



MEETING OF THE BOARD OF HUU LIMITED Held on 21 July 2015 at University House

Present: **Trustees:** Simon Clements (Chair/SC), Jeff Caplan (JC), Judith Donovan (JD), Andrew Gurr (AG) **Sabbatical Trustees:** Chuby Okide, President; Matthew Evans, Vice-President Education; Gurmok Sanghera, Vice-President Sport; Kathy Brook, Vice-President Activities; Ashleigh Davies, Vice-President Welfare & Community; Simon Hernandez, Vice-President Scarborough **Student Trustees:** Jamie Boote (JB), Elizabeth Palmer (EP)

Attending: Jackie Berry, Chief Executive (CEO); Graham Jackson, Finance Manager (FM), Kate Jude, HR Manager (part of meeting only) Andy King, Commercial Services Director (CSD), Rachel Kirby, Marketing & Communications Manager (MCM), Liz Pearce, Membership Services Director (MSD), Denise McConnell, University Interim Special Adviser to the VC (DMcC)

1 Apologies

Received from Lewis Worrow.

2 Minutes of previous meetings

The minutes were accepted as a true record.

3 Matters arising (circulated)

The matters arising from the last meeting were discussed.

5 Second year of strategy (paper circulated)

CEO summarised progress to date regarding HUU's strategy for 2015/16 and the emphasis on getting the basics right. Under the headings of the three strategic enabling themes, HUU Future Proof, People and Communication she had proposed outcomes and measures. These would form her objectives for the year which would then cascade into all areas of the organisation. The proposals would be discussed in detail at the Board Away Day. CEO also suggested that the remaining five strategic themes, My Opportunity, My Union Services, My Voice, My World and My Support & Guidance, would be revisited to identify which were priorities.

AG said he did not understand how HUU could be made future proof when we are so closely tied to the University. CEO said this was about good governance, a sound financial strategy and a good relationship with the University. AG thought the themes needed to be sharpened up. JD said she felt that HUU People should be about our customers ie students, not our staff. She also said clarification was needed on which themes were enabling and which were strategic.

CEO said at the away day session they would be prioritising the areas we should do, what we could do and what the university should do and then take these to the University. JD said this should also include what no-one is doing. CEO said the three enabling themes were the building blocks and the focus should be on getting these right before any other work is started.

Action: Board to discuss at the Away Day.

8 Election of Student Trustee (paper circulated)

MSD set out the options for the election of a student trustee following Wendy Fan's departure and asked the Board whether they wanted to elect a replacement to keep the number to four, whether this should be done in a semester 1 election, who should be the returning officer and whether PhD students should be targeted as recommended.

EP said the referendum which had been held indicated that this should be done via election. VPE did not agree with just targeting PhD students and VPA agreed. CEO said we would widen this and look for those who could run for 2 years. Discussion took place about the necessity of having a committee for what would just be a quick check of candidates prior to election. CEO said this was in the M&AA and students had voted against changing it last year. Chair and EP were agreed for the Appointments Committee.

Action: Officers to discuss if another referendum for the appointment rather than election of student trustees was appropriate for next year and bring report to Board.

10 Sabbatical Trustees' Reports (circulated)

Sabbatical Trustees ran through their first Board reports summarising their objectives and activities so far. President's objectives cover three main themes: student engagement and transparency, accessibility and City of Culture 2017. He has held meetings with Marketing to discuss his ideas on engagement and the use of social space.

VPE is focussing on active student participation and involvement in programme development and review. He has met with the QAA Review Manager for the Higher Education Review and will be involved in the audit in November. During handover week complaints had been received from postgraduate students about the way decisions had been made and communicated about changes to the Graduate School and VPE and President had facilitated discussions between PVC Research & Enterprise and postgraduate student representatives. VPE said this has provided an opportunity to engage directly with postgraduate students, who have traditionally been hard to reach.

VPWC's focus would be on raising awareness of the White Ribbon Campaign, reducing stigma around mental health and building and maintaining relationships with the local community. She has been discussing ideas for campaigns and events and has organised a committee responsible for planning the Housing Fair which will be held in December.

VPA aims to increase the accessibility of the Activities Zone, better reward volunteers and increase funding for the zone. She has spent time with Media, helped sort their office out and arranged external training for October, and with RAG, looking at activities, and will be speaking shortly to the ISA and Societies Executive Committee.

VPS's objectives are about facilities, empowering students and developing relationships between the AU and the University. He is looking at how to better promote AU clubs and the development of a new sports website and providing channels for students to feedback their views on facilities.

VPS will be looking at improving transparency in communication, community on both campuses and representation. Students have had problems getting hold of lecturers and he is planning a campaign on contact hours with course rep forums and one to one with students. He has worked with Activities Co-ordinator on their Freshers' Fair and events and is looking at a campaign on contact hours.

16 Chief Executive and Senior Management Team Reports (circulated)

CEO highlighted key areas from her report.

CSD's report provided updates on all areas of Commercial Services. He added that it would not be possible to complete the transfer of the till systems from Fidelity to SUMS in the bars in time for WelcomeFest. DMcC suggested that they look at other systems as well.

FM reported on progress with HullSTARS and HUUHomes and added that the Lettings Manager believed that the change of timing for the Housing Fair should have a significant impact on the performance of HUUHomes.

MSD updated the Board on activity within Membership Services. She said they would shortly be recruiting for the vacant Volunteering and Student Activities posts. DMcC queried the amount of funds raised by the Advice Centre in relation to food parcels given out and MSD explained that there was no correlation, the funds raised refer to loans, grants etc secured for students by the Advice Centre and food parcels are dealt with separately. She said the updates and statistics for the Advice Centre would be reported more clearly in future.

MCM's report covered preparation for WelcomeFest and being invited to lead a marketing themed away day in conjunction with the University's Marketing Director, for the Faculty of Education, which went extremely well. She added that Oliver Histon, HUU's Digital Communications Co-ordinator has just resigned. Chair thanked everyone for their comprehensive reports.

13 Health & Safety (report circulated)

CSD updated the Board on HUU's health and safety performance since the last report and said figures were slightly better than last year and there was no RIDDOR.

Next Meeting: 3 pm on 16 September 2015 (post Board meeting change at request of Trustees)