

**Board of Trustees**  
**MINUTES**  
**3.30pm, 29th January 2019**  
**Room 1, The Union Building**

[Link to Board Session on Skills, Motivation and Culture Development](#)

**ACTIONS**

Action	Who	Update	Status
None			

**CONFIDENTIAL ITEMS**

6.2 SUSS Legal Matter	Confidential Item
8.2 PSUT Development Update	Confidential Item

**Present:**

Violet Karapaseva (VK - Chair), Charlotte Beaney (CB), George Pykov (GP), Sophie Butler (SB), Moises Frias (MF), Rhian Johns (RJ), Adele Benson (AB), Jason Oakley (JO), Ian Robinson (IR), Vicky Turner (VT), Adwait Deshmukh (AD)

**In Attendance:**

Anna Clodfelter (AC), Tom Worman (TW), Fern Lewis (FL), Laurie Jones – Minutes

**1. Apologies for Absence**

Baldev Gill (BG)

**2. Welcome and Adoption of Trustees**

Board of Trustees welcome Adwait Deshmukh (student trustee), Vicky Turner (external trustee) and Ian Robinson (external trustee)

Board of Trustees adopt Adwait Deshmukh and Ian Robinson

**3. Declaration of Interests**

TW has declared for item 7.1

**4. Minutes of Previous Meeting**

Minutes from 24th October 2018 agreed.

**5. Matters Arising and Action Points From Those Minutes**

**5.1** Point 3.22 of the bye-law amendments will be reviewed (FL) ***Reviewed and change delayed until governance report completed - no longer needs to sit on the agenda***

**5.2** Add Qualitative Report from the NSS to the next Student Focus and Governance Agenda (LJ) ***Complete***

**5.3** Pick-up with Student Focus team regarding piece of work on additional costs for students (GP) - ***Nature of this work has changed, GP is now working with CCI on transparency***

**5.4** Ensure that there is clarity between ABu and ABe 26<sup>th</sup> June minutes (LJ) ***Complete***

**6. Finance Matters**

**6.1 Q1 Management Accounts – (for note – full discussions at Finance & Risk Committee for UPSU and Board of Directors for PSUT) – AC**

Report taken as read.

***BOARD OF TRUSTEES NOTED THE Q1 MANAGEMENT ACCOUNTS***

**6.2 SUSS Legal Matter Update (AC) CONFIDENTIAL DISCUSSION**

### 6.3 Reserves Policy Draft (AC)

AC: We had a traditional charity sector reserves policy of 3 months operating costs and Peter Greaney (PG - financial advisor) suggested that a more realistic and risk based approach would be more appropriate. F&R considered a paper that PG put together and agreed a minimum of £200k based on a number of risk factors would be appropriate. F&R have recommended the full reserves policy document to Board of Trustees

VK: Our resources fluctuate month on month - is it better to name a figure rather than base it on months?

AC: 3 months was still identified as a figure was set as an annual basis

VK: Is it similar?

AC: Old figure was £340k so this has reduced significantly

IR: 3 month operating costs is arbitrary - the figure of £200k is perfectly adequate

VT: Given the funding streams it's perfectly reasonable

IR: How is the £25k decided?

AC: This doesn't exist anymore.

IR: Has it been replaced?

AC: We never spent it. The way our budget is built means we have pots of money that students can apply to, particularly in the Projects and Student Impact function. The budget is built in order for that to happen within core budget.

IR: So this is allocated to student groups? It's not held back?

AC: It's not allocated to student groups, it's allocated to all students and there is a process where students can access this funding. There isn't anything in reserves any more specifically for that. It's been in the reserves policy for 5 years and it has never been used. This was something I had at Southampton Solent Students' Union which has a very different budget. We can revisit if needed in the future.

**BOARD OF TRUSTEES APPROVED THE RESERVES POLICY**

### 6.4 Audit Report Update (AC) Verbal Update

AC: A significant action from the audit report was that the auditors couldn't reconcile the reserves accounts because they didn't have sight of the bank statements. We now know our reserves bank accounts have not been reconciled for a number of years by our past auditors. We have now had sight of the Lloyds account and we're waiting for Santander. This is because the signatories on these accounts are no longer here and trying to access financial accounts without signatories is almost impossible. FACAM is working on it every day

RJ: How many signatories do you need?

