



HUU Limited Board Meeting (including HUUS Ltd Directors) Minutes

Thursday 22nd October 2020, 10am-1pm
Held online via Microsoft Teams

Present: Stuart Ferguson - Chair (External Trustee, he/him, SF); Sara Webb (External Trustee, she/her, SW); Evie Kyte (President of Inclusivity & Diversity, she/her, PID); Nguper Orduen (President of Education, he/him, PE); Sian Doherty (President of Sport, she/her, PS); Ellis Leonard (President of Activities, he/them, PA) Ryan Ward (Student Trustee, he/him, RW); Anotidaishe Manjanja, (Student Trustee, he/him AM); David Brammer (HUUS Ltd Director, he/him, DB); Sarah Adams (HUUS Ltd Director, she/her, SA); Gaius Powell (Trustee, and HUUS Ltd Board Chair, he/him, GP); Alan Bolchover (External Trustee, he/him AB)*; Jane Stafford (Chief Executive, she/her, CEO); Andy King (Commercial Services Director, she/her, CSD);

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

* Joined during item 8.

Agenda item

1 Introductions and Welcome Chair

Chair welcomed participants to the meeting, and noted that this was SA's first meeting as in her role as HUUS Ltd Director. Participants were asked to state their preferred pronouns in the meeting chat window, recorded above.

This is the first Board meeting since the very sad news that Connor Massey, an elected Student Trustee of HUSU until June 2019, passed away on the 12th September aged 26. A tribute will be posted on HUSU's website on behalf of the Board of Trustees and the Meeting reflected on the fantastic contribution Connor made to the Union, the University and the HUSU Board, as well as through his volunteering work at Ren Rescue. The thoughts of the Board go out to his friends and family at this difficult time.

PA stated that a memorial on Campus is being explored at the moment, and HUSU will be creating a Connor Massey Community award in pay tribute to Connor's contributions to the Union.

2 Apologies for Absence Chair

Apologies received from Jeremy C. Hartley (University of Hull Director of Finance); Huseyin Arslan (Student Trustee); Phoebe Bastiani (President of the Students' Union); Kevin Pearson (Finance and HR Director). Alan Bolchover (External Trustee) has notified the Chair that he will not be able to attend the meeting from the beginning, but will join as soon he as he is able to.

3 Declarations of Interest Chair

None were declared.



Items for Update/Discussion

- 4 Minutes of last meeting Chair**
Minutes of the previous meeting will be circulated by email for approval.
- 5 Matters Arising/actions Chair**
None raised.
- 6 Budgets and Finances FHRD**
CEO introduced the report. Further work will be provided by FHRD to the next Joint Board Meeting of 21st January 2021, with detailed forecasts based on scenarios provided to the next Finance and HR Committee. CEO and CSD took questions.

CONSIDERED and COMMENTED on the report and actions already taken to reduce the impact of HUSU's financial position.

DISCUSSED the impact on the organisation of having roles on notice of redundancy. The majority of these roles are student facing and the notices of redundancy are based on demand. Two of the roles are fixed term contracts which have been brought to an end.

In terms of not filling vacant roles the Assistant Retail Manager role has been kept live so it can be recruited to if demand in that area increases.

CEO and CSD confirmed that they are happy with the current level of service, although the knowledge base within HUSU has been slightly reduced.

DISCUSSED that the current challenge for HUSU is that the demand on the Charity is different due to the Covid-19 situation. Financial pressures on Students is likely to come to the fore as the year goes on – with associated demands on the organisation.

Board Meeting AGREED that it saw the mitigating actions taken as necessary.

NOTED that the CEO reported that HUSU is still currently in a stronger position than many Student Unions. There are still further possible impacts from the Covid-19 situation, particularly post-Christmas. HUSU is currently maintaining close connections with the University and Public Health to keep as up to date as possible.

DISCUSSED morale within the organisation – CSD reported that it is up and down, with certain areas affected more. Staff are in the right mindset, but it is difficult at times for all staff. Student staff have been very resilient.

