

MEETING OF THE BOARD OF TRUSTEES HELD ON
Wednesday 1 February 2011 at University House

Present: David Lloyd, Chair & Trustee
Trustees: Aidan Mersh (President), Matthew Barrow (VPE),
Matthew Brown (VPSc), Ash Lord (VPS), Suzie Morris (VPW), Tom Peel (VPC)

Attending: Paul Tatton, Secretary (CE)
Julie Watson, Director Membership Services & HR (DMSHR)
Graham Jackson, Finance Manager (FM)
Sally Bates, minute taker

1. **Apologies** Trustees: Duncan Batty, Lisa Cowan, Robert Kidson
James Brooks, Director Commercial Services & Marketing (DCSM)

2. **Minutes of last Trustee Board Meeting**

Chair advised that under item 4, KPI16 and KPI17 should read KPI6 and KPI7 respectively.
The minutes were agreed as a true record.

3. **Matters Arising**

Item 4 Report of the Trustees:

- Chair asked VPE about progress with the Code of Practice. VPE advised that the University was setting up a working group but progress was slow and he will raise this at the next ULTAC meeting and report back. **Action: VPE**

4. **Report from External Auditors on Report & Accounts 2009/2010**

FM introduced Graham Nunns and Lisa Hodjins from Grant Thornton. They summarised their findings from the annual audit of the Accounts. The recommendations they were making were minor housekeeping issues and they advised that the only outstanding number to be processed was in connection with VAT and once this was resolved, the Accounts would be signed off. (See papers attached.)

5. **Financial Update**

(i) Period 5 Results

FM went through Period 5 results in detail, highlighting the significant variations and the reasons for these (see performance summary attached).

The significant YTD shortfalls against budget appearing in Governance zone and Scarborough were discussed (see attached reports, Request for an Authorised Overspend from President and Budget Forecast from Period 6 – 13 from VPSc). It was agreed to cover the Governance overspend by reallocating surplus funds from other zones – UEC to discuss separately and advise FM.

Action: UEC

CE and FM to look at breaking down Scarborough figures under cost centres in order that specific areas can be identified and in the meantime CE to take management action with regard to commercial issues.

Action: CE

It was agreed that exceptional reports should be presented to UEC when the performance summaries highlight issues so that action can be taken speedily.

(ii) Budgeting guidelines 2011/2012

FM requested that budgets should be agreed at Trustee level in a timely fashion, based on the strategy agreed for next year. It was recommended that UEC put an action plan and timetable together with each zone being dealt with separately. President asked whether a finance committee could be formed to scrutinise the budgets before the budget meeting in June – this could include Robert Kidson, Chairman and 2 others. **Action: UEC**

(iii) Request for authorised overspend (discussed under 5 (i)).

FM left the meeting.

6. **Report of the Trustees**

(a) President's report

President ran through the individual zone reports, highlighting performance against KPIs (see attached). Chair asked if the KPIs helped in running the zones: VPE believed a lot of his work is not reflected in the KPIs; it was agreed that reports should be submitted alongside KPIs.

Key achievements in each zone for this semester were then discussed:

President said "Funding our future" had been particularly successful with a series of events for HUU in the City and successes with lobbying MPs. CE reported that President had succeeded in influencing the University with his Court speech.

VPE reported a successful semester with a record 436 course reps elected and the best figures to date on training. Significantly improved numbers were attending the Academic Council. Hoodies for course reps were proving popular and 60 had been sold. The library campaign had been well received by the University and was proving to be a successful collaborative project. This has now developed into a video campaign and VPE will be producing a paper for consideration by University senior management.

VPW reported a number of successful events with good levels of attendance: 700 at the "Adopt a fresher" campaign, 250 at the environmental health day and 400 for "Free your money". The housing week was also successful and a league table for landlords was produced following a number of incidences of landlords breaking the Scheme rules. VPW said it can be hard to measure performance in Welfare against KPIs and Chair agreed that there is currently no way of catching the successes that come from new campaigns.

VPS is currently discussing the return of Varsity with the University of York; is working with the Sport & Fitness Centre on introducing additional intra-mural sports; and is looking at ideas for activities at the Lawns for weekends. Numbers for the Tour are similar to last year but he has secured £12K in sponsorship.

VPSc said Scarborough's turnout for the national rally was extremely good for a satellite campus and their lobbying went very well. They undertook a Governance overhaul and filled all positions. The Welfare committee has been particularly good and is working well with the community. Their local MP now has a surgery on campus.

