



HUU Limited Board Meeting Minutes

Thursday 7th March 2019 held at Student Central

Present: Stuart Ferguson (Trustee, Chair, SF); Alan Bolchover (Trustee, AB); Sara Webb (Trustee, SW); Stephen Willis (University Chief Finance Officer, UCFO); Osaro Otopo (President of the Students' Union, PRES); Isobel Hall (President of Education, PE); Thomas McNamara (President of Activities, PA); Nicholas Wright (President of Sport, PS); Andrew Costigan (President of Inclusivity & Diversity, PID); Rebekah Greaves (Student Trustee, RG), Connor Massey (Student Trustee, CM), Madeline Holden (Student Trustee, MH)

Attending: Jane Stafford (Chief Executive, CEO); Andy King (Commercial Services Director, CSD); Liz Pearce (Membership Services Director, MSD); Kevin Pearson (Finance & Resource Manager, FRM); Kate Jude (HR Manager, HRM); Rachel Kirby (Marketing & Communications Manager, MCM); Leanne Spencer (Administration Coordinator, Minutes, AC); Angela Drinkall (Volunteer Co-Ordinator, VC)

Apologies: Gaius Powell (Trustee, GP); Kathryn Sharman (Student Trustee, KS)

Chair welcomed new Trustee Sara Webb, SW introduced themselves to the Board.

Chair announced that UCFO and MSD were leaving their posts; Chair thanked them for their work.

Chair noted the professionalism and empathy displayed by staff and students. Chair gave thanks on behalf of Board.

1 Minutes of last meeting

Approved as a correct record.

2 Matters arising

All matters arising concluded.

3 Presentation from Student Voice and Opportunities Team on the Appropriate Adult HUSSO Project

The Volunteer Co-ordinator gave the presentation on the Appropriate Adult HUSSO Project.

UCFO asked if there was a follow on from the project; VC said that there had been interest shown by Criminology Department and explained that the vulnerabilities had been broken down in the hand out, this data is of interest to the police and they are pleased with the quick turnaround. VC said that they are working close with the Police Crime Commissioner to ensure that the project works and that all involved are safe.

MCM asked which courses the student volunteers study; VC responded that they had a wide variety of student volunteers from various courses, but they are mainly law students. VC also explained that there is a variety of student volunteers involved, including students with Autism. VC said that these students were particularly helpful, as they understand the triggers of the vulnerable people in custody.



SW asked what for feedback from the people involved; VC responded, volunteers, of which the responses will be used to create a report, have completed a questionnaire. VC explained that they have regular 1-2-1s and group sessions with the volunteers and that the volunteers are very happy and enjoying the work.

PID asked what the long-term plans were; VC answered that they would like a minimum of 60 volunteers and that they would like to share the project with other Student Unions.

AB asked if there was a connection between RAG funding and the HUSSO projects supported; VC responded that RAG and HUSSO work together on fund raising for a lot of projects.

4 CEO and SMT Reports including Dashboard

CEO report taken as read.

Chair asked what the next steps were regarding strategic planning; CEO clarified and said that the five priorities are featured and will be in this meeting going forward; the document will be presented to the Board in May. MH asked to what extent has the CEO brought the President Team in on induction and residential; CEO explained that they communicate outside of meetings as well as in meetings.

Membership Services

Report taken as read. MSD explained data from Student Pulse indicates that student perception of the Advice Centre is low. MSD said that the Advice Centre team had seen an increase in workload despite this and that marketing of the Advice Centre is being reviewed.

Commercial Services

Report taken as read. CSD said that the business plan would be presented to the Board in May. It will cover all departments and give an overview of what is happening currently, and what will happen going forward.

PID asked why the food hygiene rating of the shop was low; CSD explained the previous Spar Manager said they had a higher rating therefore CSD was unaware that the hygiene rating was so low. Chair asked what would need to be done going forward; CSD explained that the recommendations from the hygiene report had been carried out. Chair asked if there a process in place to ensure that this would never happened again; CSD responded that it was difficult because the previous Spar Manager produced compelling documentation.

AB expressed concerns about downward trajectory of wet sale; CSD explained the reasons for the decline in sales and noted this was discussed at length at the Commercial Board. AB said that the challenge was now how Hull University Union could differentiate their income stream so that it is less reliant on wet sales. CEO agreed and stated that this would be discussed at the Commercial board and form part of the business plan. CEO highlighted that 46% of Hull University Union's income is from commercial sales, the team are reviewing ways to counteract the disruption of the upcoming building redevelopments.



