Formal Trustee Board
Minutes of meeting held 6 June 2025

Present		
Jack Watson (JW)	Interim President and Chair of Trustee Board, Activities Officer	He / Him
Amanda Chetwynd (AC)	External Trustee, Safeguarding Lead	She / Her
Mike Leckie (ML)	External Trustee, Chair of Finance & Risk Sub-Committee	He / Him
Dave Morris (DM)	External Trustee, Chair of HR & Renumeration Sub-Committee	He / Him
Richard Soper (RS)	External Trustee, Vice Chair of Trustee Board and Chair of Governance Sub-Committee	He / Him
Ella Smith (ES)	Wellbeing Officer	She / Her
Harrison Stewart (HS)	Education Officer	He / Him
Ariana Dell (AD)	Student Trustee	She / Her
Rory O'Ceallaigh (RO)	Student Trustee	He / Him
Declan Ricketts (DR)	Student Trustee	He / Him
In attendance		
Misbah Ashraf (MA)	Chief Executive Officer	She / Her
Charlotte Barker (CB)	Trustee Board Secretary	She / Her
Chris Cottam (CC)	Head of Advocacy & Governance	He / Him
Jane Morgan Jones (JMJ)	Head of Finance	She / Her
Apologies		
Paula Kinsella	Head of People	She / Her

1. Opening Business

1.1 Apologies | Received from Paula Kinsella. Ariana Dell is joining 14.30. Emily Woods is shadowing as an incoming officer.

1.2 Declarations of Interest | Misbah Ashraf, Jack Watson and Harrison Stewart are Directors.

1.3 Register of Attendance | The Trustee Board noted attending members.

2. Matters for Formal Approval

2.1 Minutes of Meeting | Last held 14 March 2025 and 20 May 2025 | Approved by Trustee Board.

2.2 CEO Performance Development Review

The Vice Chair informed the trustees that the annual performance of the Chief Executive had been assessed and work objectives for the year ahead had been set and that they need to align with those of the Board. The Vice Chair had discussed the areas where change is needed and where they need to focus energies with the interim President.

Approved by Trustee Board

2.3 Annual Safeguarding Update

The Head of Advocacy & Governance confirmed that there had been no statutory referrals this year but there had been referrals to University Counselling and Wellbeing Services. The data sharing agreement with the University has been updated and the safeguarding priorities for the year ahead have been confirmed. There is a need to focus on training for student groups in managing first disclosures and a campaign on understanding the difference between wellbeing matters and safeguarding.

Approved by Trustee Board

2.4 Financial Regulations Update

The Head of Finance informed the trustees that the financial regulations need to be reviewed every two years. The key changes are:

- Acknowledging that we are going cashless
- Bringing clubs and society bank accounts in-house
- A fundraising section has been added
- Clarity on Capex and non-Capex expenditure out of budget. This was approved at the FRSC meeting on 15 May 2025.

Approved by Trustee Board

2.5 LUSU Services Ltd

The trustees discussed the performance of the Sugarhouse, LUSU Shop and commercial marketing.

2.6 Quorum for Trustee Board Decision Making

The Head of Advocacy & Governance informed the trustees that following the change to the Articles to reduce the number of FTOs from six to four, there is now a difficulty with quoracy and the ability of the Trustee Board to make decisions if it is not quorate. It is proposed that quoracy is:

- at least two Full Time Elected Officer Trustees.
- and at least one Student Trustee.
- at least two External Trustees.

That the trustees take the amendment to a vote by referenda in week eight of the Michaelmas term to coincide with the JCR elections to give the best opportunity for students to engage and for it to get the required number of votes.

The Vice Chair confirmed that they are completely in favour of this and the need to catch up with the change to the FTOs.

Approved by Trustee Board

3. Items for Discussion

3.1 Items from Student Trustees - There are no items that have come forward.

3.2 Budget 25-26 and Forecasts 26-28 Update

The Head of Finance informed the Trustee Board that this item was discussed at the FRSC meeting on 15 May 2025. The final block grant funding has not been agreed but funding for sport and Roses has been agreed. The block grant figure is required to be able to finalise the budget and forecasts.

The Trustee Board discussed LUSU Living, and the Chief Executive confirmed that they are now overseeing housing, following the retirement of the Head of Commercial and they are extremely concerned. They discussed the additional unlet bed spaces; that marketing of spaces did not happen until January and that first year students would not know that LUSU Living existed until it was advertised in January and they may already have found accommodation; that we are behind the curve, the same as Sugarhouse last year, in an increasingly competitive market; the need to improve recruitment and that there is a backlog of maintenance.

3.3 The Sugarhouse

The Chief Executive updated the Trustee Board since the last meeting in March. Best Bar None has not been entered for the first time.

4. Items for Information – The following items are taken as read

4.1 Chair's Report

The Trustee Board discussed the AGM and the potential debate around freedom of speech and the need to ensure that the students' union has a clear policy.

4.2 Chief Executive's Report

4.3 Trustee Board Sub-Committee Chair Reports - None received

4.4 LUSU Returning Officer Report

4.5 Management Accounts – April 2025 YTD

4.6 Health & Safety Update

4.7 Ukrainian Society

4.8 LUSU Media Coverage

4.9 Block Grant Update

4.10 Annual General Meeting

4.11 Audit Committee

4.12 Charity Campaigning Framework

5. Electronic Decisions Since Previous Meeting

5.1 LUSU Shop Exit

The decision to exit from LUSU Shop was made at the Extraordinary Trustee Board meeting on 20 May 2025.

6. Additional and Future Business

6.1 Thank you and good luck

The Vice Chair thanked the following trustees as this is their last Trustee Board:

- Ariana Dell, student trustee
- Ella Smith, Wellbeing Officer
- Harrison Stewart, Education Officer
- Jack Watson, Interim President, Chair of Trustee Board and Activities Officer

7. **Meeting Closed** - Meeting closed at 15.23

Approved by Misbah Ashraf