for the NSS
5. Having a score of 85% of respondents answering agree or strongly agree with the statement "HUU has influenced the quality of my education whilst at the University" as part of the annual satisfaction survey.
6. 80% of reps trained responding positively in the evaluation.

All KPIs achieved.

## Welfare

1. Ensure Welfare budgets are not exceeded.
2. Welfare Zone volunteer officers - 100% of officers doing 100 + hours of volunteering in 09/10
3. Advice Centre - 95% of all clients are satisfied with the help given  
95% of all clients are satisfied with the help given', VPW advised that only 18 students filled in the survey so not sure how accurate the final figure is.
4. Campaign plans completed to agreed timetable
5. Welfare Zone meetings take place every 2 weeks as planned with minimum of 6 volunteers
6. Welfare Impact report prepared no later than end of Semester 2 2010

## Questions:

- Chair asked VPW if there was anything she'd have liked to have achieved but did not; VPW replied that there was but she had needed to focus on certain things.
- Chair asked VPW which achievement she was most proud of; VPW stated it was the Council changing their policy regarding Council Tax during Summer School.

## Community

1. Over 80% of HUSSO projects go out successfully, of which 90% receive positive feedback; negative feedback is acted upon.
2. Reduce the gap in numbers between students wanting to volunteer and those using HUU's volunteering services as measured by the *Student Satisfaction Survey 2009* and the *Student Satisfaction Survey 2010*.

3. Secure an average of #1 in the BAM website usage figures over each 3 month period (September-November, December-February, and March-May).
4. Secure 55% of students knowing of an event or awareness campaign run by each Zone area as measured in the *Student Satisfaction Survey 2010*.
5. Secure a top ten placement in the International Student Barometer for “good Students’ Union”.

VPC talked about the KPI relating to HUSSO and said that a report of HUSSO had shown that it wasn’t working so after review it had been changed. Chair commented that if KPI’s were not appropriate then they should be changed earlier in the year.

### Sport

1. To have a BUCS league position no higher than 65<sup>th</sup>.  
BUCS league position of 70.
2. To have > 1500 members registered with AU clubs on hullstudent.com  
Over 2000 members cross campus.
3. To meet the 2009/10 financial budget  
Big improvement on previous year.
4. To have 100 members accredited on the Highlights Volunteering scheme  
80 members accredited to Highlights Volunteering.
5. Sport Zone meetings take place as planned with 2010/11 plan prepared to meet budget timetable  
Sports Zone meetings taken place as planned.

### b) GM’s Report

#### Governance

1. Progress with University House Lease  
Update at the meeting
2. HUU Constitution  
As at 10<sup>th</sup> June, letter sent by the President to the Registrar requesting that the current amended version of the Constitution be sent to Senate and Council for approval. Part B of the Byelaws would be sent to later meeting following approval by HUU
3. Strategy Review – Red Brick Media  
Feedback from the quantitative survey is due to be presented on 18<sup>th</sup> June. A formal update and presentation will be given at the next Board meeting.

Update at meeting by GM – Red Brick were unable to attend on 18<sup>th</sup> June so full update will be provided at next meeting; however 2,000 students had completed the survey with a positive response of 88% to the SUEI killer question of 'Has HUU made a positive contribution to your time at University in Hull.

#### Management/Operations

##### 4. SUEI

Shadowing of an actual audit with John Windle took place at Nottingham Trent on 24<sup>th</sup> May. Pointers picked up from this will be very helpful with our reaccreditation preparations. We plan to go for Gold at the next accreditation in 2011. Julie Watson, the President and myself presented at the new officer SUEI induction day at Leeds on 8<sup>th</sup> June where positive feedback was received.

##### 5. Building Developments

###### University House

##### 5.1 2<sup>nd</sup> Floor

Demolition completed 11<sup>th</sup> June 2010. Tenders have been accepted for the refurbishment work. We shall be contributing to the air handling unit which will be large enough to handle both the 1<sup>st</sup> and 2<sup>nd</sup> floors rather than having 2 smaller units. This will save approximately £13k.

##### 5.2 1<sup>st</sup> Floor

Plans have now been produced with a furniture layout which will be available at the meeting.

#### Scarborough

5.3 Plans and room specification sheets have now been agreed with the University for the SU on the ground floor

##### 6. Staff Issues

##### 6.1 Recruitment Update

Marketing – Sam Edwards and Rosie Jarrell have been recruited to fill the positions of Marketing & PR Coordinator and Graphic Designer. This will leave Leigh Nicholson to concentrate on renewing and keeping up to date hullstudent.com. The re-launch is planned for mid August.

Recruitment is currently taking place for a Student Activities Coordinator and an Education & Representation Coordinator.

##### 6.2 Pensions

##### 6.2.1 Universities Superannuation Scheme (USS)

A presentation was attended in London about the proposed changes submitted by the employers to the Pension Trustees. In summary, for existing members normal retirement would increase to 65 from 60 (for those currently under 55) and employee contributions would rise by 1%. New employees would face a different scheme with career average earnings

being used. A letter summarising these proposals has gone out to all USS members in HUU. Alternative proposals have been proposed by employee representatives (UCU) which have been presented on campus.