AC: We've had to provide this for every member of the Board. Santander said 5 working days which was yesterday so it's imminent

JO: It's important that we update the signatories regularly

AC: With a more effective auditor on Board, this won't happen again

**BOARD OF TRUSTEES NOTED THE AUDIT REPORT UPDATE**

## 7. HR Matters

### 7.1 Update on Career Break (AC)

AC:

- We are on Plan B. Plan B closes on Thursday. We are recruiting for a Head of Business and Marketing, FL will take on the role of DCE, we will hire a part time Strategic Projects Coordinator and AC will take on MD role. The brand and digital will sit back with the HoBM which is why it's been uplifted. We have had stronger applications this time round
- We were also talking about a plan C - in general terms it would be to recruit someone higher in the Marketing Manager role, uplift some of the managers and SMT splitting more of the responsibility
- Because it impacts on the structure of UPSU, it was felt it was appropriate to inform you what the Board of Directors are looking at for the structure of PSUT. This structure has been signed off, and this is about how it affects UPSU - the risks are around space and Central Services - HR/Finance/Admin. It's been risk assessed and built into Business Planning

AB: How does FL/AC feel about this?

FL: Excited, ready for the challenge, unsure what the future holds, and sad to be losing TW

AC: We have had time to get used to it. FL has been shadowing and started picking up some work while TW has been working reduced hours. TW is slowly stepping back as FL is taking over. It will be a seamless transition. I'm really excited to head up the business through this period of change

JO: AC is already busy - what impact this will have? How will you move forward with agile?

AC: This is ok for a period of a year and as we're in the initial year of implementation, I'll be giving strategic oversight, not doing what TW does. For anything longer than a year, this wouldn't be possible

IR: Strategy relies on digital development - is just bringing someone in from the outside is going to hit the ground running? Will this affect anything within the plan in terms of timescales/objectives?

TW: Part of my exit plan is to write a detailed step by step project plan so the new HoBM will have very clear actions and projects to deliver. We've also appointed an external agency called Wildrocket who will take responsibility for our digital programmes - we give them the roadmap and they help us take that direction. We have been using Wildrocket for several years. The person who runs it set up BAM's digital platform.

IR: Does this create a business opportunity for us?

TW: Yes, and we already have customer in the pipeline

RJ: When discussed at Board of Directors, we asked whether there will be an impact on the charity. At the end of the day, PSUT wouldn't exist if it wasn't for the charity so everything has to be about its benefit. I felt reassured at the end of the last meeting. There's a few risks about spaces, but it doesn't put any more pressure on that the charity handle. Reassuring that those questions were being asked by directors.

**BOARD OF TRUSTEES NOTED THE CAREER BREAK UPDATE**

## 8. Strategic Matters

### 8.1 Change 25 Update (AC)

AC: This was an action from Board in October to ensure we hit our strategic aims. We investigated some sprint project working based on group projects driven by data. Every staff member and Sabbatical Officer has been part of this, and it's generated a number of projects that would not have happened if we hadn't had that conversation at Board and implemented the 90 day task forces.

FL: Staff love it and think it's worked really well. Some want to continue their projects but change them up, and others would like to mix up the teams. There has been a real culture change

AC: Triumphs and trials - we created capacity, the data was available and accessible for all of the teams to see where there were pockets of want/need, and it was really reassuring that Insights is working. Challenges have been projects stalling which is expected, but one of the biggest issues was the engagement with the university - should have been more engaging with the University rather than bounding in and perceived to be trampling over the work they are already doing. We have had some really good conversations and feedback from some University Staff to help us with the next cycle. We're doing a pincer movement - we're talking about how this work can answer some of the strategic aims of the University, we're working closely with ADSs and we're working more on the ground but being aware of our approach as partners in the University don't know what we're doing. This has been a big learning curve, we've put some interventions in place and SB, VK and AC are presenting a paper at the Student Experience Committee to re-explain what we're doing, how we're doing it and getting the University on board.

