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| **Trustee Board** Date: **Tuesday 7 February 2012**  Time: **5.30pm**Number: **8**  Venue: **Committee Room 1, Student Union, Riccarton** |

In the Chair: Stefan Kay, Trustee (SGK)

Also Present : Susan Kirkman, Trustee (SK)

 Lara Rivans, Trustee (LR)

 Olga Kozlova, Trustee (OK)

 Vicky Ingram (VI)

Aiden McDonagh (AM)

Mike Ross, President (MR)

Apologies: Brian Hay, Trustee (BH)

Katie Barr, Vice-President (SBC) (KB)

 Fiona Hall, Finance Advisor (FH)

In Attendance: Gail Edwards, Chief Executive Officer (GE)

 Jamie Nutter, Corporate Services Manager and Deputy CEO (JN)

Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**5.2 Send relevant paper to SK re Finance CEO**

**6.1 Meet with Executive re Operational Plan CEO**

**6.3 Operational Plan Gone Through with new OBs CEO**

**6.4 Feedback re Operational Plan next two weeks Trustees**

**7.2 Set Date for Discussion on Student Trustees SGK**

1. **TRUSTEE INDUCTION AND TRAINING**

1.1 The Trustees had been given a tour of the Union and the Shop as part of their Induction. Presentations were also given from staff on key Union work areas. After the meeting the Trustees would be given some training by Stefan Kay, Chairman of the Trustees.

1. **MINUTES OF 7TH MEETING**

2.1 **Matters Arising**:

**4.2, 4.3, 4.4 and 4.5** would be dealt with later in the meeting.

**4.7 Finance Controller**: The University would see if a Finance Controller was appropriate in the new circumstances of the Union, or if some other form of Overseer was needed.

**6.2 Consultation Responses**: The CEO would investigate centralising them on the filing system.

**7.2 Induction**: This had been done.

**7.6 Deputy CEO** was now attending the Trustee Meetings.

2.2 The Minutes were duly passed.

1. **EXECUTIVE UPDATE**

3.1 **AGM**: This was very successful. Homemade Pizza was supplied as an incentive for students to attend. This had been tried before without success. However the attendance at this AGM was very good, very encouraging. The Constitution and Bye Laws were passed unanimously.

3.2 **Strategic Plan**: This was launched. Denise McCaig and the President has presented the Plan to the L & T Board.

3.2.1 They also presented a paper on Mentoring at the L & T Board and would be taking the Plan to Senate in March giving a presentation on the role of the University within the Strategic and Operational Plans of the Union.

3.2.2 The reaction so far was very positive and complimentary.

3.2.3 The University was to start revising/devising their own Strategic Plan at Court. They were trying to get good quality input from students.

3.3 **RUK**: A Paper had gone to the Planning and Management Committee to get it ring fenced to be put into student funding. The President informed the Trustees of the “Who Wants to be a Millionaire” Video which took four hours of filming. The President thanked JN for his excellent editing and stated that the final product was excellent and was already receiving hundreds of hits on Facebook.

3.3.1 A Debate had been held in LT4 in conjunction with the Debating Society. Several MPs and SMPs were invited and attended ensuring all factions were represented. The Debate was very well attended with a firm commitment given by the Principal of the University that the funds from the RUK Fees would go to aiding the Student Experience. A four year degree should remain and the President would be keeping an eye on developments.

3.4 **Enhancement Theme**: The Union had successfully gained funding of £2000 for one year from the Enhancement Theme regarding curriculum development and support with direct entry students currently working on this project, taking the lead. The University currently get £10,000 for this per annum. We would be sure to apply again for such funding.

3.5 **L & T Oscars**: We had been successful in gaining funding for the L & T Oscars. The Block Grant would be increased by £1600, we were the very first Union to gain such funding. The L & T Oscars were now well funded and all were looking forward to using the funds for the event, which was getting bigger and better every year.

3.6 **Volunteer Oscars**: The Sponsor money received from Endsleigh would be used to organise this event. It did not run last year and the Executive were very keen to have it take place this year. They wanted to develop it alongside the Platinum Volunteers Scheme.

3.7 **NUS Conference**: We would be tabling a Motion concerning the Living Wage campaign.

3.8 **RBS Bank Closure**: The Union will campaign for ATM machines and provision of financial support and advice. The Executive would organise a petition and would be working with the University in this campaign. There were already 900 signatures.

3.8.1 The President would write to RBS re the lack of consultation prior to the closure with both the Union and the University, he would endeavour to work with the University on this campaign.

1. **CEO REPORT**

4.1 This Paper had been emailed round everyone concerned. The CEO went through the various points and gave information where needed, in particular on the organisation of the Elections.

1. **FINANCE ADVISOR’S REPORT**

5.1 The Report was circulated and the CEO lead a discussion through points and the overall picture.

5.2 Stefan Kay offered to help and give support in some areas, the CEO would send the relevant papers to him.

5.3 The CEO informed the Trustees that the Finance Advisor’s hours of work had been increased.

1. **OPERATIONAL PLAN**

6.1 Copies of the papers produced from Staff and Executive input were circulated in hard copy. Feedback was sought from the Trustees. The CEO would be meeting with the Executive to get specific feedback and guidance on hitting targets. We may need to adapt the plan when the new Office Bearers are in post.

6.2 SGK noted that there were a lot of objectives, perhaps these needed prioritised and timetabled to get organised.

6.3 The CEO will go through the whole process with the new Office Bearers to get Academic based projects prioritised/revised.

6.4 A discussion took place on how to prioritise re departments and who would lead each part. What resources were available and how the Trustees could give support.

1. **DATE OF NEXT MEETING**

7.1 The next meeting would take place in the Committee Room at the Student Union Building, Riccarton on Wednesday 18 April at 5pm.

7.2 A Date would be set after April to discuss Student Trustees. A doodle would be sent round.

7.3 Feedback would be given in the next couple of weeks.