

Meeting of:	Trustee Board
Place	NUS HQ
Date and Time:	3rd February 2011, 4pm
In Attendance:	Aaron Porter (chair), Shane Chowen, Ed Marsh, Susan Nash, Rebecca Gordge, Dan Randall, David Fletcher, Kate Davis, Dame Karlene Davis.
Apologies:	Olivia Bailey, Karl Hobley, Fabian Neuner, Kainde Manji, Emily Rowe, Jacqueline Davies.
Auditors:	Chris Moss and Karen Musgrave from Tenon.
Staff:	Matt Hyde, Chief Executive; Mark Feist, Interim Head of Finance; Peter Robertson, NUSSL Managing Director; Jan Sowa, Consultant; Emma Cox, Director of Member Development; Nick Smith, Democratic Services Co-ordinator

1. Introduction and Administration

Aaron Porter (AP) opened the Board at 4pm.

1.1 Apologies were noted.

1.2 It was disclosed that Matt Hyde and Emma Cox were members of the SUSS pension scheme.

1.3 The minutes and reserved minutes of the last meeting on the 13th December were approved.

1.4- 5 The actions from the last meeting were noted.

2. Finance

2.1 Karen Musgrave (KM) introduced the audited accounts. Several questions were raised about the restatement of accounts for 2008/09. It was explained that a senior partner at Baker Tilley had been written to expressing concerns about previous year's audits. The improved cash position and surplus for 2009/10 was noted.

2.2 and 2.3 The Minutes from the Audit, Risk and Remuneration Committee of the 18th January and the update from the meeting of 3rd February were *noted*.

2.4 Mark Feist presented the management accounts which showed a strong balance sheet of £2.5m. The accounts were *noted*.

Mark Feist left the meeting

2.5 Matt Hyde (MH) presented the paper on affiliation fees. There was a strategic desire to reduce affiliation fees following the approval of the Wave of Change. The final decision would rest with National Conference. The trustees noted that cash reserves were still low and that should be considered with a reduction of members fees. The proposal was *approved* and would be sent to National Conference.



minutes

3. Reports

3.1 MH presented the Chief Executive's Report, starting with an update on SUSS. A template for consultation with staff had been developed and disseminated to all SUSS employers to consult with their employees. ACTS, the NUS staff trade union, was being consulted and the same was being encouraged in local students' unions.

Kate Davies (KDa) thanked MH for the work achieved in the past 12 months.

MH gave an update on work following the National Demonstration.

The report was approved.

4. Strategy

4.1 The Board received and *approved* a paper on the Estates strategy from Peter Robertson.

4.2 Update on ensuring NUS can deliver the strategic plan - *Reserved Business*.

4.3 The enabling strategies were approved. They would be adapted to reflect policy passed at National Conference.

5. Operational

5.1 Heather Jones (HJ) presented the findings of the staff survey. The areas of particular need for work were in leadership and development, job security and some aspects of equality and diversity. The board *approved* the report.

5.2 The board *approved* the update on the KPIs.

6. Corporate Governance

6.1 The Board *noted* an update on the incorporation of NUS.

7. Any other Business

7.2 The Board *approved* a change in the terms of reference for the Audit, Risk and Remuneration Committee so that the President's place could be taken by any Officer trustee.