CEO echoed this and praised the President Team, who have done really well with the challenges they have faced.



The relationship with the University has been improved by working together to address the challenges from Covid-19.

Staff have been amazing – still innovating and looking for new opportunities to make the best of the situation. The first Union Council of the year was a huge success.

There are concerns about the ongoing resilience of staff, as the situation has gone on for so long and SLT are working to make sure that staff continue to feel valued.

NOTED that FHRD will be producing and sending out some forecasting work, Cazanove will be presenting at the next Finance and HR meeting.

Report recommendations AGREED – Trustees and Directors NOTED the financial position to the end of period 2, the mitigating actions being undertaken and that detailed forecasts based on scenarios are being prepared for Finance and HR Committee.

7 SLT Report CEO CEO presented the item.

NOTED that UoH have kept their commitment and honoured the 250k investment in capital works. Student Spaces on the first floor have been revamped, providing extra bookable space, with the work on JAM radio ongoing, but expected to be completed shortly. Official thanks were given to the University at the Relationship Committee. Launch events are planned for the new space.


NOTED that documents including the Employee and Health and Safety Handbooks have been updated. HUSU is hoping to hit Learning and Development Performance review deadlines. The GDPR audit is ongoing and HUSU is working with an external support consultant to complete this work.

DISCUSSED that AB is keen to reach out to Alumni to fundraise and is working with FHRD on the fundraising project.

NOTED that the Business Continuity Plan is being reviewed and will go to the Finance and Human Resources Committee.

DISCUSSED the refresh of the website and the establishment of the online shop, which has been a huge success. The Board recognised the work done on this area, and thanked staff for their work. CEO acknowledged the work done by Andrius Karevas, Web Developer, and noted that the website accessibility tool identified by Abi Morris during her time as President of Inclusivity and Diversity has been implemented. The number of individual websites currently being run is being ratified at the moment.

NOTED that the app producer has experienced staffing issues, delaying development. A test module is expected by the end of November for detailed critique by staff and Presidents.



DISCUSSED the Commercial overview provided by CSD. The shops and bars have started slowly but the shop is now posting small profits and the Bar is now doing relatively well. 50% off food during the day has been introduced to run till the end of the month, but this has not significantly increased sales as yet. The marquees that are currently in place will be removed due to the cost of keeping them.

DISCUSSED – options for food delivery. This have been looked into – there is a takeaway service through EATS and in the near future through Sanc. There are issues around deliveries into Student Buildings. HUSU has arranged for self-isolation food boxes – enough food for three days of meals, and have permission to deliver them.

SW asked for pictures of the refurbished areas to be circulated to Trustees and Directors. ESC to ACTION.

NOTED the rest of the Report.

8 President Update President Team 11am

PE introduced the item, PID presented on behalf of PRES.

DISCUSSED additional work by PID. A forum on BAME and mental health has been held, and work is being done on PREVENT.

DISCUSSED progress PE has made on priorities. PE thanked PID and PRES for their contributions to End the Stigma/Stress Less campaign. GP asked for more information on work on decolonising the curriculum. AGREED PE to send information to all Trustees.

DISCUSSED work of PS. Difficult conversations are taking place with Sports Teams as their allocation of hours may be reduced as they have less participants. Some sports are getting greater participation than before they were pre-Covid-19. Clubs are adapting and keeping people engaged and outdoor clubs have had a lot of interest.


[AB joined the meeting at this point].

DISCUSSED PA is working with PE on the area of Academic Societies, and automatic enrolment for Students, based on research from Huddersfield University. Also working on links with Course Representatives. This is a large piece of work due to the increased membership of societies that will result from implementation.

Also working with Student Media on processes and have expanded the relationship between the Union and Student media. Standing Orders are being tidied up and SOctoher has been held to promote societies.

In response to a query from the Chair PA reported that clubs are being supported to hold online activities, for example by providing Microsoft Teams groups for societies to meet online.

DISCUSSED the joint projects. PS reported that the President Team Charter has been completed and signed.