JO: The key thing is the University needs to get used to you doing this because it should be an essential working relationship

TW: We thought we were doing the right thing, but we misjudged this due to the way it was interpreted

IR: Are there University staff on these groups? Is this worth looking at?

AC: That's a really good idea - this hadn't occurred to me

CB: There was a 90 day task force for January intakes and the University and the Union were working parallel projects, but if we joined up, it could have done it as an even bigger project - it's about the communication and making sure we include the university

IR: I think if you shared objectives from the beginning therefore had a shared sense of responsibility, the scope of the work could impact on both ours and their work

AC: We will ask Student Experience Committee what they already do that we can power up to enhance the work already happening. The other challenges were internal culture things like duplication, practical things and this newness-fatigue which I think has passed now

RJ: Now we have the outline of the segmentation, are we going to look at the next 90 cycle with that in mind?

AC: Probably the one after the next one as we haven't introduced this to staff teams yet - we need to figure out what we're doing with it and how to communicate so we're not quite there yet

**BOARD OF TRUSTEES NOTED THE CHANGE 25 UPDATE**

## **8.2 Sport Partnership Update (FL) Included in item 9.1**

## **8.3 PSUT Development Update (TW) CONFIDENTIAL DISCUSSION**

# **9. General Reporting**

## **9.1 Chief Executive Report to include Prevent update - for note, questions only (AC)**

JO: Peridot, the Trustee recruitment company did a really good job and were worth the investment

**BOARD OF TRUSTEES NOTED THE CHIEF EXECUTIVE REPORT**

## **9.2 Sabbatical Officer Reports (Sabbs)**

AB: I thought students could access hot water for 15p in the Library?

VK: Yes, this will be for free - a water dispenser for both hot and cold water

AB: Do we know that students know where to get the sanitary projects from?

VK: There is a sign on the wall where they were originally

JO: Some staff were quite surprised that they stopped dependants accessing the bus

TW: They have now reinstated this on a trial basis

JO: Lots of us were surprised when they removed this as we have a very big nursery and I imagine quite a lot of parents rely on this.

TW: We didn't get any student feedback but we are aware of staff feedback

AB: Do we know why the schools become unresponsive?

CB: Emails went back and forth and risk assessments were sent. Although all coaches were DBS checked, we recommended a teacher is still present as coaches are responsible only for coaching and not for behaviour management. All responses were positive and when doing the final confirmation, they didn't respond. Now looking to partnering to Refit who work with people rehabilitating from alcoholism and the children affected

JO: We see a lot of outreach with colleges and they don't respond - usually because their priorities change

AB: What is the feedback from the drug harm reduction and alcohol awareness campaigns?

SB: The drug harm reduction campaign has not gone ahead but will be later on in the year. The Beer Google event had 49 people take part and they were really engaging. We explained scientifically what happens, gave lots of leaflets and signposted. We had an Alcohol Anonymous event where 50+ students attended

AB: Are there opportunities for non arts/performance societies to showcase their abilities and what they do?

MF: The global festival and the Union Awards are more performance based. There isn't anything else at the moment

SB: One of the conversations we have had around Freshers' is to have more events in the evening so I can take this to the next meeting

JO: Big Talks - you said you can only get one due to the current political climate, what do you mean?

GP: Have had a few interested, but when the Brexit deal was announced, all communications stopped. I have sent a letter to University minister two weeks ago and still waiting for a response.

JO: The UoP second hand textbook is a fantastic idea and I'm really pleased to see you're pursuing the timetabling problems. Parking permits are a massive issue in the city and it impact certain students massively and could also affect our recruitment.

GP: We've stepped back a bit from this as it's become quite political but we've tried to be involved as much as we can.

**BOARD OF TRUSTEES NOTED THE SABBATICAL OFFICER REPORT**

## **9.3 Finance & Risk Sub-Committee Highlight Report & Minutes from 4<sup>th</sup> December 2018 – for note, questions only (MF supported by AC)**

**BOARD OF TRUSTEES NOTED THE FINANCE AND RISK HIGHLIGHT REPORT AND MINUTES**

## **9.4 Board of Directors Highlight Report & Minutes from 4<sup>th</sup> December 2018 – for note questions only (VK supported by TW)**

JO: We've been talking about NUS and TOTUM - many staff use TOTUM a lot and this will be a shock to them. The university has paid for staff to get their cards so it is a staff benefit

TW: Staff sales is what keeps TOTUM safe

JO: It's the third year they have done it so there is the expectation.

