

**Full Board Trustee Meeting 22-09-2019**

Present: JC, EM, RJ, RSD, JD, SB, EA, DT, TC  
 Apologies: JE

Agenda Point	Discussion
<b>Preliminary Session</b>	
Introductions & Apologies	No AOB requested
Minutes of Previous Meeting	No factual errors. Matters arising: RJ – DBS check is not on agenda. Basic check can be done through uni, enhanced can only be done if legal requirement, which is for work with adults at risk or children. Unsure what we need. EM – we do deal with adults at risk RJ – also specifies regular interaction with adults at risk. RSD – insufficient information regarding membership to assess risk level. SB – free of charge for charities. RSD – Would this be mandated for certain positions in JCR? JD: Is important for certain positions. SB – should be put in motion. Issue with DBS for different organisation because we won't receive updates. Agreement that standard should be used but should be specific for JCR. No further matters arising. Minutes approved.
President's Update	EM – was 75% happy with handover. Was a comprehensive 60 page document. Have had difficulties with email handover which meant that EM was already planning things but needed to use VP email sharing with VP for 6 weeks. Think guidelines are required for email handover. RSD – also data protection issues. EM – dates and specific guidelines needed. First task was to clear exec office. Lots of unopened mail found. Concerns about VAT were raised which we don't fully understand. Other JCRs thing it's strange that we're not VAT registered. Freshers' week planning going well. Head prep is efficient. No concerns other than building work. Unconscious bias training arranged for exec, particularly important as many exec now do interviews. Matriculation photo had to be held elsewhere due to scaffolding. SB – is there a timeline of the year ahead? Would allow trustees to better schedule trustee business. EM – will compile one.
<b>Governance Session</b>	
Strategy – objectives for the year and longer	SB – document exists. EM – have started document about exec but not yet finished. Tried to assign exec members to tasks. Exec meeting tonight. SB – also a document around visionary strategy? EM – was used to create excel document. JD – last year has been about becoming operational, but now we can review structure and ensure that trustees support JCR officers.
By-law changes	SB – Has everything been dealt with, does anything need to be approved? Version 2 by-laws on drive is correct but hasn't been approved. No changes suggested. Version 2 approved.
Trustee Committee Allocations, Roles and Responsibilities	JD – current division doesn't appear to work. Seemed very procedural. Should be reviewed now priorities have changed. Can't decide committees until know how trustees will support strategy. SB – something is needed to support charity now. JD – should stick with committee allocations for now and re-consider at next meeting. Current committees are finance, legal and nominations. ommittees as is for now until they're redesigned? DT will compile committee membership so it can be considered. Should balance better with a full board. SB – appropriate skills are also required for each committee.
Trust Board and updating Charity Commission	SB – since June 16/17 and 17/18 accounts have been uploaded to charity commission website and they confirm we are compliant .SB now has login to charity commission website instead of president. Should it be like this? Agreement that this arrangement is sensible. DT – actually short two but one is being onboarded. A further external trustee is still needed. EM – likely to have new student trustee around 10 <sup>th</sup> Oct.
<b>Finance Session</b>	
2016-17 Accounts – SB	Fully signed off and uploaded.
2017-18 Accounts – SB	Fully signed off and uploaded.
2018-19 Accounts – FCO	Sent off to Ribchester's for audit, will be returned in a few weeks. Only foreseeable issue is lack of cashbook for safe. No-one is working on trustee report for this audit. Last year's was signed by Tim. JD – full list of trustees needs to be correct.
Book-keeping Arrangements – FCO	RJ – trustees decided to have external bookkeeping which hasn't happened yet due to miscommunication. There are 3 options for how this will work which all have seen. Most popular option was option 2 where FCO and Ribchester's member would sit down monthly to review books. FCO will gain experience, but it would be hard for an external person with no knowledge of JCR to do. JD – priority is oversight. Need to be certain of how much money we have and what we owe. Will be reviewed in future, particularly regarding sustainability. RSD – this will fulfil request of JCR members in referendum. JCR members can raise any issues if they wish. Agreed to accept this approach.
Proposed budget 2019-20 – FCO/all	RJ – we have document created by previous treasurer. There are some changes which will need to be passed by JCR. Plan for a small operational surplus. Difficult to predict exactly for sports and societies. JD – budget should be approved at last meeting of previous year. In future will come to trustees before JCR. Next meeting will bring together budget, vision and what has been spent.
