



Minutes

BT-211-M1

A virtual meeting of the LSU Trustee Board was held on 10 September 2020 at 16:00 via an online meeting platform.

1. PRESENT:

Matt Youngs (Acting Chair & President), Fejiro Amam, Ana-Maria Bilciu, James Greer, Alex Marlowe, David Kiddie and Amy White. These minutes are a record of the meeting taking place, the attendees did not meet quoracy

In attendance: Trevor Page (Union Director), Maria Turnbull-Kemp and Manuel Alonso (Associate Chief Operating Officer, Loughborough University) and Sue Lucas (clerk)

2. APOLOGIES:

Andy Doyle and Richard Taylor

3. REGISTER OF INTERESTS

No changes to the register of interests.

4. TO APPROVE THE MINUTES OF THE LAST MEETING

Minutes of the last meeting were not approved; the meeting did not meet quoracy for approval.

5. AGENDA ITEMS

The action of this meeting was to receive and note Covid policy, operational plans and risk assessments.

TP presented the Union's strategies and plans which have been prepared and updated in line with the ongoing announced government changes. The plans are intended to reassure the Trustees that during these worrying times we are ready for freshers. Our aim is to offer the very best student experience we can without a nightclub and large capacity venue spaces. The generality is that we are following government guidelines and social distancing policies. We will not be opening the nightclub but we will be using the space to open small bars with bookable seated tables of 6 where drinks can be ordered via an app and, in addition to these areas, there will be a number of external marques. We have consulted external companies regarding occupancy levels to ensure that we conform to industry standards. Our planned events have also been signed off by the local authority and Environment Health. These planned experiences will result in an overspend on staff costs in the first term, but we believe that this a necessary cost to ensure the students return.

Disappointingly, the government has not rescinded on the exhibition restriction and as a result the one thing that we cannot offer this year is an in person Freshers bazaar, but our Marketing team have been working hard to move this online. This will be a very different experience for first-year students, but we are attempting to deliver the very best freshers experience we can whilst remaining safe and Covid secure.

The room opened for questions:

DK asked about mitigating risk factors. MTK's response was that our policies are very robust and agile, and if we receive a report of a positive Covid case we would act by following Government guidelines. In most circumstances the majority of people attending our events and/or using our facilities are students which enables us to effectively track and trace using their ID's and act quickly to notify and isolate affected groups. We are opening all barriers to communication to ensure there is a constant dialogue with the University. We have spent time creating a Covid policy for our 500 staff members including the student cohort, and will use 'Darth Marshalls' to patrol and enforce these policies. DK reflected on a recent outdoor sporting event he attended, stating that it was difficult and uncomfortable at times for the stewards, who struggled when it began to rain, and when attendees did not sit in their allocated seats. MKT noted that she, JG and Liam Davis were finalising a policy combining the University's facility policy for AU clubs and student lead activities, adding that DK's observations were very useful. JG added that in addition to creating the policy, clubs have been asked to update their risk assessments and include a return to play protocol. This protocol should contain a contingency plan that is almost a stage rehearsal on the safe measures to be taken by the club from walking into a building or sporting environment and continue through to the end of play. MTK added that the Union's H&S Officer will review updated risk assessments.

MY asked about the steps being taken to deal with the general nervousness around the possibility of students continuing on to house parties once an event has ended. MTK responded, we have been working closely with the University and Charnwood Borough Council and we are currently recruiting for a Student Drink Support team although we will need to have further talks with the Hall Wardens. MO was asked to offer some clarity on arrangements for Halls. He responded noting the University events are purely social and therefore do not have the same education exemption that the Union has as a business. Fresher helpers would normally accompany and support students back to halls and for now this can still happen, but it is subject to change depending on further Government announcements. TP, we do need consider how we coordinate and align our communications with those of the University, in view of the different regulations, to give clarity and prevent confusion for the students.

MTK noted the Union's new Covid-19 page is being launched which includes all the Union's policies, procedures, risk assessments and rules. The site also includes a Q&A section. Any student purchasing membership of a club or society will need to check a confirmation to say that they have read and understood these safety measures and accept the policy. A link to the website will be shared with the University so that they can link to it from their sites.

MY asked for assurance that the Track and Trace system will be 100% operational. MTK, we are putting SUM's under a significant amount of pressure to complete. If they don't, we are covered for the Freshers events because these are all ticketed and purchased in advance. In other areas like JC's we will use an automated kiosk taking ID numbers.

AW asked what is the consequence of someone not following policy and guideline. MTK, if it is a member of staff, we will follow our grievance policy, any breach of a serious nature will be treated as a case of gross misconduct. FA added that student members will be sanctioned within the structure of the student discipline policy to which we have made slight amendments to include Covid related offences.

- a) COVID 19 Operational Plan
- b) COVID 19 Operational Plan Freshers
- c) Appendix 1 – Covid-19 Policy
- d) Appendix 2 – LSU COVID 19 Risk Assessment
- e) Appendix 3 – Risk Assessment Cleaning Staff
- f) Appendix 4 – Risk Assessment College and Art Shops
- g) Appendix 5 – Risk Assessment Starbuck and UB shop
- h) Appendix 6 – Risk Assessment Student Opportunities Dept



JG asked MTK for an update the progress made in uploading EXP 365 for club expenses – MTK and JG will meet to discuss.

JG ask the Board to note that the Union were due to meet with SDC to open discussions on a potential merger.

7. DATE OF NEXT MEETING:

26 October 2020, 30 November 2020, 26 January 2021, 27 April 2021 and 29 June 2021