***Trustee Board Meeting*** TB11/LE/1

***Friday 12th February 2021***

***2pm***

***Virtual Board Meeting***

***facilitated on Microsoft Teams***

**MINUTES *(Approved)***

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Invites extended to: Lauren Edwards (Marjon SU President & Trustee Board Chair), Daniel Tinkler (External Trustee & Trustee Board Vice Chair), Joe Lynch (Marjon SU Deputy President), Graham Briscoe (External Trustee), Dev Aditya (External Trustee), Olivia Nicholson (Student Trustee), Luke Overthrow (Student Trustee), Bethany Plumpton (Student Trustee), Mick Davies (Marjon SU GM).

**Present by Teams:**

Lauren Edwards (Marjon SU President &Trustee Board Chair) LE

Daniel Tinkler (External Trustee & Trustee Board Vice Chair) DT

Joe Lynch (Marjon SU Deputy President) JL

 Graham Briscoe (External Trustee) GB

Dev Aditya (External Trustee) DA

Olivia Nicholson (Student Trustee) ON

Luke Overthrow (Student Trustee) LO

Bethany Plumpton (Student Trustee) BP

Mick Davies (Marjon SU GM – in attendance) MD

This meeting was conducted virtually using Microsoft Teams. All papers had been previously circulated by MD.

1. **Welcome from the Chair:** LE

LE welcomed the members, LO and BP will be joining the meeting later.

LE answered that she would be re-standing in the coming Union Elections and therefore would abstain from any conversation regarding such.

 2. Minutes from the December meeting: LE

 DT pointed out a spelling correction to be made (Acting to Action) and that the audit referred to are PWC and not as in the minutes KPMG. Action MD

1. Matters arising: Action Grid attached (TB/11/MD1) LE

GB confirmed that he would continue discussion with LE regarding possible teaching students’ societies.

MD confirmed that up-to-date Officer Job Descriptions were distributed to the board and there was no constitutional change needed to do this. There was also a minor clarification made to the election rules which he had distributed.

DV conveyed his support of this and reiterated that information to candidates should be accessible with more detailed formal information being available deeper into the process.

LE confirmed that she will distribute the audit committee minutes regarding the university decision to include the union in its internal audit process. At the request of DT she also confirmed that the union had not heard any further from PWC at this stage. MD confirmed the same.

MD confirmed that he had tidied up the NUS and Charity Commission self assessment document and sent to GB.

1. **Report from the officers including:** LE/JL

 **Update from SEC** (TB11/SEC3)

 **Update on meeting with VC** LE/DT

LE confirmed that the VC had met with herself and DT to introduce him as the new MSU Vice Chair.

The VC mentioned the May Ball and that MSU have not made a decision about this at this time.

They also discussed the election process, the formation of the election committee, revising officer descriptions and a person specification.

LE Confirmed that this was all in hand.

The VC also mentioned there may be an opportunity for the union to apply for additional funding for approved projects.

Pension liability was once again discussed. All documents to be sent to Simon Arthurs (Action MD)

DT thanked JL and LE for presenting a report in a written format, this enabled the board to understand the charitable impact that MSU are making.

The Board agreed that this year it will work together on formalising the business plan for funding fixed costs to be forwarded by MD.

**6. Report from the GM:** MD

 **Performance against budget** (TB/11/MD2)

In response to a question from GB, MD confirmed that 9K is held in reserve and that we haven’t drawn any of this at the time.

DT asked about the process for societies to apply for funding. JL confirmed that this is all online and he would be promoting it more. MD confirmed that the Ball, should it happen is budget neutral. He confirmed separate events budgets are drawn up for large events.

 **Update and briefing on SUSS** (TB/11/MD3)

MD shared his update on SUSS, and confirmed that he had written an introduction email between the scheme Administrator (Clare Kember) and Simon Arthurs, University Finance Director.

GB commented that it was a good summary and the board noted that MSU have made inroads into reducing the deficit.

  **Update on election preparations and**

 **Note Covid 19 provisions** (TB/11/MD4)

 **7**. MPs, once again calling for significant legislative changes to be made to SU funding. Discussion led by the Chair . (TB/11/LE1, TB/11/LE2, TB/11/LE3) LE

 **8**. MD left the meeting to enable the board to raise some restricted business.

 LO and BP joined the meeting.

 Meeting closed 4.35

 (TB/11/MD1)

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|  | **Action** | **By whom** | **Date** |
| 1. Minutes from the December meeting
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| 1. | Correct auditor to PWC | MD | a.s.a.p. |
|  **4. Report from the officers**  |
| 1. | Send pension liability documents to S Arthurs | MD | a.s.a.p. |