

HUU Limited Board Meeting (including HUUS Ltd Directors)

Minutes

Friday 18th June 2020, 9.15am, Held online via Canvas

Present: Stuart Ferguson (Trustee, Chair, SF); Alan Bolchover (Trustee, AB); Sara Webb (Trustee, SW); Isobel Hall (President of the Students' Union, PRES); Abigail Morris (President of Inclusivity & Diversity, PID); Nguper Orduen (President of Education, PE); Erin H. Pettit (President of Sport, PS); Ryan Ward (Student Trustee, RW); Anotidaishe Manjanja, (Student Trustee, AM); Huseyin Arslan (Student Trustee, HA); David Brammer (HUUS Ltd Director, DB); Gaius Powell (Trustee, and HUUS Ltd Board Chair, GP); Jane Stafford (Chief Executive, CEO); Andy King (Commercial Services Director, CSD); Kevin Pearson (Finance & Human Resources Director, FHRD); Jeremy C. Hartley (UoH Director of Finance, UHDF)*;

Attending: James Schadla-Hall (Executive Support Co-Ordinator, ESC) – Minutes.

Observing: Phoebe Bastiani (President of the Students' Union Elect, PRESE); Ellis Leonard, (President of Activities Elect, PAE); Evie Kyte (President of Inclusivity and Diversity Elect, PIDE); Sian Doherty, President of Sports Elect (PSE).

*Joined meeting from Item 8 onwards

Introductions

Chair welcomed everyone to the meeting, and noted the attendance of the President Team Elect. Introductions were made.

Apologies for Absence:

Jeremy C. Hartley has sent apologies, he is running late, and will join the meeting as soon as possible.


Conflicts of Interest:

No new interests were declared.

Agenda Items

Items for Update/Discussion

- 1. Re-appointment to second term GP.** **Chair**
AGREED – Gaius Powell to be re-appointed to second 3 year term as an External Trustee of Hull University Students' Union – the end date of this second term of office being May 2023.
- 2. Outgoing President Team, incoming President Team** **Chair**
On behalf of the Trustees and Directors the Chair formally thanked the outgoing President Team for their work during their time in office and welcomed the incoming President Team, congratulating them on their being elected to their roles.

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- 3. Minutes of last meeting (inc. Reserved Minutes) Chair**
The Minutes were APPROVED as a fair and accurate record of the meeting of 23rd April 2020. NOTED that the Minutes of the Extraordinary Board Meetings of 15th May 2020 were APPROVED via email.

HA pointed out an error with initials on item 13 – correction NOTED and will be made to final copy.

- 4. Matters arising Chair**
NOTED - all matters have been actioned since the previous meeting.

- 5. Work of President Team in regards to Black Lives Matter (BLM) Movement
PID/Chair**

Chair introduced the item – stating this is a hugely important and topical issue.

The Chair formally apologised on behalf of HUSUS for the negative experiences of previous Presidents, as recently recounted in articles online and on social media.

Chair acknowledged that previous Presidents are right to feel that HUSU failed them. While a lot of positive work has been done since then, there is more work to do and part of the purpose of this item was to ask Trustees to consider what HUSU, as an organisation, want to do to address these issues.

PID introduced the report and updated the Board that the BAME Campaign Group is launching next week. This Group has been set up by Students for Students meaning that it will be able to hold the University, the Union and the President Team to account.

The VC is meeting with the President Team this afternoon to discuss the University's response to BLM.

NOTED that any responses to this issue need to be carefully considered and ensured that they are meaningful, substantive responses.

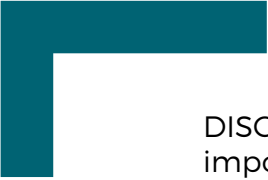
RW asked about HUSU discrimination policies – PID stated that HUSU has Harassment and Bullying and Zero Tolerance policies in place. CEO stated that HUSU policies are being reviewed in light of the BLM movement and recent events.

The Board NOTED the report and CONSIDERED and COMMENTED on the report and connected issues.

DISCUSSED whether this should be a standing item for the Board and whether a collective statement should be issued from the Board.

DISCUSSED the concerns that have been expressed about the diversity of the board and organisation.

AM – commented that all students want an honest, authentic, response that looks to the future – the BAME campaign group is an important part of that approach.



