

MEETING OF THE BOARD OF TRUSTEES HELD ON

Tuesday 10 May 2011 at University House

Present: David Lloyd, Chair & Trustee
Trustees: Robert Kidson, Aidan Mersh, Matthew Barrow, Matthew Brown,
Ash Lord, Suzie Morris, Tom Peel
Student Trustees: Jose Garcia Estrada, Helena Moore, Kat Morris, Simon Schofield

Attending: Paul Tatton, Chief Executive
James Brooks Director of Commercial Services & Marketing (DCS)
Julie Watson, Director Membership Services & HR (DMS)
Graham Jackson, Finance Manager
Sally Bates, minute taker

1. **Apologies** Trustees: Duncan Batty, Lisa Cowan

2. **Minutes of last meeting**

The minutes were agreed as a true record.

3. **Matters arising**

3. Code of Practice: VPE said the working group had met and recommended guidelines which have been widely accepted. The document will be presented to RCPC and VPE is confident it will be approved.
4. FM reported that a student union VAT specialist has been consulted and he made some immediate recommendations but it may be a short while before the issues are resolved.
- 5 (i) UEC have discussed the reallocation of surplus zone funds to cover overspends and President is monitoring the situation.
CE has taken action with regard to Scarborough's commercial issues and reporting to be broken down under cost centres.
- 5 (ii) President confirmed that UEC had put an action plan in place for budget planning.
- 6 (i) An action plan for Scarborough is being developed.
8. The risk management review has not been completed but CE will be undertaking this.

4. **Report of the Trustees**

(i) **President's Report**

President outlined some of the highlights of the last few months which included the elections, the SUEI audit and the HUU Volunteer Awards. Two campaigns have been submitted to the NUS for campaign of the year - Funding our Future and developing a vision for the future of the Brynmor Jones Library – and we have also gone for Union of the Year on the basis of successes in increased participation, collaborative work with colleges and levels of engagement.

VPSc reported a successful second semester with a full executive elected and nominations for Trustees and NUS conference. An Ideas Cafe had been held which revealed the main issues for Scarborough students include the library, members' "space" and Calvinos. Current focus will be on further campaigning for the student living room area. The ISA event in February had been very successful.

VPE was pleased to report that the University is committed to a redeveloped library and a working group has been set up. Costs have been included in the budget for some short term recommendations including ICT access and functionality. As mentioned earlier, the Code of Practice on student representation had been finalised.

VPS reported that AU is currently 69th in the BUCS league – the target being 70th. AU membership has increased by 7%. Relationships had been forged with the Humber Sports Partnership and Solutions through Sport. After a successful varsity tournament this year, arrangements are in place for next year and 450 members went on Tour this year – 500 is the target for next year. Trophy presentations will be held this week.

VPW reported a successful Free your Money event and a good SHAG week, rearranged after the weather affected the original week. A report has been completed following the wheelchair campaign with recommendations for action. A Sabb meet and greet event for ex Sabbs was held the previous week and 36 attended.

VPC was pleased to report that we raised £1K for the BBC Radio Humberside Candle appeal with a grand total of £40K raised for St Andrew's Hospice. Jam Radio broadcast from the BBC Radio Humberside studios and they then broadcast from HUU in the evening. The HUU Volunteer Awards was a very successful event as was the ISA Culture evening and this year's Tour. VPC attended the NUS conference.

SS asked about progress with HUUTV. VPC said it had surpassed his expectations with a number of different shows, short films and documentaries and HUU events coverage. President added that the University has also made use of HUUTV.

(ii) **Chief Executive and Directors**

Highlights from the reports of CE, DCS and DMS were discussed (papers attached).

5. **Financial Update**

(i) **Period 9 Results**

FM reviewed Period 9 results in detail, highlighting the significant variations and the reasons for these (report attached). FM said the results were distorted by the payment of a bonus to all permanent staff and one-off termination costs. Current position is £20.6K behind budget and FM expects this to result in a loss of £31K loss for the year.

Questions were raised with regard to poor performance in specific areas: Quickfix – DCS said pricing is an issue and is planning to research the market to address this. Scarborough – FM said gym membership was a factor, as payment had to be made to the Local Council in advance and insufficient numbers joined, together with coaches for Funding our Future (a higher number of students travelled than was expected), and the shop going through its first year of trading.

(ii) **Budget update 2011/2012**

FM presented the 5-year profit and cash flow paper (attached) and summarised the implications. The Trustees outlined their individual budget plans for 2011/2012 (papers attached) and invited questions from the Board members.

More financial assistance would be required from the University to meet the requirements of these plans and therefore final agreement on resource allocation was postponed until the next Board meeting on 30 June when the amount of University funding will be known. In the meantime each department and area will finalise the details of their plans and resource requirements and President and CE will review these to ensure there are no areas of duplication. The budgets would also be scrutinised by Hon Treasurer prior to the next meeting.

Action: CE and President

6. **Strategy 2011/2014**

CE explained the background to HUU's strategic plan for the next three academic years. He went through the draft strategy document (attached) in detail and asked for the Board's approval. Strategy document was approved, with a minor amendment to Theme 7, quality of student housing and accommodation.

7. **Capital Expenditure Update**

CE presented a revised plan for the first floor development (paper attached together with projected cash flow). Questions were raised about options available in different scenarios and CE expressed his confidence that all these had been taken into consideration. The proposal was approved.

8. **Approval of Regulations**

- (i) President/VPs' Standing Orders
- (ii) Standing Order 8001 – Elections

These were approved with minor (typing) amendments.

9. **Proposal to Redefine HUU Branding**

CE presented a proposal to undertake a review of the HUU branding (see paper attached). This was approved and CE said there was £2K included in next year's budget to cover this.

10. **Any Other Business**

None.

11. **Reserve Business**

Discussed separately.

12. **Next Meeting**

Thursday 30 June 2011 at 11.30 am to include the annual investment presentation by Cazenove.