

**MEETING OF THE BOARD OF HUU LIMITED**

Held on 16 September 2015 at University House

Present: Trustees: Simon Clements (Chair) Jeff Caplan (JC), Judith Donovan (JD), Andrew Gurr (AG)

Sabbatical Trustees: Chubike Okide (Deputy Chair/President); Matthew Evans, Vice-President Education (VPE); Ashleigh Davies, Vice-President Welfare & Community (VPWC); Kathy Brook, Vice-President Activities (VPA); Gurmok Sanghera, Vice-President Sport (VPS); Simon Hernandez, Vice-President Scarborough (VPSc)

Student Trustees: Jamie Boote (JB), Elizabeth Palmer (EP), Lewis Worrow (LW)

Attending: Jackie Berry (CEO); Kevin Pearson, Interim Finance Manager (FM); Andy King,

Commercial Services Director (CSD); Liz Pearce, Membership Services Director (MSD); Kate Jude, HR Manager (HRM); Emily Normington, minute taker

A presentation was given by representatives of Unison on zero hour contracts and questions were taken from the Board.

1 Apologies

Received from Rachel Kirby, Marketing & Communications Manager

2 Minutes

The minutes of the last meeting were approved.

3 Matters arising (circulated)

The matters arising from the last meeting were discussed.

6 Commercial Services Report

CSD provided an update to the Board on the development of commercial services. There had been a number of problems and a long list of snagging issues which had affected the handover date but he was able to confirm that Eats would be ready for opening on 23 September. Repairs to the first floor walkway/leaking roof will be paid for by the University and are expected to last 2-3 weeks. CEO said access to the building would be via the main entrance during the walkway repairs.

CSD said work on the shop was almost complete and point of sale would be in place by 25September. He is awaiting an updated cost plan but was confident that costs remained within budget. Chair thanked all staff involved for their hard work.

9 Sabbatical Trustees Reports

Sabbatical Trustee reports were taken as read. JD asked for officer video blogs to be circulated to Trustees.

Action: Marketing to circulate vblogs to Trustees.

President provided an update on tier 4 student visas. Changes require that all Tier 4 students must attend all lectures and seminars each week. A paper register will have to be completed; President said the University’s Visa Support team will discuss this with lecturers to ensure they realise the importance of a register. President also advised the Board that letters have been sent to three Hull MPs as part of the NUS Cut the Costs campaign.

VPWC updated the Board on accommodation at the University and said the University is expecting fewer drop-outs due to an increased number of unconditional offers. VPWC confirmed that Hull FC will be involved in the White Ribbon Campaign.

VPA said the International Office will be bringing international students straight to HUU from the airport, this makes the Union more visible. JC congratulated RAG on their fundraising and asked if this would be communicated to local media. JD asked for the eBulletin to be circulated to Trustees.

Action: VPA to liaise with Marketing on press coverage for RAG

Action: SB to arrange for the eBulletin to be sent to Trustees.

VPS had no additional updates to his report. JD asked what had been agreed with the Tour providers on paying for staff travel, accommodation and wages whilst on tour. VPS said the minimum requirement was that the company paid for travel and half board accommodation for staff. VPWC said it may be difficult to get tour providers who have not seen the staff impact to pay these costs. JD said this was not what had been agreed at a previous meeting; the intention was to request more funding from the Tour providers. This was noted by VPS.

VPSc had no further updates to his report but added that an NUS Cut the Costs letter was also sent to the MP for Scarborough and Whitby.

10 Chief Executive & SMT Reports

CEO and the Senior Management Team summarised their reports for the Board.

CEO advised that an interview would be arranged for a potential student trustee with the Appointments and Governance Committee.

The Marketing report was taken as read. JD had spoken to University staff who are concerned by the NSS data. VPE and MSD now sit on the NSS Task Force Group, who aim to target low performing areas; the group met earlier this week to agree an action plan. JC asked where Hull was last year and VPWC advised that Hull was 14th. CEO expected to receive an NSS summary report from the NUS this week and will circulate this to Trustees. VPE attributed some low scores to a restructure in University departments. The University will now be looking at demographics, which has not been done in previous years. VPSc pointed out that the bottom five departments were based in Scarborough.

**Action: CEO to circulate NUS report summarising NSS data.**

The Commercial Services report was summarised earlier in the agenda. There were discussions about the impact of future University developments on this area and about signage for the Union, which JC recommended should be improved for new students during WelcomeFest.

Action: Officers to look at what can be done to improve signposting to the Union during WelcomeFest.

11 Health & Safety Report

This report was taken as read. LW asked why floor slip figures were so high; CEO said this was typical in students’ unions with the type of activity that takes place. EP asked if there was a possible link to the removal of carpets in Asylum and CSD said this had been done so that it was easier to keep the area clean. It was noted that there were no RIDDOR incidents.