**BOARD OF TRUSTEES NOTED THE BOARD OF DIRECTORS HIGHLIGHT REPORT AND MINUTES**

### **9.5 Student Focus and Governance Highlight Report & minutes from 11th December 2018 (GP supported by AC)**

JO: The full paper on free education was very useful - needs to be some need some work on deciding what free education means, what the tax is and what model is supported.

**BOARD OF TRUSTEES NOTED THE STUDENT FOCUS AND GOVERNANCE HIGHLIGHT REPORT AND MINUTES**

### **9.6 AMM Report (FL/BM)**

JO: 'Students voted to not approve the NUS referendum' - what does this mean?

GP: Two years ago we had a referendum and every year we ask for AMM to approve the outcome of it. If they don't approve it triggers another referendum, and if they approve we stick by that result. They didn't approve the 2016 result.

JO: Going forward? They are not ignoring it for the past two years...

GP: Yes just going forward

RJ: I think these things are really important - this has happened a couple of times where some things haven't been quite right in governance which could cause a problem

AC: This is a good point as there was an issue at AMM about the Drugs in Halls policy and attendees didn't understand what they were being asked - this could skew the result

JO: Perhaps UPSU should have a viewpoint about drugs as I am slightly concerned about criminalising people unnecessarily. There is a role for criminalisation, but zero tolerance implies instant prosecution which can change lives and there is a balance to have

AC: Yes, and our campaign is about drug harm reduction

SB: I am looking at to put something in place about going on a drug awareness course first rather than disciplinary and potential to get amnesty boxes so student have a chance to dispose of it

AB: Will we still have the drug testing kits as it could be sending out conflicting messages?

SB: They are on hold and it's about drug harm reduction. We have just agreed that the Recovery Hub will come in monthly in advice, but we need to make sure our thoughts align

**BOARD OF TRUSTEES NOTED THE AMM REPORT**

## **10. Trustee Matters Arising From Democratic Committees**

None.

## **11. Any Other Business**

### **11.1 NUS Reform Update (Sabbs)**

JO: We had some healthy debate on the facebook workplace group. What will happen with that?

AC: We will collate that and do a qualtrics form to capture all of the comments. The Leadership Team will see if there is a Union Stance on it - if there is, we will put that forward, or we'll let everyone know that they can submit individual responses. We are talking to trustees, officers, UAB members, staff and any other volunteers

IR: Will you brief the delegates?

AC: Yes if we can reach a Union view

IR: The key date is towards the end of April when they come out of conference and put forward a position paper - and at that point the Board can have conversation about as at this stage it's only a consultation document. At the end of April, it will be the definitive way forward and we need to have a clear view - dependant on the referendum result - of where we stand.

JO: It's clearly very serious and if this isn't done well it could fail which would be a terrible shame for the national voice for students

**BOARD OF TRUSTEES NOTED THE NUS REFORM UPDATE**

### **11.2 Committee Positions Approval (AC)**

AC: The proposal for memberships is:

- Student Focus and Governance: Ian Robinson, Jason Oakley and Adele Benson
- Finance and Risk: Vicky Turner, Baldev Gill and Adwait Deshmukh

**BOARD OF TRUSTEES APPROVED THE SUB-COMMITTEE POSITIONS**

### 11.3 Segmentation Report (AC)

VK: I thought it was very interesting to see the different segments

JO: It will be interesting to see how you use it

AC: Between now and the next board it will be very unlikely that we will use this, so we may want to revisit this at the next Board when we've spoken to staff, have the final report from Redbrick and have defined what we are going to do. There was some questions about the usage particularly around GDPR and profiling. We are surprised and pleased at the outcome. We were very involved with Redbrick which I don't think they are used to and we made sure the question set was bespoke and right for us.

