

**Minutes from the Annual General Meeting
Held on
Tuesday 1st December 2015 at 6pm
Woolf College, WLT 1**

1. Welcome and Introductions

Ruby Igwe, AGM Chair welcomed members to the AGM and introduced the Trustees present to the Membership:

Tammy Naidoo, President and Chair of Board of Trustee
Jack Lay, Vice-President Education
Evie Polden, Student Trustee
Ruth Wilkinson, Student Trustee

2. Housekeeping

Ruby explained the format of AGM, general housekeeping (fire exits, and that during voting no-one should leave the room except in a real emergency.)

3. Quorum check: 202 (quorate)

4. Access Statement

Kent Union's Access Statement was read out.

- At all Kent Union events we want our members to feel safe, comfortable and able to participate.
- At Kent Union, we take the issue of equal opportunities very seriously. At all of our events we aim to create an environment that is accessible to everyone and one that is free from discrimination and prejudice.
- To achieve this we ask that every participant show respect to others. This includes listening to others' points of view, and using appropriate and respectful language at all times.
- This is not about being 'politically correct'; it's about ensuring everyone feels able to participate.
- So, sexist, racist, homophobic or disablist comments are definitely not allowed, even if you do not mean to offend.
- Healthy debate plays an important part in many Kent Union events, but it is possible for debate to get out of hand. No matter how passionately you feel there is **never an excuse for an argument or to get personal, abusive or aggressive.**
- It is important that you feel able to critically appraise the work of Kent Union. However, because staff cannot participate in the democracy of Kent Union you should not hold them to account, you should hold the officers you elect to account. You should avoid direct criticism of Kent Union staff and never name individuals or groups of staff in public. If you have a criticism or praise of Kent Union's work or of a staff member it should be addressed to the relevant full-time Kent Union officer.

5. Declarations of interest

There were no declarations of conflicts of interest.

6. Permission to speak for staff members

- Jim Gardner – Chief Executive
- Peter Cole – Deputy Chief Executive
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Voting took place
Permission to speak was approved.

7. Permission to attend

- Melanie Sharman – Director of Membership Services
- Tony Logan – Director of Operations
- Sharon Dawson – Head of Governance and Leadership Support
- Jane Day – Event Co-ordinator
- Steph Hughes – Head of Volunteer Development and Support
- Jenny McCain – Head of Licensed Trade and Catering
- Rebecca Green – Head of Activities
- Colum McGuire – Head of Representation and Democracy

Voting took place
Permission to attend was approved.

8. Minutes of the last meeting

The minutes of the last meeting, held on 25th November were approved.

9. Report from the Chair of the Board of Trustees

Tammy Naidoo gave a report from the Board of Trustees. Tammy updated on:

Kent Union successes in 2014/2015

Notable successes included:-

- A referendum was passed by the members approving the Union's new democratic processes resulting from a comprehensive Democracy review undertaken by the Union.
- 80.2% of students agreed that the full-time student officers were delivering on their manifestos.
- Kent Union put £866,000 back in students' pockets from employment as staff in Kent Union services and functions, via Jobshop placements or via paid internships.
- Kent Union implemented the year one changes from the strategic review of its advice services, improving its service delivery to students and the number of students advised.
- 2,989 volunteers carried out volunteering roles during the year.
- 2,613 students registered on Kent Union's Employability Toolkit during the year.
- Kent Union reduced its carbon footprint by 6.5% compared to the previous year.
- Kent Union completed a comprehensive review of its governance arrangements and achieved 100% compliance against the NUS Code of Good Governance.
- Kent Union achieved 15th place overall in the Sunday Times 100 Best Not-for-Profit Organisations to Work For, its highest ever placing.

10. Financial Statements

The Membership was asked to:

- Approve Kent Union's Accounts 2014 -15

Highlights from the Financial Statements:

- The Union made a surplus of £114,000 for the year ending 31 July 2015, against a budgeted surplus of £36,000, a positive variance of £78,000. This was a good financial result and the second consecutive year when the Union has achieved an above budget surplus, and supports achievement in the medium-term of its Reserves Policy.

- In 2014/2015 Kent Union raised £11,401,000 from University grants and through its shops, food, drink and entertainment outlets, through Jobshop, the Nursery, print shop and advertising, and from student group membership subscriptions and fundraising.

Kent Union spent this money on:-

- £4,985,000 running its shops
 - £2,221, 000 running its food, drink and entertainment outlets
 - £1,374,000 supporting student groups
 - £1,283,000 running Jobshop, the Nursery and running the charity
 - £946,000 campaigning and representing students
 - £478,000 providing student advice
 - £114,000 was repaid to reserves
- The Union's unrestricted reserves stood at £515,000 as at 31 July 2015.

The financial statements (Kent Union's Accounts 2014-15) were approved by the majority of members via a show of hands.

11. Appointment of the Auditors

AGM were asked to approve the appointment of the Auditors:

Crowe Clark Whitehill LLP
3rd Floor
The Lexicon
Manchester
M2 5NT

The appointment of the auditors was approved by a majority vote via a show of hands

12. Approval of External Affiliations

The Membership was asked to approve the external affiliations to the groups below:

- The National Union of Students (NUS)
- National Union of Students Services Limited (NUSSL)
- Association of Chief Executives of Voluntary Organisations (ACEVO)
- Volunteering England
- British Universities and Colleges Sport (BUCS)
- The UK Council for International Student Affairs (UKCISA)
- The National Association of Student Money Advisors (NASMA)
- Association of International Student Advisers (AISA)
- The National Association of Student Employment Services (NASES)
- Advice UK
- Child Poverty Action Group (CPAG)
- The National Association of Citizens Advice Bureaux (NACAB)
- National Homelessness Advice Service
- Advice Partnership East Kent (APEK)

The Membership moved to a vote

The external affiliations were approved by a majority vote via a show of hands

13. Open Questions to the Board of Trustees

One question was raised by a member regarding the auditors and why a more local firm had not been selected to conduct the audit. Speaking on behalf of the President, Peter Cole, Deputy Chief Executive explained that although Manchester was the head office, Crowe Clark Whitehill LLP also had a Kent office in Maidstone.

14. Any Other Business

There was no further business.