Human Resources

HRM report taken as read. HRM gave an update to the board on the pay review. A Unison meeting is to be held on 13th March but that they are on track. Chair asked if all staff have taken part in the consultation process; HRM confirmed that all staff have taken part in consultation, the meetings have gone well and most staff are relatively happy with the changes proposed. HRM noted the next step is working with UNISON to put a consultation agreement in place.

Marketing and Communications

MCM report taken as read. PRES asked when the impact report would be available on the website; MCM said that it would be online next week and noted to whom it will be distributed to. PRES suggested that it should also send to current students; MCM agreed and suggested a small amount to be printed and added to the website.

Finance & Resources

FRM report taken as read. FRM clarified the trends mentioned in the Commercial report and highlighted that the Charity is £17k better than budget, the Commercial trading is £46k worse than budget. FRM summarised the commercial trading trends and announced that Spar sales were up, whereas bars sales were down. FRM noted the ongoing problems with SUMS; discussions are taking place with Lincoln to resolve these issues. PID asked if FRM could give some examples of the issues with SUMS and asked what is being done to rectify this. FRM explained that the University has introduced a new student system, which is causing some issues. FRM said that students using the website were encountering difficulties. FRM expressed that Hull University IT department were being very helpful and will continue to keep issuing tickets to SUMS' help desk.

ACTION: FRM and CEO to talk to SUMS regarding these ongoing problems.

5 President Team Report

President of the Students' Union

PRES report taken as read. PRES gave an update on the Governance review and explained that they had worked closely with students to improve ways that students can make change. PRES announced that they were running a referendum on this and be running at the same time as elections.

President of Inclusivity & Diversity

PID gave an update on the Mental Health steering group. PID highlighted new lighting had been installed on Salmon Grove, new water fountains have been installed, and more water fountains will be going into the library. A video will be created to announcing the lighting improvements and the Vice Chancellor is to launch the Mental Health Strategy.

President of Sport

PS report taken as read. CM asked how PS collected the Club Debt; PS said that they don't collect debt directly, they have supported clubs to make budgets and stick to them, worked with them to reduce costs where possible and tried to get them to really think about their finances. PS explained that the budgets and



transactions from this year will form the basis of helping clubs during training to prepare budgets for their coming year.

President of Education

PE gave an update on the printing credits and Transforming Academic Representation. Chair asked when the work around Transforming Academic Representation would be finished; PE hopes it will be completed by April 2019. MH asked what the hidden costs were for students; PE said they had surveyed students on campus and found the hidden costs are graduation robes, textbooks, travel to placements and sources, field trips, dissertation printing, parking at University and placements, software costs, equipment costs, placements and course clothing, and locker deposits. PE would like students to receive free graduation gowns and have travel expenses clarified within the departments at the University regarding what students can claim back.

President of Activities

PA informed the board they are overhauling the Societies council and rewriting the constitution. PA gave an update on the budget for Student Media and is pushing the team to develop their social media. PA is working with CSD to run Commercial Working Groups, which have produced some useful feedback.

6 Amendments to the Inclusivity & Diversity Zone

It has become apparent that the Welfare and Community President position is too much pressure for one person to take on. Welfare can affect all of the president team in different ways. The president team agree that the name change should take place with HUU having a responsibility to its employees and risking negligence if this fails to be acted upon. HUU does not directly provide any welfare services, which leaves the president in a difficult situation with only being able to signpost to the University Wellbeing Team who then signpost on to external services.

The board recorded the approval of the role change from President of Welfare and Community to that of President of Inclusivity and Diversity. A vote of trustees was taken via email, which concluded on 15th February 2019 the voting outcome was 2 abstentions 1 against and 10 in favour.

The board noted the amendments to the newly named Inclusivity and Diversity Zone standing orders passed at the Union Council 25th February 2019.

7 Amendments to Annex B Bye-Laws Societies

The Board approved the following recommendations:

The benchmarks should be established as the following: A society with:

- 10 Members or more can apply for up to £50.
- 20 Members or more can apply for up to £100
- 30 Members or more can apply for any amount, as is the current situation, but are advised to be reasonable with the amount requested.

The Byelaws are to be updated to reflect the updated criteria for assessing grant applications.



The President of Activities will continue working with the SEC to work on support HUU can provide in relation to Society finances, including exploring new opportunities such as BOOST.