AB: When we discussed this there was a fear it would be like a buzzfeed 'what type of dog are you quiz' and this is significantly more comprehensive. Will this be done again in the future, and if so, what timescale?

AC: When we first did this we thought this would take us to the end of our cycle, but now we will look to review in three years just because of the sweeping changes that happen in higher education and the cohort of Portsmouth.

IR: The main problem when I have done this before was getting student sign up - we hit a stumbling block where we weren't allowed to add the questions to the registration online process

TW: I had some conversations with University marketing who have already asked if they can use it and also if they can ask these questions straight at the UCAS stage as they want to use the profiles before they start. From GDPR aspect we actually got a bunch of questions added to the registration form within 24 hours as we have a good relationship, but it is a risk

AC: We need absolute clarity on what we will do with this, and that will be the key issue. We do have a good relationship and there is also interest academically on working with this

IR: If you can tailor your communications to what students want to hear as well as identify lots of issues/societies/groups they might like to join, this is a very powerful process.

**BOARD OF TRUSTEES NOTED THE SEGMENTATION REPORT**

### 11.4 NUS Referendum - Date Confirmation (AC)

JO: The issue I see is that students won't be voting on something that is known if the referendum is before the NUS reform has taken place

GP: We spoke to Plymouth who recently had their referendum and voted to disaffiliate - no one in the yes-campaign or student community saw that as a concern

AC: The difference is that Plymouth held their referendum months ago, not two weeks before a big decision making process was taking place. This paper is about the risk associated with having a referendum 2 weeks before a big decision - this is about reputational risk and democratic integrity risk

VK: Risks to both sides - I acknowledge the risks to hold it before the NUS conference but on the other side there is a risk as to whether we would have enough students and student engagement due to exams

SB: We were also concerned that it looks like we are pushing this away so the yes-campaign don't have enough students to run the campaign.

JO: My concerns is that it felt heavily biased to a no-campaign

AC: I'm not sure if there is not a conflict of interests for Sabbatical Officers who are all running the no-campaign

JO: I have concerns about the imbalance of a full time set of staff against a part time student led campaign

AB: I would like to second that concern

RJ: There is a conflict of interest and it's a difficult one - we wouldn't talk about an NUS referendum at Board unless there was an issue. The only reason we are talking about it is to ask if there reputational damage for us holding an election on a student membership body that is about to completely redefine what it looks like two weeks later. Can you have that conversation without the conflict?

IR: Is the Sabbatical Officer Team running the no-campaign? How do you reconcile the conflict of interest?

AB: That's perhaps talked about in the next point when we talk about NUS involvement because they would be able to offset that.

IR: I've been a RO for an NUS referendum at other universities so I know how the RO and NUS work - you can mitigate the risk by working with a returning officer to ensure that all the information about the restructure

is in the public domain. I'm not absolutely sure that there is a reputational risk, having said that, I'd prefer not to have a referendum 2 weeks before NUS conference but we're in this position and I think we can manage it. The NUS coming to run the yes-campaign has to be so carefully managed by the RO - they have been known to break some of the rules and you can't disqualify the same way as you can a candidate in an officer election.

GP: I'm not sure if there will be a student led yes-campaign in April. I am passionate about this, and if there was a referendum this close to exams, I would prioritise my exams. I don't know how we will get student engagement of this massive student issue when students can't get involved. In March students will have the capacity to run a yes-campaign

AC: Surely there is a reduced ability for a yes-campaign in March because what is the yes-campaign?

Whatever it 'is' is very likely to change, so there is no potential to a strong yes campaign

AB: What about the date in November? If I vote in this, I am leaving in the summer. There will be a group of people coming to University won't have a say on this decision that's just happened

GP: I promised students at AMM that we will give referendum this year - if we backtrack the Sabbs and I will take a big hit reputationally.

IR: AC has made a good point - what does a yes campaign do? What are they campaigning for? If I was the RO, I wouldn't be sure it would be a fair election as the yes-campaign has nothing to campaign on other than a history and a potential future.

GP: Same as the no campaign - there is a history and a potential future?