DISCUSSED the difference for the President Team this year. PE replied that the level of online engagement was much higher than previous years and awareness of the team and the Union seems much higher than previous years.

DISCUSSED in response to a query from the Chair – the things the Presidents are doing that they were not expecting. The Team are focussing on different things than they expected, but there is still a great deal of work to do.

9 Benchmarking and PULSE data CEO

CEO introduced the item. HUSU came to the end of the Alter-line contract and has moved to SUMS for the monthly report. The first of these is expected in November and the information will help the KPIs be monitored and managed.

Nicole Steele, Student Voice Manager was thanked by the CEO for the work on the change. HUSU currently have a one year contract with SUMS, there are some concerns regarding benchmarking due to the low number of Student Unions that currently use SUMS, so the contract situation will be monitored.

REVIEWED the benchmarking data.

NOTED the change in provider to SUMS.

NOTED – the achievement in HUSU placing amongst the top five SU's from eleven participating SU's nationally. Chair agreed this was a positive and on behalf of Trustees and Directors thanked staff for their work.

10 WelcomeFest Review CSD

CSD presented the report. – worked closely with the University for the


DISCUSSED that this work, driven by the need to hold events online, has resulted in the establishment of an Inductions and Transitions Group with the University and helped to foster stronger connections with the University. CSD intends to build on this, and continue to work this closely with the University on WelcomeFest in the future.

DISCUSSED that HUSU had to add additional events, due to the popularity and all of the events taking place in Sanc and Asylum were at capacity (400) for every event. The Give it a Go events were a great success and the President Team was visible throughout WelcomeFest.

Engagement levels fell – in part due the use of the external Native platform to promote events.

DISCUSSED the mention of the move to Instagram in terms of engagement. In response to a question from RW CSD reported that this was being looked at by the Marketing Team for the promotion and marketing of future events.

CSD was thanked for the report and the format was commended. CSD acknowledged the contribution of Marianne Lewsley-Stier, Marketing



Manager to the report and Board formally thanked Marianne Lewsley-Stier for her work.

NOTED the rest of the report.

Break for Refreshment (15 minutes)

11.40am

Items for Decision/Approval

- 11 President Reform project report PRES 11.55am**
PA and PID presented the item to the meeting,

NOTED that this is not a final position, as consultation with Students has not taken place.

AGREED that future papers on this area should provide full context, and include details such as tables of responsibilities for current and proposed roles.

DISCUSSED – CEO provided some context to the meeting. The current Team have sought to maintain a professional distance when considering this issue. There is still a significant root and branch piece of work to do on the area of staff support, which is part of the reason implementation is planned for two years' time (the election after next).

The aim is for any work to be in place before the next election so that candidates know what they are running for.


CONSIDERED and COMMENTED on the number of President roles in relation to Student numbers. There are Universities with larger number of students who have fewer Sabbatical Officer roles than HUSU. Student numbers at the University of Hull have changed since the current format was brought in.

DISCUSSED the possible effect on staff of President Team Reform. CEO acknowledged that staff are concerned about the support and possible pressures on Presidents resulting from reform, but work is being planned to address concerns.

DISCUSSED the effect of possibly changing the title from President. There are issues with moving away from this title, as this is recognised externally, and therefore does have a value. PID commented that other Unions use different titles and structures. When HUSU changed the titles to President there were not any accompanying remit changes. A possible change of title is being considered to help make the areas of responsibility clearer.

PE – supported point from PID on different unions have different names, but acknowledged the external impact of a name change may not have been fully considered.

DISCUSSED whether a referendum would be a suitable approach – as it may be difficult to apprise members as fully as they would need to be to make an informed decision, however it consulting and informing Students about changes is very important.



AGREED that CEO will meet with the President Team to discuss the feedback from the Board, with Trustees being updated via email. Any Trustees who are interested in getting more involved in this work please are asked to contact CEO or ESC.

AM – there is always going to be sentimental value attached to the current roles – Acknowledges that this is in the early stages but agrees that a consultation process needs to occur.

CEO – will meet with President Team to discuss meeting feedback – and then update Trustees via email – any Trustees who are interested in getting more involved please do get in touch.

