

HUU LIMITED BOARD MEETING MINUTES

THURSDAY 16TH JANUARY 2020, MRI, STUDENT CENTRAL, 1PM

Present: Stuart Ferguson (Trustee, Chair, SF); Alan Bolchover (Trustee, AB); Sara Webb (Trustee, SW); Gaius Powell (Trustee, GP); Jeremy Hartley (University Head of Finance, HOF); Isobel Hall (President of the Students' Union, PRES); Abigail Morris (President of Inclusivity & Diversity, PID); Thomas McNamara (President of Activities, PA); Ryan Ward (Student Trustee, RW); Lee Pearson (Student Trustee, LP); (Anotidaishe Manjanja, Student Trustee, AM); Huseyin Arslan (Student Trustee, HA)

Attending: Jane Stafford (Chief Executive, CEO); Andy King (Commercial Services Director, CSD); Kate Jude (HR Manager, HRM)

Apologies: Nguper Orduen Simeon (President of Education, PE); Erin Pettit (President of Sport, PS); Kevin Pearson (Finance & Resource Manager, FRM)

Conflicts of Interest: None

1. Minutes and Matters Arising of last meeting

The minutes were approved as a correct record.

Agenda Item		Action	By Whom	Outcome
1	Minutes of Last meeting	ESC to make the changes to the minutes requested by RW and PS	ESC	Complete
3	Board Report	CEO to share the report from the University about the building works with the Board	CEO	Complete
3	Board Report	ESC to send email to Board to ratify the decision on the Bye-Laws via email after the Union Council meeting.	ESC	Complete

2. Appointments & Governance Development Minutes

The Appointments & Governance Development Minutes were approved as a correct record.

PRES gave an overview of what was discussed at the Appointments & Governance Development Committee. PRES stated that the highlights of the meeting were the discussion on the governance wheel and skills audit of the Board, SW's overview of the Board review, the recruitment of trustees and the role descriptions for the role, the risk register for governance which was updated, the agreement for the Terms of Reference for the Relationship Agreement, the policy matrix, and the report on by-elections.

3. Finance & HR Committee minutes including Trustee Report, End of Year Accounts, and AGM

The Finance & HR Committee minutes were approved as a correct record.

GP noted that the meeting was on 12th December so there has not been much time for work to have been done. GP said that the agenda was good and what was discussed at the committee meeting was useful. GP said that the closure of HUU Homes had a huge impact on the team and thanked them for all their work and stated that it was the right decision. GP noted that the meeting overran due to the agenda items.

PA highlighted the Union Council motion around the living wage for students and said that FRM will be working on this and will be bringing an update to next Finance & HR Committee meeting.

SF said that accounts of the organisation should be a standing agenda item at the Board, not just at the Finance & HR Committee, as it is the Board who is ultimately responsible for agreeing them.

ACTION ESC to add Finance & HR Committee accounts to the Board minutes and circulate the most recent ones after this meeting

GP said that the last Finance & HR Committee went through the accounts for the year; the meeting was attended by the auditors. The committee discussed whether they should be recommended and sent to the Board for approval and then formally lodged with Companies House.

GP said that the committee looked at the position for the year end. GP noted that the profit and asset figures look bad, however the cash position remains strong and the main reason for the loss was an accounting write-down of the staircase asset. GP explained that we are financially viable; the auditors did not highlight any issues and said that we remain a going concern. GP invited trustees to attend the Finance & HR Committee meeting where we go over the annual accounts as observers.

SF asked when the deadline was for the accounts to be filed; CEO replied that it was the end of January and that they need signing today.

SF asked if there was any reason why we should hold off signing them; GP replied that he is happy to have them signed and filed.

Board agreed to have the accounts signed off and filed with Companies House.

Reserves Policy

CEO explained that a reserves policy is one that sets out what we as a charity keep back from spending. CEO said that the standard was to retain 6 months' worth of operating costs so that if a downturn occurred we would have enough in reserve to continue funding costs.

SF expressed concerns that it was a small amount for six months; CEO asked if SF would like some clarity on the numbers from FRM? SF agreed.



ACTION CEO to ask FRM to provide some clarity on the figures set out in the paper

GP suggested taking the exact figure out of the policy and state that HUU will keep 6 months' worth of running costs. SF asked if the Board were comfortable with the limit of 6 months; the Board are comfortable with 6 months.

CEO said that we would circulate the policy if there were any amendments made.

The Board suggested the above changes to HUU's Reserves Policy and approved the policy.

4. Membership & Participation Committee minutes

The Membership & Participation Committee minutes were approved as a correct record.

PRES explained that the Membership Services Managers attended this meeting, which was useful as the committee could ask questions on their reports. PRES expressed concerns that there was too much detail from the Membership Services Managers and that their reports were too operational.

PRES noted that there was a discussion around a Housing Fair in the meeting; CEO announced that we are going to book our first Housing Fair in October as we have agreement from the University to run them off site.

PRES said that Part-Time Officers were discussed in the meeting as we are struggling to recruit them. PRES explained that we are still struggling to recruit them, but the elections will be in March so we will focus on recruiting here.