IR: The yes campaign is impossible - what are they campaigning to remain part of because it hasn't been defined yet?

JO: The offer NUS has going forward is infinitely worse, but at least students would know what the offer was

CB: They offer lots of things that us as a Students' Union don't receive

JO: We don't know what they will have going forward, that's all based on the past. These are exceptional circumstance - we've not seen something like this before. I appreciate you saying you've made promises but we are in a really unusual set of circumstances

RJ: This is not our discussion to have - this is about reputational risk to the Students' Union on holding an election two weeks before the papers come out, this is what we need to talk about

JO: I don't think this will be fair election from the discussion we've had

AC: The pace of change of the situation around NUS is beyond recognition - the risk is mitigated because you're making a decision to keep pace of the rate of change - the information we had at AMM compared to now is significantly different. If the referendum decision happens in March or April, we wouldn't leave NUS until December.

CB: If we had the NUS ref in November and we disaffiliated, would we still come out in December or the following year?

AC: The following year

FL: Going back to what George said, 67 students said they didn't approve. Is satisfying 67 students more important than our integrity and making sure we have the right level of governance?

GP: Then what was the point of AMM? If trustees can change decisions, what will students think?

JO: This is our role as trustees to protect the reputational risk of the charity

RJ: I understand, but at the end of the day, governance wise, the Board does trump AMM

GP: How will this be perceived by students?

RJ: This is what it's about - where is the biggest reputational damage - holding it in March, 2 weeks before the papers come out, or that we turn our back on a decision at AMM? This could be much longer decision. We could say that this will drag on, so where will be the best time reputationally?

JO: We have to consider that there needs to be a fair campaign and is perceived like that everywhere

FL: RO and DRO would have to ensure both sides have the same resources

JO: I don't see how 5 Sabbatical Officers can be a fair balance against students

MF: In Plymouth - all the Sabbatical Officers were against, and the difference was 30-40 votes. The students' union presented clear facts

GP: It isn't elected officers against students because we are elected to represent students

JO: It needs to be a fair democratic election. This could go on for months, so in some ways it's a fair point that it won't matter whether it is March or April.

RJ: My personal view is that the decision about NUS reform will drag on and I don't think there is much difference as to whether we hold it in March or April. This is going to be a really tough job for the RO, you

need to be extra careful that all the resources and campaign are really in place and you need to be really really clear what you allow NUS to do

JO: Will they have the resource to do that?

IR: Traditionally they will send one of their full time officers. My original point is that you can mitigate the risk but I would be happier to not have the referendum now.

JO: I think the March date is possible provided there is a clear mitigation of risks

IR: I think it is making sure the same resources are available, NUS are properly in the law, and making sure the RO ensures that the two agents are absolutely up front about there being a lot of uncertainty.

AD: If there are any changes in the structure of NUS there could be an option for a referendum to opt in again would need be there

AC: We only have a referendum on our affiliations - if we are not affiliated, there will not be a referendum. Students could bring this up again to AMM but it would need to be student led, there would not be an automatic referendum if we disaffiliated

AD: Needs to be made clear if the process if students decide they want to be a part of the NUS again.

Action: FL to ensure that the rules for the referendum are upheld by the RO

**BOARD OF TRUSTEES AGREED TO HAVE THE NUS REFERENDUM IN MARCH, SUBJECT TO THE FOLLOWING RISK MITIGATIONS:**

- **RESOURCES ARE MANAGED AND FAIR BALANCED - ON BOTH YES AND NO CAMPAIGNS**
- **RO HAS A STRONG ROLE IN UPSU EXPLAINING THAT WE ARE VOTING ON UNCERTAINTY**
- **THERE IS A RULE THAT EACH CAMPAIGNING TEAM MAKE THAT UNCERTAINTY CLEAR**

### 11.5 Involving the NUS in the NUS Referendum (FL)

FL: Options:

- Invite NUS down just to do a debate
- Involve them wholeheartedly
- Ask them not to be involved and have two student led campaigns
- Only involve them if we don't get a yes campaign
- And we need to pre-warn the university of the date

There has been some controversy in the past. The person I will recommend for RO was the RO for one of the controversial elections in Hull so has experience. We have 5 Sabbs who are invested in a no-campaign

GP: I would like NUS to be involved in some capacity. If we don't, they have a track record of involving themselves and have allegedly been disruptive in person and on social media. I think we should allow them to at least come to the debate

FL: I am confident that I can manage the relationship with NUS and put strict limits on campaigning

GP: We will need a strong RO and DRO

RJ: Should we ask the yes-campaign themselves if they want NUS to be involved?