Financial Procedures – FCO	RJ – hasn't been approved, but last minute changes have been made. Some parts have been removed to be part of standing orders rather than financial policy. S&S budget request and allocation, and funding system was originally passed by JCR so moved to orders so can be changed in future. Guidelines for expenditure above 5% needing approval is in orders in case people think it's unfair. Operational policy remains in policy, including guidelines on students from other colleges and individuals paying fines. JD – concern over moving 5% overspend to orders. EM – could be vetoed. Important to have it in standing orders. Any motions to change it have to go through gov comm and finance comm so could be raised to trustees and vetoed before or after meeting. JD – section 4 doesn't include approval of budget by board of trustees. SB not for trustees to determine what money should be spent on, but ensuring that it is in accordTce with charitable aims and all accounted for. RJ – currently budget JCR meeting is before last trustee meeting. Budget will now come to trustees in March to be approved by full trustee board. RSD suggest some edits: 2.2 "shall" should be "may"? Agreed. 2.3 "shall be a rolling model" instead of "another model". Or wording of 2.2. Agreed. 3.1 "shall" changed to "may". Agreed. 4.4.4 Should be 4.4.3.1? Agreed. 5.1 Grammatical edit. 5.8 Should a trustee hold a key? Not an issue now president is a trustee. 7.2.3 May need to change in future but not now. Concern over specifying bank. Policy passed with amendments.
JCR Bank Accounts – Reserves into savings account – FCO	Proposal has been implemented. Part 1 is operational money, so at start of year is expected levies and composition fee. Should be similar at end of year. Part 2 is S&S reserves. Part 3 is JCR reserves. Part 3 is currently current account but could become savings account. Issue around waiting for access is no issue when spending on long term investments. JD – is there a better option? SB – probably are better options. Only protected to £85,000 with a single bank. RJ – currently is £79,000. £50,000 is currently owed, but we have plans. SB – important to assess risk of holding money in one bank. JD – what should these reserves be? What if we have drastically reduced sign up one year? RJ – if no one paid the levy this year we could operate for the whole year. JD – need a long term financial policy. RJ – a president at one point wanted to purchase something with reserves but lack of policy prevented this. There has been a significant increase in reserves recently, and it should be spent for the benefit of students. JD – if we have more than required then we should spend. SB – important to consider strategy and decide on suitable level of reserves and have procedure for deciding how to spend it. RJ – is set in financial procedures. EM – if we had nothing in part 3 that wouldn't be an issue due to sums in parts 1 & 2. RSD – Grey uses a minor risk minor reward system whereby their funds have risk but they get returns. I think they should be kept securely. Difficult to justify putting money at risk. JD – Not a decision to be made in the short term. SB – keep money in savings but policy needed for reserve buffer zone and spending reserves. Approved.
Levy paid in instalments – FCO	RJ – levy currently paid through university. Desire to have it paid in instalments over year. Practically how do we do this? Likely to be only used by a minority, so should be only offered to those who need it. EM – concern is people using it when not needed. What happens if invoices not paid? RSD – questions over administration and tracking payments. Could be advertised to individuals on grant schemes. However, "squeezed middle" is also an issue. Many people wouldn't want hassle. Issue over legality of chasing invoices. SB – we can receive from any source. Issue over scale. RJ – could be unadvertised but allowed for those who ask. EM – can't instruct them to not tell friends. SB – include in policies that we can offer this to students in financial difficulty, but we have the right to cease this method of operation. RSD – may need procedure for how to evaluate necessity. RJ – could limit it to a percentage of intake? DT – personal circumstances are difficult to account for. RSD – we could implement and review in future. Agreement that for this year it will be allowed if FCO and president agree, and they will keep data on numbers.
<b>Nominations Session</b>	
Committee chairs	SB – desire to ensure each committee has the correct chair. Desire to maintain current chairs. All current chairs kept.
Board expansion (external)	Replacement is being onboarded, applications will be open for an additional one.
Board expansion (President)	Charity commission is aware of this. Up to 1/3 of membership can be paid.