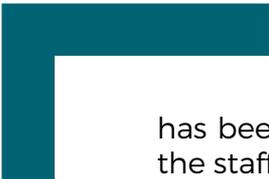
PRES said that we have done a lot of disciplinaries recently, this was captured in the minutes of the Membership & Participation Committee.

AB asked for clarity on disciplinaries; PRES replied that it was mainly students, we have had a lot of complaints being made and we are working hard on resolving this. CEO explained that it has taken up a lot of capacity in terms of investigation and meetings. CEO said that we have had two appeals for the same case, which have been dealt with.

SF asked if there had been any kickback from students on social media; PID replied that there have been a few comments, but that students understand that we are doing it for the right reasons.

CEO said that UUK had produced some guidance over the summer on initiations and we have a committee set up with the University, which the local Licensing Officer has been invited to. CEO explained that we are working as a broader community to make things better and safer. CEO said that we have had good feedback about us being proactive.

SF asked if we have seen the number of disciplinaries reduce; CEO replied that we are moving out of initiations season so the number of complaints has reduced and we have got quicker at picking things up. CEO said that it



has been difficult and it has been a big piece of work and gave thanks to the staff who were involved. SF echoed this on behalf of the Board.

5. Hull University Union Services Ltd Board minutes

The Hull University Union Services Ltd Board minutes were approved as a correct record.

PA announced that the management accounts were £40K ahead; we were expecting them to be low due to building works so this is encouraging. PA explained that the main part of the meeting was the business plan and there was discussion over expanding, but the Board decided to improve what we currently have. PA said that CSD is going out to tender for live acts as we have had problems with VMS. PA announced that Johnny Mac will be becoming a membership space and suggested that it would be a good space for Union Council.

PA explained that we are working on renaming Asylum. SF asked if the name has any brand pull; CSD replied that VMS thinks so, but that we are looking at getting a sponsor for the name of the venue. SF noted that if we take sponsorship on we need to be sure about what kind of company we work with.

PA stated that we also looked into developing the Board itself. PA communicated that the Board looked at director improvement and the skills we have on the Board.

6. CEO Report

CEO gave an update on the Student Pulse report. CEO explained that the language in the questions was altered so that the questions made sense to students. CEO announced that the results for the President Team have significantly improved. CEO explained that this report would also go to the University Student Experience, Employability and Engagement Committee to be discussed with the University.

GP asked how the percentages in the questions were determined; CEO replied that they were agreed at the Board. GP said that it would be interesting to see what percentage Alterline would consider a success; CEO explained that we are also benchmarked against other Student Unions. CEO said that Alterline have the benchmark questions and she is happy to circulate the report.

ACTION CEO to circulate the Alterline report to the Board

SF asked what the follow up would be; CEO replied that SVM receives the report and the data at the moment, she will be looking into the results and then we will work with the areas that need improving. CEO noted that the results around the Presidents could rise or fall depending on who is in post next year.

CEO explained that we have the option to increase external trustees to six and student trustees to six. CEO stated that the skills audit has been completed by all external trustees and noted that the skills we need are legal and fundraising. CEO said that if the Board wanted to go out for



another trustee she would recommend a legal skill set be required. PRES suggested that the Board look into this once SW has completed her Board Review. SW agreed and said that more information will come out through the questionnaire.

The Board agreed to wait until SW's Board Review is complete before making any decisions on trustee recruitment.

CEO communicated that she and PRES met with the Director of Estates and the Chief Operating Officer around the improvements to the building. PRES said that she would like the work on Johnny Mac to be completed soon as this would impact students. CEO explained that we are looking to move JAM Radio into the HUU Homes office and house Student Media behind it. AB asked how many people listened to the radio; PA replied that he was unsure. PA announced that we have a new radio manager and we are in talks with UPP to discuss whether we could have the radio playing in accommodation on campus.

CEO announced that we are in the Top 100 Not For Profit Times list due to our Best Companies survey result and HRM and SW will be going to the celebration in London next month. HRM said that Best Companies have a national celebration day and it was discussed at the Supporting Employee Engagement Forum what we would do to celebrate.

CEO explained that she has appointed Stephen Dowson as interim Membership Services Director. CEO communicated that he will be here for a couple of days a week and he has a lot of experience and knowledge about Student Unions.

7. President Team presentation

PRES, PID, and PA gave a presentation on what the President Team have achieved since the Trustee Board meeting in October.

PRES explained that we have been running a Chocolate and Chat every month for students to give feedback. PRES said that we have had a lot of positive feedback; PID stated that we have received suggestions for improvement rather than negative feedback and that the whole team attend them, this has raised the profile of the team.

PRES said that we announced a Climate Emergency during Green Week. PRES explained that the University are committed to reviewing their investment portfolio after PRES lobbied them. PRES said that we are starting a recycling petition and will making this a motion at Union Council.

PID communicated that the University have started offering online courses so PE has been looking into how we can represent them. PE and the Education Co-Ordinators had an online webinar to inform overseas students what the Union does, what the President Team do, and how they can join in.