DISCUSSED that, in terms of any collective statement from the board, it is important that it is straightforward, clear and simple and acknowledges that HUSU has not done as well as it could in the past and we are always working to improve our approach.

AGREED that a working group will be established and, after recommendations have been received, that the CEO and Chair will agree on the approach to take regarding a statement from the organisation.

6. CEO & SMT report Incl. Finances **CEO & SMT**
CEO introduced this report to the Board.

DISCUSSED that 75% of staff are currently furloughed. To address increasing demand the plan is to bring certain staff back from furlough on a part time basis in July.

DISCUSSED the possibility of communicating the current position regarding the number of staff on furlough clearly to students so they are aware of the current situation.

CONSIDERED the details of how HUSU are keeping in touch with furloughed staff. NOTED that the rationale for bringing particular staff back from furlough will be clearly communicated.

DISCUSSED the Management Accounts. FHRD reported that the furlough scheme has made a huge difference to the accounts. HUSU is currently in a comparable position to the original budget from the start of the year - although this will change if current circumstances (or similar) continue.

As per the recommendations:


- The work of the Membership team since the April Board meeting was NOTED.
- The management accounts for the period to period 9 25th April 2020 were NOTED.
- The work of HUUS Ltd since the Board Meeting of April 23rd was NOTED.

7. President team report **President Team**
PID introduced the report, and PE and PS introduced their sections. Report NOTED.

The Board congratulated Presidents on their work and achievements this year and wished departing Presidents the best of luck in their future endeavours.

Items for Decision

8. Approval of 2020/21 budgets for HUUS Ltd and HUSU. **FHRD**
[UHDF joined the meeting at this point]



FHRD introduced the report – which presented three potential budget scenarios for HUSU in 20/21. These were prepared in consultation with UHDF in order to take account of the scenarios being considered by the University. UHDF will share the HUSU scenarios with the University following this meeting.

CONSIDERED and COMMENTED on the 2020/21 Budgets for HUUS Ltd and HUSU.

DISCUSSED context provided by UHDF - the University Finance Investment Committee is being asked to approve a budget to be signed off as a base case but, due to the current mitigating circumstances, this will not necessarily be put in place. The Committee will then being asked to recognise the possibility of the scenarios (including worst case) and the proposed mitigating actions.

This is the same approach taken with the HUSU budget currently before the Board.

FHRD commented that the budget situation would be clearer in October 2020 at which point a recovery plan may need to be discussed by the Board.

On behalf of the Board the Chair thanked FHRD for his work on this report.

DISCUSSED concerns about the possible effect of Scenario 3 on the organisation particularly given the reduced income that usually occurs over the summer.

PS commented that HUSU has reserves for a reason, and any savings should be considered against the potential cost to students of affected services. Use of reserves should be considered if appropriate as they are there to support the organisation through difficult times.


DISCUSSED that keeping staff in post may be prove less expensive. Are there any economies of scale in terms of jobs if there is a significant reduction in Student numbers?

DISCUSSED that HUSU is already very lean following the large staff reduction in 2015 and there are concerns about losing organisational knowledge. HUSU still has work to do improving areas, such as student engagement, that could also be adversely affected by staff reductions.

Organisational need should be considered alongside the bank balance, and the picture is still unclear at the moment.

NOTED that HUSU is two organisations and it cannot be assumed that a 20% reduction in students results in 20% reduction in cost.

FHRD recognises that these predictions will need to be regularly revised on a monthly basis.



UHDF took this opportunity to thank the outgoing President team.

DISCUSSED format of UHDF presentation to the Finance Investment Committee. A base, business as usual case is being presented for agreement then a number of possible scenarios are being presented. FIC are expected to sign off the budget, as it needs to be approved, but this will not put into action due to the current mitigating circumstances.

DISCUSSED that it is for the Board to recognise the possibility of the worst case scenario and the mitigating actions that can be taken if this scenario occurs.

NOTED – the Board recognise that HUSU can survive the worst case scenario presented.

DISCUSSED concerns regarding Scenario 2, in particular the potential deficit and the capacity for future investment if the reserves are significantly reduced.

DISCUSSED University investment in HUSU physical space. Regular reporting of this raised.

DISCUSSED that approving a “business as usual” budget can make issues more apparent to the Board if it is not met.