NOTED the rest of the report and AGREED that future papers will include a breakdown of areas of responsibility.

12 KPI's and Participation metrics for 20-21 CEO

CEO presented this item. The KPIs have been discussed with the Chair as they were developed.

The intention of this work is to provide indicators that support the vision agreed by the Board, in order to help the Board and HUSU achieve that vision.

NOTED that delivery KPIs are being worked on.

DISCUSSED that participation rates are being looked at in three different areas to reflect different forms of participation. Targets for participation have not been set at this stage – levels will be monitored this year.

FHRD is producing dashboards and Operational KPIs will be brought to a future meeting.

CONSIDERED and COMMENTED on the targets. While this may appear ambitious they have been reviewed by Membership Managers and amended in light of the current Covid-19 situation.

DISCUSSED if percentages would be a better way to present participation targets.

DISCUSSED that there are no President KPIs in place yet. These have not yet been discussed with the President Team so have not yet been included,

GP commented this is a starting point, so early measurement are not as important as establishing the process.

CONSIDERED and COMMENTED on the area of employment opportunities and working skills development. There is currently not a great deal on this area. CEO replied to SW that this is being looked at in the delivery area of the targets, but there are some capacity issues at the moment. More stats on HR will be presented to the next Finance and HR Committee.



NOTED the progress made on developing the metrics for the next five year period.

NOTED the targets set for the year 20-21

13 Code of Practice document annual review CEO

CEO presented this item that was agreed at the University Council of 15th October 2020.

AGREED with the report recommendation that the Code of Practice annual amendments approved at the Relationship Committee on 15th July 2020 are accepted and permission is given to add the new version to the HUSU Website, replacing the existing document

14 HUUS Ltd Business plan CSD

CSD presented this item. This business plan is more closely aligned to the Charity.

GP acknowledged the progress made with this plan and feels that the stronger links to the Charity are valuable.

DISCUSSED the Capital Expenditure investment. HUSU has never included capital expenditure in long term planning so the £200k figure in the Success Measures in Section 4 was arrived at as a way of including this area.

GP suggested that the measure of success is the benefit from the expenditure rather the expenditure itself. ACTION - CSD to address.

NOTED that the Success Measure in point 5 of "Achieve 85% on quarterly commercial department audits" is a new measure and CSD will provide more details on this to future meetings,

NOTED that the Success Measure in Section 6 " YOY increase on the number of Student group events held in HUSU" will move to a per capita basis as Student numbers increase.

NOTED rest of the report and AGREED that further comments to be provided to CSD offline.

Items for Noting

15 Health & Safety Report CSD

CSD presented this report and thanked staff for their work.


Report NOTED.

16 HUSU Branded Strategic plan for publication CEO

CEO presented this item.

DISCUSSED that typographical errors will be resolved and images will be checked.

NOTED that this is intended to be a digital document.



SW commented that there is no reference back to external benchmarking within the document, so it could be seen as lacking some context. Comment NOTED and CEO to action as appropriate.

- 17 Finance and Human Resources Committee minutes FHRC Chair**
GP presented these minutes to the Board. No questions were raised.

Minutes NOTED.

Any Other Business

- 18 Any Other Business Chair**
NOTED that the Student Partnership Agreement Proposal were APPROVED by the Board via email.

- CEO reported that, at the UoH HUSSO Board Meeting of 21st October 2020 an agreement in principle was reached to for the University to have a standing item at this Board meeting. This gives the University an opportunity to present information to Trustees on areas of its work.

If anyone has any particular topics they would like to hear from the University on at future Board meetings please contact ESC with the details.

- PE updated the meeting that the following motions were passed at the last Union Council:

- Motion to remove Postgraduate Forums
- Motion to remove the Course Rep Leader position & standing order, and replace it with the position of Student-Chair of Student-Staff forums (SSFs) & an amendment to the Course Rep standing order.

The Chair closed the meeting and thanked participants for their time.

Next meeting: Board Away Day, 21 January 2021 (Format and venue TBC)