

ULSTER UNIVERSITY STUDENTS' UNION TRUSTEE BOARD

UNRESERVED BUSINESS

Minutes of meeting held on 28th October, 2015 in Jordanstown

PRESENT

Mr Colum Mackey, Overall President, Ms Gillian Bell, Sports Union President, Mr Elliot Lyness, Vice President Campaigns & Communication, Mr Conan Meehan, Vice President, Belfast, Ms Emma Bonner, Vice President, Coleraine, Mr Micky Quigg, Vice President, Magee, Ms Victoria Lutton, Student Trustee, (B), Ms Ellen McGuinness, Student Trustee, (C), Mr Daniel Reynolds, Student Trustee (J), Mr Jim Coyle, External Trustee, Ms Aoibheann Doherty, External Trustee, Mr Robert Stewart, External Trustee

IN ATTENDANCE

Mr Emmett Mullally, General Manager, Mr Colin Campbell, Human Resources/Admin Manager

APOLOGIES

Ms Kellie Murnion, Vice President, Jordanstown, Mr David McCaffrey, Student Trustee (M)

MINUTES

- 15.50** The minutes of the meeting of 25th June 2015 (previously circulated) were approved as an accurate reflection of the last Trustee Board meeting.

MATTERS ARISING

- 15.51** Belfast Redevelopment
The Chair noted that the new block is open on the Belfast Campus, adding that the Students' Union space is basic, with the furniture from the old space having been brought over. There will be two further moves before the work is completed in 2018. The current office location on the 3rd floor will remain, with the final move to a new build across the road.

The Chair added that in 2012, plans had been agreed and signed which included commercial space. It appears that this has changed and has been raised at University and Students' Union Forum. A meeting has been requested with the Vice Chancellor.

- ACTION** The General Manager to provide copy of Belfast Redevelopment plans for Trustee Board members

15.52 University Cuts

The Chair explained that University cuts would result in a reduction of 1250 student places over the next four years and also a loss of approximately 210 staff posts by way of a voluntary severance scheme. The Trade Union University and College Union (UCU) is in dispute with the University as it does not believe there has been meaningful consultation. The Students' Union has objected to these cuts and the rationale behind the course closures and has written to Members of the Legislative Assembly (MLA's) and has met with the Department of Employment and Learning (DEL) Committee and also with the Minister for Employment and Learning.

ACTION The Students' Union will continue to lobby on the University cuts.

CHAIRPERSON'S COMMUNICATIONS

15.53 Big Conversation

The Chair noted that, as a result of cuts to higher education budgets, the Employment and Learning Minister has launched a 'Big Conversation' regarding the sustainability of higher education in Northern Ireland. This involves engaging with key stake holders and the Students' Union has met with Civil Service personnel and submitted a written response on Higher Education funding.

15.54 Vice Chancellor's Proposed Plans

The Chair noted that to date the Vice Chancellor has not stated his proposed plans. The University's current Corporate Plan covers the period 2011/12 to 2015/16 and hopefully the Vice Chancellor sees the importance of the Students' Union and the Student Experience.

15.55 In Camera Meeting

The Chair explained to Trustee Board that University Council currently has informal meetings where no minutes are taken and no management are in attendance and recommended this for Students' Union Trustee Board.

ACTION This was approved by Trustee Board and an In Camera Meeting will be included in the agenda for all Trustee Board meetings.

15.56 NSS SSU Report (SUTB151601)

The General Manager explained the audit that the National Union of Students (NUS) carried out in January 2015 and from this there were a number of key recommendations made, one of which was the possibility of conducting Market Research. Trustee Board needs to consider the paper on this. As part of the recommendations, a Strategic Planning Working Group was established and planning sessions were facilitated by the Head of Staff Development in the University. The Working Group has devised a one year plan as the University

Corporate Plan is due next year and also needs to consider the possibility of Market Research.

The General Manager noted that a modified version of the NUS performance management model has initially been adopted for the Senior Management team, departmental heads, student engagement and sports union staff and individual yearly plans link back to the Students' Union yearly plan. This will be developed further in the next year and implemented for all staff. It was also noted that further work is needed as part of the Review of decision making processes, with the possibility of assistance from NUS.

ACTION The General Manager will contact NUS regarding assistance with the review of the decision making process.

15.57 APPROVAL OF AUDITED ACCOUNTS (SUTB151602)

The Finance Manager apologised for the delay in the availability of audited accounts for the financial year ending 31st July 2015. This was due to a change of auditors, and approval of the accounts will be deferred until the next Trustee Board meeting on the 3rd December 2015.

The Finance Manager then presented the Students' Union audited accounts and explained the summary sheet that is sent to University Resource Committee. The Board discussed commercial services and how salaries and costs are apportioned to each unit, and it was agreed that Trustee Board would consider this and also the impact of pending charity registration. The pension deficit was explained and noted that further increases are likely next year.

The Finance Manager then presented Coleraine and Magee Club Bar audited accounts for the financial year ending 31st July 2015 for information. Both Club Bars have letters of support from the Students' Union with Coleraine losing £20,000 due to the move from South Building and a number of staff absences last year.

