***Trustee Board Meeting*** TB16/LE/1

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***Tuesday 10th May 2022 1600-1800***

**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), William Mintram (Marjon SU Deputy President), Graham Briscoe (External Trustee), Dev Aditya (External Trustee), Orla Culliton (Student Trustee), Ania Jackowska (Student Trustee), Mick Davies (Marjon SU GM). Katy Willis (Pro-Vice Chancellor-Student Success). Rebekah Fletcher (Deputy President Elect)

**Present:**

Lauren Edwards President & Trustee Board Chair LE

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

William Mintram (Marjon SU Deputy President) WM

Graham Briscoe (External Trustee) GB

Dev Aditya (External Trustee) DA

Orla Culliton (Student Trustee) from 1700 OC

Ania Jackowska (Student Trustee) AJ

Mick Davies (Marjon SU GM – in attendance) MD

Katie Willis (Pro-Vice Chancellor-Student Success in attendance) KW

Rebekah Fletcher (Deputy President Elect in attendance) RF

This meeting was conducted in person and virtually on Teams. All papers had been previously circulated by MD.

1. **Welcome and introductions from the Chair:** LE LE welcomed all to the meeting, including Rebekah Fletcher as Deputy

President Elect in attendance.

1. **Apologies:** LE

There were apologies from OC who would be attending later if possible

1. **Declaration of Interest:**

There were no further declarations of interests other than those LE

previously recorded

1. **Minutes from the February meeting (TB15/LE/1)**  LE

The board considered and approved the minutes from the

February meeting.

1. **Matters arising:** Action grid attached LE

 GB confirmed that he would provide the board with an illustration of skills matrix and draft a questionnaire for board appraisal process.

 Action GB

6. **Report from the officers**: WM Update on progress against Business Plan (TB16/MD/1) attached

LE/WM presented and read through their report. Highlights from this include further work to do on BAME attainment gap. LE explained that WM and

Deputy President Elect, RF, would continue this in the next academic year.

LE felt that 80% of the business plan had been achieved and that there was still more to come in the final quarter of her tenure.

WM also presented a draft business plan for the next academic year, attached This plan would also include a dedicated column to enable himself and Rebekah to monitor progress to the board. WM confirmed that the final draft of the business plan would be circulated for full board approval prior to being submitted to the university.

 **7.** **Report from GM:** MD

 1) Performance against budget, 3rd Quarter (TB16/MD/1) attached

MD Delivered his report on the financial performance of the Student Union.

2) Risk Update

MD reported on the May Ball risk. Tickets had been selling well and that MSU was on target to break or even hit a surplus.

GB asked if there was a method of ringfencing any surplus to mitigate any shortfalls in other years.

MD To action.

3) Election Report (TB16/MD/2)

MD delivered the election report on behalf of the election committee

GB commented he thought it was an excellent overview, a comprehensive report and indicated that it was approved by the board.

The election report was approved.

 **8. MSU Trustee Role renewal** LE

Having completed 4 years, both DT and GB were up for renewal. AJ also indicated she wanted to do a further year as student trustee.

All three had written an application to extend their tenure and this was shared with the board.

Each in turn left the room, where upon the board members only were invited by LE to vote.

DT was unanimously returned by the Board

GB was unanimously returned by the Board

AJ was unanimously returned by the Board

MD Confirmed that the recruitment process for additional student trustees would continue through the summer.

AOB

Thanks were extended to LE President and Trustee Board Chair, and

OC Student Trustee as this was their final trustee board meeting. Both were presented with a certificate.

RESERVED BUSINESS

MD and KW left the board as it continued for an item of reserved business.

Meeting finished 1805

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| **Action By Whom Date** |
| 5. | Provide Skills Matrix illustration and draft a questionnaire for board appraisal process | GB | a.s.a.p. |
| 7. | 2) Implement method to ringfence May Ball surplus income | MD | By May 2023 |