



MINUTES (draft)

HASU Trustee Board Meeting

04/03/2019

In Attendance

Georgie Marland (President) | Steve Bolton (Vice Chair and external Trustee) | Richard Chalkley (External Trustee) | Dave Johns (External Trustee) | Tom Mead (Student Trustee) | Philip Chalcraft (Student Trustee)

In Attendance

Richard Walker (Interim SU manager), Ryan Hudson and Richard Taylor (Howards)- for Accounts item only

Conflict of Interests

No conflicts of interest were noted.

The Board reviewed the proposed register of interests for the Board which (as per recommendations of the Audit- below) should be maintained and annually reviewed. The Board agreed that the annual review cycle should match the "refresh" of the Board (i.e. the first meeting of the new full time officers)

The BOARD ACCEPTED THE RECOMMENDATIONS

Approval of Minutes

The Minutes were reviewed and approved (subject to Matters Arising below)

Matters arising

- *Board recruitment update.*

The Chair welcomed Richard to the Board. RW reported further progress with Claire Chapman- an applicant who had previously had conversations with the previous chair, and who's skills audit reflected stated needs of the Board.

The Board agreed to invite Claire Chapman to join the HASU Board

The Board identified the need for new board member training for summer 2019 (2 officer trustees plus 2 external trustees, in addition to the minimal training received by Student Trustees).

ACTION: RW to source summer board training.

Interim Chair decisions

The Chair presented a series of decisions made between Board meetings for information and approval.

- *Union Director recruitment (tender process)*

The Chair informed the Board that she and the Vice Chair had reviewed the tenders received for the Talent recruitment process, and had agreed to appoint Peridot partners to assist in recruiting the permanent senior manager for HASU.

The Board approved this decision.

- *Union Director (JD and PS)*

The enhanced Job Description and Person Specification for the senior manager (including the change of title to Union Director) was presented to the Board.

The Board approved these documents.

- *Peridot recruitment timetable*

The Chair informed the Board of the agreed recruitment timetable, and identified opportunities for Board members to be involved. It was identified that Steve would be the Board member on the final interview panel and that this would need to be amended according to his availability.

The Board approved this process (subject to amendments).

- *Extension of interim mgt. contract*

Due to the ongoing recruitment process, the Chair and RW had agreed an extension to his engagement, and the Board was presented with the proposal for this. This included reduced days on site in order to minimize costs beyond the budgeted cost of the "Union Manager".

The Board approved this action.

Financial Report (to include review of Dec Management accounts)

- Ryan Hudson and Richard Taylor from Howards (contracted Accountants) presented the accounts. Discussion took place regarding the Bar mgmt. costs, and the vending machine expenses. It was further noted that the Bar Cleaning costs were at present uncontrolled (as this was decided by the University).
- Richard Walker presented the update on the Management actions responding to the Audit recommendations.
- Richard Walker updated the board on the Unions responses to the University internal audit document.

Management Report and Plan

The Board received the Interim Managers report and plan.

It was noted that the University has placed significant expectations on the Union regarding the required "change of student culture", and this is a concern. The Board did not agree that the Union has the sole responsibility for the student culture on campus- and noted the limited "reach" of the Union regarding student behavior in their own homes (and/or consuming alcohol outside of our venues).

There was further conversation regarding influencing of club socials, the perceived problems with the culture- and the overriding "spirit" of Harper Adams.

The chair expressed concerns that the requirements placed on the Executive this year may adversely affect the willingness of students to stand for election next year.

Staffing; recruitment, disciplinary. (closed)

The Board discussed the issue of staff salaries, Terms and Conditions. It was noted that some of the roles could lend themselves to Annualised contracts, and that the Sick pay issue should be followed up. It was also noted what the Pension provision for HASU permanent employees was. The Board was also informed of the officer disciplinary incident, and the resultant action taken by the Chair.

Draft risk register.
(attached)

The Board reviewed the Risk register, and requested amendments to be made

The Board accepted the Risk register subject to the agreed amendments.

Strategic Plan

The draft strategic plan was received. The Board felt the document reflected the direction and areas of activity for the coming years effectively, but noted the need for the permanent Senior manager to lead on the further development-together with the need for further consultation with stakeholders.

Dates of next meetings

Steve Bolton noted his limited availability and requested dates to be arranged accordingly. Richard Chalkley requested that papers be posted to him rather than emailed (2 weeks in advance), and that the meeting room be noted on the Agenda.

Any Other Business

The chair requested that the Board accepted an item of any other business.

Summer Ball.

The Chair presented the outline budget of the Summer Ball (including the relationship with the Christmas Ball) and noted that this indicated a projected small profit. The Board agreed to the requirement of extra staff within this budget.

Vice President role.

The Chair noted the conversations with the University, who had questioned the validity of the Vice President role. Discussion took place, and the Board agreed that this role was valuable and that elections should progress.

The Board wished it to be noted that they would like to discuss potential restrictions on the candidates for sabbatical roles (potentially in regards to Union or University disciplinarys for example).