8 Amendments to Standing Orders approved at Union Council

MSD presented the Standing Order changes approved by Union Council at its December and February meetings (including the additional meeting held on 25th February) and asked if the board approve of the changes below.

- Introduction of a HYMS Officer in the Education Zone
- Introduction of a Foundation Year Student Officer (shared role) in the Education Zone
- Move the powers of ratifying Societies from Union Council to Societies Council
- Introduction of a HYMS Society Representative in the Activities Zone
- Introduction of a Chair of Union Council in the Governance role (Chair is currently elected from the members)
- Relocating LINKS from the Inclusivity and Diversity Zone to Activities Zone (19 Approvals)
- Removal of PTO executive committees (19 Approvals)
- Centralisation of PTO executive committee budgets (19 Approvals)
- Relocation of Environment and Ethics from the Inclusivity and Diversity Zone to Governance Zone (15 Approvals, 4 Abstentions)
- Renaming of “Officer” to “Representative” (19 Approvals)
- Introduction of three elected positions to the Zone; Representative for Women in Sport, Representative for Disabilities in Sport, Representative for International Students in Sport.
- Ratifying SO 4004 – Governing the Athletic Union Executive Committee
SO 4002 – be amended:

To remove the AU Executive Committee detail and replace where appropriate with references to SO 4004.

To make it clear that the Sport Zone is able to hold AU Executive Committee to account.

To stipulate within the Zone SO how many votes on UC AU Executive Committee holds.

To update voting stipulations to clarify what majorities are required

To specify the process when the Chair of the Zone is absent (both temporarily and permanently).

To specify the process for holding appointed officers.

The Board approved the Standing Order changes.

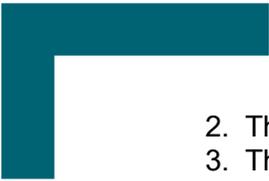
9 Reserved Item

10 Reserved Item

11 Corporate governance review

The Board approved the following recommendations.

1. The Board approved the final version of the HUUS Ltd articles.

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2. The Board noted the progress to Referendum on the Articles.
 3. The Board agreed a process to appoint two trustees to HUUS Ltd
 4. The Board are comfortable in the delay signing the Relationship document until the budgets for 2019-20 have been completed which will be at the May Board.
 5. The Board noted the continued development of the Trustee Handbook
 6. The Board noted that the committees have each reviewed their terms of reference with no material changes.

12 HUU Sport/AU Cost of Sport review

PS updated the Board on HUU Sport and the Cost of Sport review.

The Board noted the current situation and support the President of Sport to develop a feasible long-term solution.

13 Digital Strategy presentation

MCM gave an overview of the Digital Strategy presentation. AB asked what the budget is for this project; MCM said that the priorities for budget were being considered. FRM is keen to introduce a digital invoice scanning system, which would be sustainable and good for the environment. AB expressed concerns at the expense; CEO responded that there are many duplications in systems across the company that the digital strategy would help to resolve.

14 Welcome Fest review and Semester 1 Impact report

MCM updated the Board on Welcome Fest and presented the profit figures.

15 Paper to University FIC 7th March 2019

CEO informed the board the paper is to be presented at the University Finance Committee on Thursday 7th March asking to maintain the same level of subvention for a further year, CEO express concerns that this will be a challenge.

Chair asked if CEO had shared AD's presentation; CEO stated that there is evidence in the paper of the great work that HUU provide. CEO explained that Hull University Union needed to sell their value over the next year and to work closely with the University to do this. Chair asked CEO and PRES to inform trustees offline with the outcome. **ACTION: CEO**

16 Minutes of MP Committee (Chair of MPC)

Taken as read.

17 Minutes of F&HR Committee (Chair of FHRC)

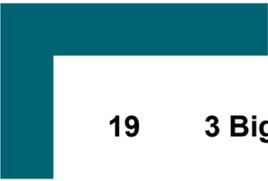
Taken as read.

18 Health & Safety Report (CE/CSD)

CEO is working with the Facilities Manager (FM) to develop a comprehensive dashboard for the Board.

Any Other Business

None Reported.



19 3 Big Things

1. The board acknowledged the work of the Sports President on the cost of sport.
2. The board thanked the Volunteer Co-ordinator on the Appropriate Adult HUSSO Project presentation.
3. WelcomeFest review

Next meeting: Thursday 23rd May 2019