***Trustee Board Meeting***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

******

***Friday 22nd February 2019***

***1pm***

***Board Room***

**MINUTES *(Approved)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Invitations for this meeting were extended to:** Dr Sanjee Perera-Child (External Trustee and former Chair of TAB), Rhys Roberts (Marjon SU President & Trustee Board Chair), Laura Butler (Marjon SU Deputy President), Zak Liddell (External Trustee), Graham Briscoe (External Trustee), Daniel Tinkler (External Trustee), Sarah Davey (External Trustee), Victoria Evans (VC’s nominee), Mick Davies (Marjon SU,GM).

**Present:**

Rhys Roberts (Marjon SU President & Trustee Board Chair) RR

Laura Butler (Marjon SU Deputy President) LB

Dr Sanjee Perera- Child (External Trustee and former Chair of TAB) SPC

Mick Davies (Marjon SU GM) MD

Graham Briscoe (External Trustee) GB

Daniel Tinkler (External Trustee) DT

Sarah Davey (External Trustee) SD

1. Welcome:    RR

The Chair welcomed all to the meeting.

1. **Apologies:**

Apologies were received from Zak Liddell (External Trustee) and Victoria Evans (VC’s nominee).

1. **Minutes:** RR

Minutes checked for accuracy, Bath University to be changed to Bath Spa

1. Matters arising:   RR

The sabbs had not had an opportunity to meet with ZL at this time to talk about TEFF

MD had registered with the EAUC website with a view to adopting some of the principles

MD confirmed that accounts had been accepted by all members via email

RR is actively in dialogue with the university regarding MSU TB member being invited to appropriate Marjon events

MD confirmed that the current accountants would not be able to audit our accounts. An audit would cost in the region of £5000, £3000 more than we currently pay. The Chair suggested the decision was to be deferred.

All other items are included in the agenda.

Strategic planning one year on.

In view of the fact that we had not been able to convene training sessions, SPC led a group discussion and work shop session looking at strategic enablers from the MSU Strategic Plan. Members of the board described attributes of a good trustee and commented on the skills and abilities of their fellow board members.

SPC reminded the group of the key stake holders, NUS, the university, the students and core staff. RR commented that although small, MSU seeks to represent all its members equally. LB commented that MSU worked alongside many university departments highlighting Student Support and the Chaplaincy.

GB felt that the union completed the circle explaining that the student union was vital to the student experience. MD felt that the union staff often filled the gap and assisted staff in areas that was outside of university’s staff job remits.

There then followed a discussion on how the board could become better informed of issues specifically for Marjon students.

SD suggested the officers report could include an update from SEC, the board agreed.

Action RR LB

1. **GM’s update & half year budget report:**  MD Attached

MD presented the half yearly budget attached. Highlighting that in general all items were on target and running to expectations. SD asked a question on the block grant process and how the amount was decided. MD explained that he makes a budget request but inevitably has to trim this according to actual amounts received. This process is always year to year. The board all agreed that a longer term funding process (3 years) would greatly help the planning process. There then followed a discussion on how difficult it is often to quantify the value that the union is to the university, particularly in recruitment and retention. MD again highlighted that union staff and officers are very flexible are are always (informally) accessible to students. RR felt that the union was valued by senior management .SD felt that indicating value for money is now important to the sector as a whole in the reports to OfS. SPC suggested that the board should consider how to do this.

1. Annual Board Schedule :  MD Attached

MD Presented an annual board schedule based on a document received by Bath Spa

SD liked this. DT also felt it was an appropriate document, however, we should add a standing order item (MARJON) student insight to each meeting. Action MD. The board also felt that SUB committees may be established at a later date but all business for the time being will come to the board. The board accepted the schedule.

1. Officers update- union activities:    LB/RR See below

LB Reported

1. Risk register:   MD Attached

Mick Davies presented the risk register. DT asked that MD confirm that the Directors and Officers Liability Insurance is in place.

GB felt that the biggest issues are financial and keeping the union a going concern. We also have to rely on the university health and safety. MD reported that we have a new extremely proactive Health and Safety Officer, we have a series of meetings with him regarding the May Ball.

DT asked about reputational risk from societies and copyright liability.

Action MD to liaise with the university and to look at its policy on social media

copyright and posting.

Trading risks have been identified where the university changes the estates without consideration to the effect on union trading activities.

GB commented that it is usual for the estates manager to have regular one to one meetings with the estates and financial management. SD suggested that the risk be increased in the register Action MD

.

The board accepted the Risk Register and complimented MD on its production with SD commenting that it was a compressive document.

1. Policy renewal schedules:  MD/GB Attached

MD presented the policy renewal schedule.

SD asked for the board to be made aware of policy renewed under the GM's authority.

The board accepted the schedule.

1. Review Data Protection & Data Privacy Statement: MD/GB Attached

MD presented the new updated papers conforming to GDPR

The board could not accept these renewals as they refer to a yet unwritten data sharing document with the university. Action MD

SD also asked about a student complaints policy, MD explained that they had one that predated the TAB ratified policies. This was an oversite to be addressed. Action MD

1. HR Update:    SPC

SPC explained that she had started the process of meeting all staff on a one to on basis and will be reporting in the future. However could confirm that all staff confirmed that they loved and were satisfied in their roles.

1. Strategic planning, one year on: SPC/MD
2. AOB

No other business