FL: That was one of the options - if students come forward with yes-campaign we can have that conversation

AD: Although NUS is the subject matter, it's not a voting demographic, the vote comes from the student, so involving them is a neutral thing and the main point is to get the students to vote. It is courtesy to involve NUS at least in a small capacity but it's not required for this process to be completely democratic. Maybe the role of the NUS should be used to be fact checking campaigns to make sure they are accurate?

AC: It depends on whether there is a student led campaign because there could be an issue of balance. If there is a student led yes-campaign then yes, but if there isn't then we need to make sure it's fair

SB: If there was a student led yes-campaign, both need to have the same resources

AB: The union wants to seem neutral, how will we make sure there is a distinction between what the Sabbs think and what the Union thinks?

FL: Same way we do it for our elections - the Sabbatical Officers will have to take time off, they can't use their UPSU social media accounts

GP: What penalties could there be for any rule breaking?

AC: It would be things like they can't campaign, a reduction of resources, suspend the referendum

**BOARD OF TRUSTEES APPROVED THE FOLLOWING RECOMMENDATION:**

- **IF THERE IS A STUDENT LED YES-CAMPAIGN, WE ASK THEM IF THEY'D LIKE NUS INVOLVEMENT**
- **IF THERE ISN'T A STUDENT LEAD YES-CAMPAIGN THEN WE WILL ASK NUS TO BE INVOLVED.**
- **IF NUS ARE INVOLVED THERE IS A ROBUST RULE SETTING AND THIS IS MANAGED BY THE DRO AND RO**

### 11.6 Confirmation of RO - in Elections and Referendum (FL)

For Elections:

- DRO: Brendan McCarthy
- RO: Andy Morewood (FL equivalent at Westminster, has done elections for the past three years, his election isn't at the time as ours and he's doing it without the need for a return favour.)

For the NUS Referendum

- DRO: Fern Lewis
- RO: Steven Dowson (he is a trainer, used to be a Student Led Change Manager at Leeds, and he did the controversial Hull referendum in 2016 so has experience with NUS and fairness. He has already discussed some of the points raised with BM and FL and he has also volunteered to do this for free and he knows us very well as a Union)

**BOARD OF TRUSTEES APPROVED THE FOLLOWING DRO AND RO:**

- **ELECTIONS: DRO: BRENDAN MCCARTHY. RO: ANDY MOREWOOD**
- **NUS REFERENDUM: DRO: FERN LEWIS. RO: STEVEN DOWSON**

### 11.7 Discussion on Trustee Sickness Break (AC)

AC: Baldev, one of our external trustees is currently unwell and has been for some time. He is unable to fulfill his trustee duties at the moment, so has asked Board if he could suspend his duties for a month so he can try and get well again. He does not want to resign at this time. He will update us in a month

**BOARD OF TRUSTEES APPROVED BG SICKNESS BREAK**

### 11.8 Interim Appointment to F&R and BoD (AC)

Decision will be made digitally

### 11.9 Adopting VT and resignation of RJ

**BOARD OF TRUSTEES FORMALLY ACCEPTED RJ'S RESIGNATION AND ADOPTED VT AS A BOARD MEMBER.**

Board of Trustees formally thanked Rhian for all her hard work over the past 5 years - she has been an extraordinary Board member and we are grateful for your commitment, time and passion for our students

RJ thanks Board of Trustees - have been here for 5 years and there has been lots of change and tough times and good times and we're in a really good position going forwards.

## 12. Date and Time of Next Meeting

Tuesday 16th February 2019 at 3.30pm  
Room 1, The Union Building

Minutes Approved: \_\_\_\_\_

Date: \_\_\_\_\_