#### 6.2.2 Pensions Act 2008

A presentation by Foster Denovo on behalf of ACEVO was attended in Leeds on 9<sup>th</sup> June. Potentially there are some major cost implications in additional administration and employer contributions. A presentation will be made at a future Board meeting on the issues and possible solutions. Given the complexity we may well need to have some professional help.

#### 6.3 Employee Engagement

As part of Hull Business Week, a seminar was attended at Sewell Group, recently voted 8<sup>th</sup> in the Sunday Times Best Company to work for list. It included a presentation from Best Companies Partnership, who organise the lists on behalf of the Sunday Times and staff from the Sewell Group. The results are generated by an 8 section questionnaire which looked thorough and practical. Once we have completed our SUEI revaluation, this will be worth considering.

### 189. Financial Update

#### a) Period 11 Results

Bars – sales below budget, however still busy. Large event had been cancelled at the last minute. Sales from the Ball were lower than expected. Wages percentage looks high and will look at this with C&MM. Year to Date £15k better than budget.

Shop – Quiet period but beat budget. Year to Date £28k better than budget.

Ents – Ball sales figure have now been included and produced a result £18k better than budget. Year to Date £28k better than budget.

Quickfix – meeting expectation.

Admin – doing fine.

Charitable areas - performing well overall.

GM stated that it had been a very successful year all round and Chair commented that it was a pleasant change not to have to challenge the zones on their spending.

### 190. KPIs 2010/11

Chair advised the Elects that if they weren't going to 'own' their KPIs then now was the time to say so.

The Board went through each of the KPIs for the operational plans below. These plans to be brought back to the next Board of Trustees for final agreement with the comments/amendments made below being taken into account:

### Governance

- KPI 3. It was agreed that our place in the 'Good Students Union' be recorded as the position achieved and score in brackets.
- DL asked why the percentage of staff knowing the Sabbatical Officers (results from Staff Satisfaction Survey) had been removed as a KPI. After discussion it was agreed that this should be put back in with a percentage indicator of 75%.

President Elect to action above points.

### Sport

- KPI 1. It was agreed that our place in the BUCS league be recorded as the position achieved with number of points in brackets. VPS Elect to look at number of points needed to achieve the league position.
- KPI 2. Need to retain this figure.
- KPI 3. Budget is always an issue when Clubs are doing well and transport costs escalate.
- KPI 4. Number of volunteer members accredited on the Humber Sports Partnership Scheme changed from 50 to 70.
- President suggested having a KPI around number of finalists and DL suggested a KPI to include percentage affiliated to local leagues.
- 
- VP Sport Elect to look at suggestions above and bring to the next meeting.

### Community

- Lengthy discussion took place about the affect we have on the local community and how this could be included in the KPIs. It was agreed that we should look at indicators on crimes stats and measure of campaigns. DL reported that the tensions monitoring report is useful for this; DL to email this through to VP Community Elect.
- DL said he would like to see 'Secure a top ten placement in the International Student Barometer for "Good Students' Union" back in as a KPI.
- DL stated that the indicators of Student Satisfaction Survey had been removed as a KPI; VPC said this could be put back in.
- DL felt that the KPI regarding HUU Media should be back in; VPC commented that he was trying to keep the number of KPIs down. It was therefore suggested that the KPI regarding ISA membership be removed.
- DB stated that the KPI regarding the budget should be back in as the budget should appear in each area's KPIs.

VP Community/VP Community Elect to look at the above and bring revised KPIs back to the next meeting.

### Education

- KPI 8. Faculty and senate Reps to be trained by end of Week 5, not Week 8.
- Chair stated that the budget indicator needed adding.

### Welfare

- VPW referred to KPI '95% of all clients are satisfied with help given'. VPW stated that not all visitors to the Advice centre completed the survey, therefore the figure would not be accurate. VP Welfare/ VP Welfare Elect to liaise with Advice Centre staff and come back with something that would give a realistic result.
- Remove fourth KPI and to include two KPIs regarding SHAG Week.

VP Welfare Elect to bring two new KPIs to next meeting.

### Membership Services

- HRM reported that all KPIs for staffed areas were objectives from staff progress reviews.

Chair asked if anyone had any questions from the remaining areas' KPIs – no questions.

## 191. Budget 2010/11

GM advised that all budgets should have been presented at Zone Meetings for approval but were not agreed. GM, President and Financial Manager would meet with their student officers to finalise KPIs, plans and budgets. A target of a further 45k savings should be made from latest 2010/11 budget summary. Chair advised that the Board had a Treasurer who could be used as an arbiter if an agreement couldn't be reached. VPC advised the Hullfire budget had been cut since the last meeting.

## 192. SUEI Accreditation

HRM advised the meeting that we had been asked to submit evidence for our reaccreditation in early 2011. Everyone had agreed that we should "Go for Gold".

## 193. Selection of External Trustee – Update

GM explained that as we won't have registered as a Charity, we will need to appoint another Trustee. GM had approached a previous interviewee and was waiting to hear from her. After registration, future external trustees would be selected, then elected.

## 194. Any Other Business.

Standing Orders Governing Elections (8001). President advised that changes had been approved at UEC and it had been agreed that there needed to be some reference made to negative campaigning. President Elect is looking at this.

**RESERVED BUSINESS**

195. a) Staff Matters

196. **Next Meeting Date** – To be advised