ACTION The General Manager will present a more in depth analysis of commercial services to the next Trustee Board

Approval of the Students' Union Audited Accounts was deferred to the next meeting.

15.58 2015/16 YEARLY PLAN (SUTB151603)

The General Manager noted the yearly plan with the main areas of representing, supporting and involving, followed by the action plan for the year with this linked to staff's individual performance management plan for the year. Trustee Board reviewed some of the outputs and outcomes and agreed that these need to be realistic.

ACTION General Manager to review and amend the action plan

15.59 RISK REGISTER (SUTB151604)

The General Manager noted the Risk Register is presented to Trustee Board and explained the rationale of this document. Trustee Board asked if reputational risk needs to be included in the risk register. Trustee Board also asked if sponsorship is investigated and the General Manger noted the Marketing Manager would contact organisations for the key events of the Students' Union such as Colours, Learning and Teaching Awards and US Awards. Trustee Board also enquired if grants were sought to fund activity: the General Manager said this was not currently explored on a consistent basis.

The Chair noted the Human Resources Strategy and the Human Resources/Administration Manager gave a brief overview of this. Trustee Board approved the Risk Register

ACTION General Manager to investigate possible sponsorship and grants, and inserting a section under reputational risk

15.60 STRATEGIC PLANNING PROCESS AND MARKET RESEARCH (SUTB151605)

The General Manager noted the NUS Report and possible Market Research. Initial quotes have been obtained from NUS and Redbrick or we could rely on the internal research the Marketing Manager has carried out. Trustee Board questioned the need for market research and if the Students' Union could justify spending £10,000 + VAT. Trustee Board enquired about the services delivered by the range of packages on offer. If the decision is taken to undertake the external market research, the University Procurement Office will have to be used for the process.

ACTION General Manager to investigate Market Research in other Students' Unions and, if possible, sharing of questions and format of interviews. NUS to be contacted to provide guidance on the process for Market Research.

General Manager to forward the quotes and package options from NUS and Redbrick for Trustee Board information.

Decision deferred until next meeting

15.61 ANY OTHER BUSINESS

The Chair noted, as per the constitution, the role of Deputy Chair is undertaken by one of the external trustees and asked if this could be considered by the External Trustees for the Trustee Board meeting in December.

The Chair noted that, going forward, AOB will not be on the agenda and, 14 days in advance of the next meeting, a draft agenda will be

distributed with a request for agenda items by Trustees. An agenda and papers will be distributed 7 days in advance of each Trustee Board meeting.

ACTION External Trustees to consider the role of Deputy Chair

Request for agenda items to be sent 14 days prior to each Trustee Board member.

15.62 JOB EVALUATION (SUTB151606)

The Human Resources/Administration Manager noted the paper on Job Evaluation and the need to consider implementing job evaluation, explaining the risk to the Students' Union of an Equal Pay claim and the need to ensure that members of staff are on the correct grade in relation to their role and level of responsibility. The paper also outlines the proposed timetable and the need to have the process completed by May 2016 prior to budgets being submitted.

Trustee Board approved the implementation of Job Evaluation in the Students' Union

15.63 GOVERNANCE UPDATE/CORRESPONDENCE FROM THE VISITOR (SUTB151607)

The Chair noted that matters under reserved business must not be taken out of this room and gave an overview of the letter received from the Visitor and the background to the list of complaints. The role of the Democracy Coordinator was established to improve the governance arrangements in the Students' Union and how the complaints are in relation to the work undertaken by the Democracy Coordinator.

The Chair noted that, in light of the original complaint, a Governance Sub Group was established to address these issues and significant improvements have been made.

Date of Next Meeting

Thursday 3rd December

ULSTER UNIVERSITY STUDENTS' UNION TRUSTEE BOARD

UNRESERVED BUSINESS

Action Sheet

Minute	Agenda Item	Action	By Whom
15.51	3a	The General Manager to provide copy of Belfast Redevelopment plans for trustee board members	Mr Mullally
15.52	3b	The Students' Union will continue to lobby on the University cuts	Student Executive
15.55	4c	This was approved by Trustee Board and an In Camera Meeting will be included in the agenda for all Trustee Board Meetings	Mr Campbell
15.56	5	The General Manager will contact NUS regarding assistance with the review of the decision making process	Mr Mullally
15.57	6	The General Manager will present a more in depth analysis of commercial services to the next Trustee Board Approval of the Students' Union Audited Accounts was deferred to the next meeting.	Mr Mullally Ms Kennedy
15.58	7	General Manager to review and amend the action plan	Mr Mullally
15.59	8	General Manager to investigate possible sponsorship and insert a section under reputational risk	Mr Mullally

15.60	9	<p>General Manager to investigate Market Research in other Students' Unions and if possible sharing of questions and format of interviews. NUS to be contacted in providing guidance on the process for Market Research.</p> <p>General Manager to forward quotes from NUS and Redbrick for Trustee Board information.</p> <p>Decision deferred until next meeting.</p>	Mr Mullally
15.61	10	<p>External Trustees to consider the role of Deputy Chair.</p> <p>Request for agenda items to be sent 14 days prior to each Trustee Board member</p>	<p>External Trustees</p> <p>Mr Campbell</p>