

## Minutes BYC Board 15th May 2010

**Trustees Present:** Chair Alex Delaney (AD), Tim Coates (TC), Tom Le Feuvre (TL), Ian Adderley (IA), Leah Magoye (LM), Jack Rowley (JR), Elle Dodd (ED), Mark Flynn (MF)

**In attendance:** James Cathcart (JC), CEO and Company Secretary

**Apologies:** Liam Preston (LP), James Slocombe (JS), Josh Snape (JoS), Alex Pott (AP),

### Action points Summary

Action	Who	When
Rulebook: IA and CEO to agree interpretation of 'means and effect' and circulate Rule Book with these and other previously recommended changes to Trustees for final sign off.	IA JC	
Write up trustee review flip charts	Chair	July Board
Written report for the members and website on the Browne Review process of participation, eg interview with Rajay. Request copy of NUC evidence submission. Collate data base for further contact.	JR	Ongoing and post Review
TLF to collate Africa brief and send to James E; Share information on the CYEC bid.	TLF	
Chair to convene next FSG meeting end of June.	Chair	As soon as practical
Chair to forward "Back our Parliament Coalition" request to FSG for formal response from her back to them about not supporting or joining at this stage.  Clarify NUS involvement	Chair  JC/DC	20/5/10
Need three/four volunteers to join Transition Planning Group. Names to Alex. (TLF and TC offered so far)	All to Chair	Mid June.
Need volunteer trustee to join ACM planning group – to discuss agenda, order, decisions on priorities on the day, Chair the sessions. Nominated TLF and ED for Chairing roles.	All to Chair	Mid June.
All trustees invited to make contact with office/team to learn more about day to day work, liaise on their roles, attend events	All	As an when.

## **1. Welcome**

This May meeting is shorter and 'virtual' to save travel and accommodation costs, and in recognition of other activity of subgroups at this time of year – Search Group, Finance Group, and international representation. A mixture of tel conferencing and SKYPE is used.

Attending: four trustees in person and four through conferencing.

## **2 Minutes March 2010**

Corrections noted and agreed version for website.

## **3. Matters Arising**

a/ Rule book still to be circulated to Board for approval pending resolution of outstanding issues.

Quorate: - Discussion of quorate minimum for the Board  
Agreed to accept Charity Commission recommendation of “one third plus one.” herefore six. If the actual total of trustees is less, eg 12 then the quorate would reduce to 5, and so forth.

“Means and effect” sections - referred to IA and CEO to agreed.

b/ Higher Funding review - No paper was published by the review for circulation but new call for evidence set. Notify members. See agenda item.

c/ Chair to write up flip charts of Trustee Review from previous meeting

e/ Board summary posted on website with new Members update. TLF volunteered to write up Board summary

## **4. Chairs report**

1. CEO appraisal process complete. CEO and Chair will review the process of the 360 pilot.
2. Search Group has received 44 applications to board membership, including 6 chairs, 2 VC, 2 VC. No Treasurer but following some discussion Search Group will be considering recommending the model used two years ago of specific recruitment. Given large number of candidates some discussion about ideal number of interviews and logistics of large number at hustings as there would be impact on other business at ACM.

## **5. Trustee reports**

### **5a/ Vice Chair JR :Browne Review:**

VC attends the “Advisory Forum on Higher Education Funding”.

1. No options paper has been produced. At last meeting it was a general discussion. Young student representatives are a minority with almost everyone else attending lobbying for a free market in higher education fees. We anticipate a fees will continue and rise.
2. Not entirely sure how useful the ‘advisory group’ process is. Agenda is sent the day before the meeting leaving little time to prepare.
3. One more meeting scheduled, and final report in July.
4. BYC does not have the resources to submit the detailed level of evidence compared with the Universities themselves and the resources at their disposal. However we might learn from work of NUS evidence. (Will requested copy of their submission).
5. We have to be realistic about our limited influence and may be able to react when the findings are published.
6. Tom suggested following up the possible spin off benefit to BYC, through the contacts and links with Universities, e.g. 18-24 year olds. Could we be writing a piece for our members – about what its like to have influence and its limitations?