DISCUSSED current reserves policy.

NOTED that an audit is scheduled and any issues will be highlighted as part of that process.

The Board AGREED the following:

- The Business as usual budget is APPROVED on a rolling 12 month basis and regular reporting to the Board on the current position in relation will take place.

9. Future Representation survey report


PID

PID presented this report to the Board – which follows the discussion at the away day in July 2019 on the number of Student President Roles and the remits of the roles.

The outgoing President Team has considered the issue and the current remits of the President Team. To support this students were surveyed on the issues that are important to them. The response from Students has been invaluable.

The intention is that the new team will take this work forward – to complete it by March 2022 and ensure that the Student President Team continues to be relevant in the future.

Questions invited.



DISCUSSED the need for changes to number roles and remits to be substantive.

NOTED that the results of the survey can support work on Student Engagement and the HUSU Strategy should also be considered – so any remit changes can reflect these aims.

NOTED that, going forward, the aim would be to work with Union Council and the Trustee Board on this matter.

PID commented that her experience in post has shown how important the President titles are – it is an important consideration in order to make clear what the President is responsible for.

The report was NOTED and PID and the President Team were thanked for their work.

AGREED for the next update on this work to go the October 2020 Board Meeting.

10. Sports Centre Costs for the AU

PS & FHRD

PS presented the report to the Board. PS has worked with FHRD on this for the last year in order to address the increasing cost of sport for students, and worked closely with Hull Sport.

DISCUSSED how important the cost issue is to Students.

DISCUSSED any additional costs from moving to the proposed system. There is an upfront payment based on the agreed schedule that can be flexed. By adopting this format HUSU achieves a discount that is a positive result for students.

DISCUSSED possible changes to training time. Every member will get the same training time, with the only possible change being some reduced availability in Easter, however clubs do not tend to use the facilities during this period anyway.

Recommendations AGREED:

- The HUSU access proposal is agreed in principle, with the aim being it will be rolled out fully for the 2021/22 academic year.
- In the interim the adaptation of this model to a scaled down time frame to be adopted in January 2021.

Items for Noting

- 11. Transition Strategy 2018 -20 final report.**
CEO introduced the report. Taken as read.

CEO



Report NOTED, details will be brought to future board meetings.

- 12. Student Partnership agreement** **CEO on behalf of PRES**
CEO presented the paper on behalf of PRES. This agreement has been taken to the Relationship Committee and agreed. Paper taken as read.

NOTED that the priorities for the academic year will also be provided to the Trustee Board for approval, and updates will be provided to the Board at regular intervals.

Student Partnership Agreement NOTED.

- 13. Ethics, Environment and Sustainability policy** **CSD on behalf of PRES**
CSD presented the report on behalf of PRES. Report taken as read.

This report recognises that we do not currently audit these issues enough, and provides a plan to do so in the future.

DISCUSSED whether a discussion needs to be held with fund managers to ensure that our investments are in line with this policy – AGREED.

AGREED that this will be part of our annual accounts.

Paper NOTED as per recommendations and the Board acknowledged that they have oversight in ensuring that HUSU abides by its recent declaration of climate emergency and that this is being adhered to through the development of these new policies.

- 14. Health and Safety (Policy)** **CSD**
CSD present the Policy and provided an update to the Board on Health and Safety Issues.

No accidents to report, we are collaborating with the University on some Health and Safety workstreams.

CONSIDERED and COMMENTED on the new Health and Safety handbook.


NOTED that a new Health and Safety representative will be in post at the University soon, so there may be changes in the future to reflect any changes in the University approach.

NOTED that 4.4 in the document refers to the position of HR Manager this needs amending.

Health and Safety handbook and Policy NOTED.

Any Other Business

Chair – raised the issue of the Away Day originally planned for July, and asked for views on this.



DISCUSSED that an away day in July would be difficult with the current and expected restrictions. A Board meeting will need to take place in July, but perhaps an away day in August or September could be considered.

AGREED to reschedule the away day to later in the year, either August, September or October.

Chair will work with CEO on the next Board meeting to ensure any outstanding items are dealt with.

Chair thanked Board Members for their work this year and thanks were given to the outgoing President Team.

Meeting was closed.

Next meeting: Board Away Day in July, Date and Venue TBC