Election of Vice Chair	DT nominates RSD. RSD – currently only student trustee in UK, happy to take on role. No other nominations. RSD elected as vice-chair.
<b>Legal Session</b>	
Risk Register	SB – should be a live active document to guide trustees. Covering finances, reputation, liability etc. and how to mitigate. Last year's version was provided by university but may be different to version on drive. SB – no easily accessible up to date risk register. File which is accessible is lacking information surrounding responsibility. More recent version needs to be found and brought to trustees.
Policies – GDPR	SB – issue about student who was going to become trustee but felt unable after reading privacy policies. Some changes made to GDPR policy. EM – unsure as to process for file locations when updating policies. SB – necessity to archive old versions. Link on website should be to current version so it updates. Latest draft of GDPR policy accepted.
Policies – Privacy	Latest draft of privacy policy accepted. Issue from student elected as trustee who didn't take on the role was concern over what data is collected, how it is collected and what is published. SB – likely not covered in policy. RJ – Need a retention and disposal record and policy. EM – student also concerned about finding out what data we hold concerning them. JD – don't necessarily have the right to have data deleted or to stop people sharing it. SB – make it clear that people should contact FCO with concerns about data. JD – banks required to hold data for 7 years after end of relationship. Policy should be on website.
Update on Memorandum of Agreement	EM – not expected soon. EM – could contact previous contact but cc new PVC colleges. SB – want to avoid risk caused by lack of agreement
Welfare arrangements for the new year	SB – desire to have process in place for supporting JCR officers. Board of trustees is responsible for them. Document exists outlining welfare policy. Has been passed. EM – Welfare officers attended residential training organised by SU for first time. Assistant Principal is very knowledgeable and communicative. SB – may need to accept we can't do much for now.
President's contract of employment 2019/20	EM declares conflict of interest. EM has signed it. Think this version has also been signed by Tim. If it hasn't been, SB will sign it. No further issues with contract. RJ – now know what was paid last year, and have Amy's contract, so can work out any issues. National Insurance wasn't included in second half of year but has now been invoiced.JD – concern if amount is correct for this year
President's flat licensing agreement 2019/20	Deal with be college. Vice Principal has mentioned but agreement has not been sent by college. No pressing issues.
Discussion: University Assurance Review draft report	EM – met with Amy about this last year. In contact with University. Issue surrounding outstanding accounts has been resolved. Memorandum of agreement issue is still outstanding. Registered with ICO. Business continuity plan in process. Policy needed for loss of president. Included in strategy. Need social media policy. Quarterly managements accounts requested by University. Tarmly accounts preferred. FCO will prepare and president will send to university.
Proposed UAS review for 2019/20	No issues.
Trustees Annual Report 2018/19	Accounts have been sent off. EM will begin to compile trustee report. JD – in previous years trustees have only reviewed this. SB – draft by end of October. Aim to finish by end of November.
Insurance Update – FCO	RJ – was rushed last year. We have contents and public liability insurance which expires 31 <sup>st</sup> October. Has begun process of renewal. No need for major changes. Issue over insurance of events at external venues. SB – issue is insurance for damage to external events caused by JCR events. Currently have director's liability insurance, may need to be reviewed. JD – would be very difficult to get external trustees without it. Generally in favour of keeping. SB – investigate combined insurance. Boat-club has their own insurance policy.
<b>Any Other Business</b>	
Weekly calls – EM	EM – people don't always participate. Time is not the best. Possibility of everyone fortnightly and just president, chair and vice-chair weekly with FCO involved if needed. Date needs reconsidering. SB – happy with fortnightly proposal. However, go by weeks in month not strict fortnightly. Weekly calls for president to update with issues. SB – email summary is good. Action points should be considered. Year.number format should be used for action points. Decision: switch to Thursday, 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of month will be for everybody, 2 <sup>nd</sup> and 4 <sup>th</sup> will be only president, chair and vice-chair, and FCO if appropriate. 5 <sup>th</sup> Thursday will be a week off. Next meeting December 7 <sup>th</sup> .
Info for new trustees – RSD	RSD – reviewed info given to new trustees, and decided it was comprehensive. Important to make legal responsibility clear to election candidates. JD – succession planning needed for external trustees. Perhaps we should stagger people over next 4 years to limit sudden turnover.
<b>Meeting Adjourned.</b>	

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