Actions:

1. After the review has concluded - ask Rajay if we get an interview for our members.
2. VC also to do piece on the role of youth participation to influence policy as exemplified by the Advisory Group.
3. We continue to feedback our work to our membership.
4. Use the contact list to communicate with the educational institutions the potential of BYC for their members (with NUS our members)

### **5b/ Commonwealth: TLF and MF**

1. Commonwealth Nigeria visit update. As shadow Mark gave up udate. James E and Shahina about implementing action plan in BYC and about the relationship, which will be wrapped up in a general information update report to July Board.

2. MF living in Brussels as a Europe youth programme intern, and feeding in ideas – eg European youth empowerment, sending out letters to MEPs in UK, how can BYC become involved in European Voluntary Service.
3. TLF – BYC rep on Commonwealth Youth Exchange Council Board. They attended meeting in Nigeria. Tom would like to do a comparative toolkit at different models that are out there – good practice – Africa, higher level of recognition. CYEC are putting in bid for workshops TLF to liaise with James E re our input for consultancy into the bid. For examples the costs of including BYC board rep and membership rep to attend.

Action: TLF to collate Africa brief and send to James E, and also share information on the CYEC bid.

#### 5c/ Policy Response group

We've been asked for a position on PR and other types of democratic reform, and to support a new Coalition called "Take Back Parliament Coalition" and that NUS is already on Board.

PRG agreed we needed more info to inform a position so team will:

1. Do a survey on young people's attitudes to electoral and political reform based on the agreements of the ConLib Coalition therefore giving us information for ACM, Information for government responses that may come up over the next year.
2. We aim for this to go live before the 15 June 2010
3. The survey will be for all young people, but we will produce a summary of member's responses. It will be a short and simple survey
4. We will also through research any existing studies asking young people what they think – eg youth citizenship commission sources and research, UKYP etc
5. mapping any existing members positions on the issue – eg do NUS have a policy on it and explore a summary of existing PR models in UK – Scotland, Wales, London etc to inform the debate

Agreed not to join or support Coalition as we wanted to conduct our own research and debate and note that the new Government is proposing a referendum. We will contribute to the debate in the run up to this, and will use our internal debate to develop an evidenced based position.

Also wanted to clarify what "NUS on board" meant?

Action: Chair to forward request to PRG for formal response on behalf of Board, and then reply to George at the Coalition. VC and DC to explore NUS link.

## 6. CEO report

1. Highlighted success of election manifesto campaign with over 700 pledges and 300 PPC signing up. We would be following up on these contacts.
2. CEO asked for Board to approve that the trustee update in its present form would no longer be required because since its inception we have introduced other new forms of communication about our work, through the Project, website, Facebook and the new Members Brief (attached with papers). According to email only 5 trustees out of 12 were regularly opening the Trustee Bulletin.
3. We would still continue to get monthly update on Performance Indicators and CEO reports at six Board meetings. Agreed
4. CEO will be inviting James E (Head of International) to present update and any recommendations on International work to July Board (liaising with James S, Tom, Liam)

## Q&A

Q1: Would changes on policy on Future jobs programme impact our benefit from new young person we are taking on? A: No. This was regarded as a supplement to our capacity and was currently covering costs of extra desk. Will need to await further announcements.

Q2. What is state of Coop Group relationship? A. Whilst there is no national fund we can apply to there are hosting our ACM for free and considering application from several charities to fund events at party conferences. We regard this as a long-term relationship.

Q3. How are we following up contacts with new Parliament? A: We are going to attend NVCYS open day for new members, and are writing personalised letters to new relevant ministers.

Q4. Have we produced a media strategy for election? A: Refer to attached paper on election and evaluation of strategy. A final evaluation will be available in due course.