PA said that he organised a Remembrance Day service on campus which involved the armed forces societies and it was well attended. PA announced that this will happen every year. AB asked if PA had considered getting students who were sponsored by armed forces involved; PA replied that he



would consider this. CEO communicated that PE also wrote a blog piece about People of Colour who were involved in the World Wars, this was well received.

PID stated that the Vice-Chancellor came to the second Union Council for a Q&A which was good for students to voice their concerns. CEO said that the Vice-Chancellor has told her that it was really valuable and that she approached her team about the questions which were raised.

PID announced that she has been working with Mesmac to do sexual health testing for students during SHAG Week. PID said that we try to encourage people to do this through a competition for members of sports clubs and societies. PID said that she will be running again during Valentines week and we will be aiming to encourage people who are not from clubs and societies to take part.

PID explained that Transgender Awareness Week was in November and ended with a Transgender Day of Remembrance. PID announced that she persuaded the University to fly the transgender flag and to fly it at half-mast on the Remembrance Day.

PID said that AU Ball was Winter Wonderland themed, this went down well with students and the tickets sold out within four hours.

It was reported that PS secured an investment of £6,000 from the University – thereby supporting a number of PS's manifesto points - particularly encouraging teams to support each other and to bring back the #WeAreHull mentality, as well as promoting and supporting sports teams, sharing their passion for sport and empowering them. The amount of funding also demonstrates that the University are taking sport and the AU seriously and are recognising their positive impact on students.

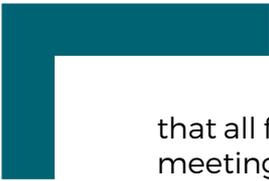
PA stated he is pushing to get more societies involved in Varsity. PID communicated that PS is keen to make it a campus wide event and to promote sport to everyone.

PRES said that the President Team have done a lot of work to get students registered to vote and we topped a national league table for most students registered to vote. PRES explained that we held an event where candidates came for a Q&A, this was well attended and it was live streamed on Facebook.

PRES communicated that PE is working on the eligibility of Foundation Students to receive scholarships. PID said that PE is looking into placement costs for international students; he has been working with PVC Education on this.

PID announced that she, PRES and the Student Voice Manager went to the launch of the Student Minds Mental Health Charter. PRES said that she and PID are having mentoring through Student Minds. PID explained that there is a networking event at Westminster Students Union for members of Student Minds, which she and PRES will be attending.

It was reported that PS had been working to resolve any issues clubs may have been facing – making AU Council a space that clubs can offer honest feedback and feel able to raise any problems and concerns. PS has ensured



that all feedback is followed up on – resulting in a large number of individual meetings with clubs and lots of individual successes.

This has helped with a number of manifesto points such as transparent communication but, most importantly, has improved the relationship between the AU and Hull Sport – which was demonstrated when Hull Sport contributed to kit and equipment for Men's Cricket, Women's Lacrosse and Boxing, as well as others. PS has also worked with Hull Sport to secure additional funding for additional training, further strengthening the AU/Hull Sport relationship.

Club Shout-Outs – this is part of promoting the valuable work of the AU and has helped with the following manifesto points:

- Helping positively promote the AU.
- Representing smaller clubs, giving them more promotion opportunities.
- Helps improve communications within AU and to wider student body by demonstrating some of the things our AU Clubs get up to.

The PS has also managed to secure Storage Containers (a piece of work initiated by the previous President of Sport. This has been something that clubs have wanted for a while (since the new Sports Hall, and further supported the PS manifesto pledge to improve relationships between HUU, Hull Sport and the Allam Sport Centre Staff.

8. Ethics, Environment, and Sustainability Policy (Climate Emergency update) and Presentation on a potential app solution for HUU

Presentation on a potential app solution for HUU

PRES and Mateusz Drozd (MD) gave a presentation on a potential app solution for HUU to encourage student engagement and streamline what we offer. MD explained that there was potential to generate income from the app through adverts. PRES explained that we have used apps in the past such as WelcomeFest, the stats show that the usage of this app increased in 2018 on 2017. PRES suggested that students could create content.

CSD said that Fixapp have offered us a free app for us to sell tickets through. CSD suggested that PRES get in touch with them.

SF said that it is an important channel of communication and encouraged PRES to put forward a business case. SF said that apps will need content on a daily basis and this will need more than one person to do this.

The Board agreed that PRES would continue with this work.

ACTION CSD to get in touch with FIXR regarding the app

Climate Emergency update

PRES communicated that the commercial team are embracing the Climate Emergency, SPAR have introduced loose fruit and veg and wooden utensils.

Ethics, Environment, and Sustainability Policy



PRES explained that she is working on writing a policy and said that she will need some help from staff regarding certain areas, such as waste management. PRES is hoping that the policy will be completed within a month. PRES said that there is a staff sustainability group, which met before Christmas and will continue once she leaves.

9. Confirmation of outcome of morning workshops (strategy and Board review)

CEO said that the Board made a decision to move to the new values. CEO explained that she would go away and look at the vision and the mission. CEO noted that the Board came up with two objectives and the next steps will be to bring a finalised document to the April Trustee Board.

10. Any Other Business

Next meeting: TBA