Chair asked about the issues referred to in the Student Satisfaction Survey – VPSc reported that these included him being seen as a Hull candidate, Calvinos perceived as being run (badly) by the Union, and not enough events.

JW and JB will be meeting with Scarborough Union Manager and VPSc to discuss the issues arising from the survey and to see what can be done to create a more positive outlook.

Action: UEC to develop an action plan for Scarborough

VPC reported that Community Zone's successes included: introducing the Societies Awards; securing funding for art and drama societies; HUUTV and the website promoting HUU in the City and the London rally; Safety week; HUU street team; loaning out bike locks. VPW/VPC are putting pressure on the Scheme to review their policy and are looking at setting up our own landlord accreditation scheme. VPC is working with VPS on Solutions through Sport, a corporate social responsibility scheme. Generally activity in the Community zone has increased.

Chair said it is important to capture these achievements and KPIs should be reviewed for next year to ensure all successes can be captured. Chair praised the UEC team for their performance to date.

(ii) Chief Executive and Directors

CE summarised his report (see attached). Since writing his report, a number of promising applicants for the student trustee positions had been interviewed prior to the meeting and he had had a positive response from the solicitors about the Labour Club which could now be ratified.

Following the Redbrick report and student satisfaction survey, CE had a meeting with the President and senior managers to develop ideas for strategy planning and these are summarised as follows:

You told us that you prioritise your academic education and you wish us to do the same:

We intend to focus on improving:

- Teaching quality
- Levels and quality of feedback
- Your learning environment

We shall accomplish this by:

- Improving the effectiveness of our representation
- Consult and prioritise our campaign to meet your needs

You told us you wanted us to give you balanced and impartial information to allow you to make your own decisions in order to help prioritise the important issues.

We intend to:

- Identify issues that affect our members
- Inform you of these
- Let you prioritise what is important through consultation and referenda

You told us that value for money was important in how we run our commercial services, particularly food.

We intend to:

- Focus on value for money and let you know how we perform against our commercial competitors
- Identify ways of rewarding membership of HUU in our commercial services
- Provide a range of food to suit all budgets

You told us that we could improve our support for you whilst at university.

We intend to:

- Make our support to you more visible so that you see us on more occasions

- Improve our access to impartial support and advice
- Find out what you need help with and demonstrate we understand
- Demonstrate that we can make independent decisions on your behalf and hold the university to account for its actions

You told us that enhancing your employability was important.

To help you we intend to:

- Have an accreditation programme in place which recognises an individual member's contribution to HUU and the skills attained through volunteering
- Working in partnership with the Careers service to promote employability

You told us that the quality of student housing was important to you.

We intend to:

- Ensure that there is an effective and robust accreditation system for student housing
- Hold the university to account to provide accommodation which is fit for purpose, value for money and meets the needs of all students

You asked that we seek your opinions and include you more in decision making through consultation and on important single issues we shall use referenda.

We intend do:

- Identify important issues through membership consultations and give you choices to decide at referenda held in week 7 in each semester (when?)

We will consult through:

- Online surveys
- Ideas cafes
- Feedback from our representative structure
- External market research
- Suggestion schemes

We will inform you of:

- Results of the consultation
- Our responses

A significant number of you told us that you did not know you were members of HUU.

We intend to change this by:

- Giving membership prominence in everything we do
- Demonstrate the benefits of membership to all students in our diverse population

In the coming weeks this strategy will be expanded to include how we shall measure our impact.

Commercial Services report (see attached) – KPI 4 to be covered at next meeting.

Membership Services/HR report (see attached) - DMSHR was pleased with the staff survey results and will be going through these with the Heads of Department at their next meeting.

7. Capital Expenditure Update – First Floor Development

Already covered above. CE reported that the tender is due on 11 February. We will be working to a reduced project because of the cost involved.

8. **Risk Management**

See attached papers. CE advised that although the risk matrix had been updated, strategic risks are difficult to mitigate against. Chair suggested that this should be further reviewed to take account of the VAT issue and the sport centre.

Action: CE and President

9. **Strategy Development Update**

Already discussed.

10. **Any Other Business**

VPSc stated that some of the student trustee candidates had been told they could not stand if they were also standing for a voluntary representative position. He did not believe this was recognised in the constitution. It was agreed that Standing Order 8006, 12 allows the Appointments Committee to deem a candidate unsuitable. The Board then took a vote on whether to support the appointments committee's decision. The vote was 5-1 in favour of upholding the decision and allowing the candidate to write to the ARO, with one against.

11. **Reserve Business**

Discussed separately.

12. **Next Meeting**

28 April 2011 – to be confirmed.