Q5. What does "Credible" in report refer to and what progress are we making? A: As per strategy its work on both kitemarking BYC and increasing depth of evidence base for our arguments such as surveys. PQASSO and Investing in Volunteers were reported on to last meeting in March and are progressing well.

Evidence base is growing for example the Mapping Youth Councils report which we hope to launch before the summer. In the new bulletin we will highlight our 'base'; with new statistics such as there are 17,000 councillors in the LYC network, 600,000 children and young people take part in elections to councils every year.

Q5. Did we get a return on Media Training – Alex, Emmanuel, Lucy and Sophie have all taken part in interviews and media work. We are aware that we train up some people well who then move on from BYC.

Q6. What happens after Vtalent scheme leave? A; We will have a second round starting in September. This programme will continue until summer 2011.

Q7: What is the benefit of the scheme to young people participating? As well as expenses this scheme has higher rates of allowance and broader definition of what can be claimed. As well as a qualification there is also a progression grant of £1500 per person at the end. CEO believes it to be one of the best packages in the country. We do keep their contact details for future involvement as they become part of the alumni.

## **7. Monthly Finance Management report**

(Papers: Management report and Finance Summary for March 2010)

1. Note: Treasurer was unable to attend or be involved in recent weeks in audit or FSG due to being sent to India for five weeks without sufficient notice and couldn't communicate with us in the UK during this time.
2. CEO presented reports and highlighted that the summary was still pre-audit but could indicate that we would have an additional £200,000 in reserves over and above the Reserves Policy amount. This could contribute to next years budget deficit but will be considered in due course.

## **Questions**

Q1. Discussion around permutations of reserves for 11/12. Its too early to make definite forecasts around this until later in the year.

Q2. Are we making contingency planning around partnerships? A: Yes, as reported to March meeting and explored by FSG.

Q3. What do we think the budget level will be next year as this is a potential huge drop in income? A: Too early too forecast but we have approved a target of £700,000 which can be made up of reserves, committed income and generated income. We will have a better picture when the new Board sets the budget next January 2011. As reported to March meeting and discussed by FSG, and had

been highlighted since the induction meeting in November 2009 we anticipate a drop in income from recent growth years due to change in Government and public sector restraint. We have already started contingency planning with Board looking at alternative models. New Government will set new budget and FSG can and will be reviewing this and other new information to help revise our forecasts. We are going to report monthly on our progress towards the income targets. Under AOB we will be looking for volunteers from Board to join small transition planning joint group which can make recommendations to next years Board.

Our new pro bono corporate secondee Carole Ostermain will be helping up plan.

Alex D to arrange next FSG meeting.

## 8. Governance

Following comprehensive discussion on line since the last meeting there was general agreement not to change most issues bar the term of the Chair which is proposed to be changed to two years.

VC suggested there might be other ways to send the signal about consistency and continuity other than changing the rules on just this issue. Everyone agreed that this is remains an issue for BYC but due to lack of consensus or appetite for taking it to a full ACM discussion of a motion – agreed to alternatively raise the issue in future Search Group guidance to candidates and in this years interviews, stressing the advantage of longer-term commitment to all roles and highlighting the benefits of previous experience to successful candidates. Agreed to ask search group to explore this and the potential impact of candidates time commitments and their ability to do the job, as well as vice versa.

Action: Agreed for Search Group to look at how the issue can be published in Search Group guidance to candidates, raised in interview, and embedded into next years recruitment, and general dialogue about the role and work of trustees.

Action: As this has been a recurrent theme over recent years agreed to address the longer-term issue at the July Board meeting.

### AOB:

1. Tim and Tom offered to join transition planning group. All Board to be circulated and Chair decide based on who else volunteers.
2. Search Group timetable. Alex to coordinate shortlist, deadline.
3. DC requested names for ACM working group including its Chair and reserve Chair – volunteers who are not standing for election. Proposed TLF and ED and one other required – Chair to circulate to all Board.
4. CEO invited all trustees to call into the office to meet staff, especially around their individual roles but on any topic. Please liaise through James