

# Trustee Board Meeting

TB29/IT/1

**MARJON STUDENTS' UNION**  
**BOARD OF TRUSTEES 2024/25 M1**  
Monday 8<sup>th</sup> September 2025, 1400 - 1600  
Virtual meeting facilitated on Teams

## MINUTES - APPROVED

### Part 1 Administration

1	Attendance and Apologies
	<p><b>Present:</b></p> <p><b>IT</b> Isobella-Skye Taylor (President &amp; Trustee Board Chair) <b>DA</b> Dev Aditya (External Trustee &amp; Trustee Board vice Chair) <b>EJ</b> Esther Martin (Marjon SU Deputy President &amp; Trustee) <b>GB</b> Graham Briscoe (External Trustee) <b>JD</b> Jack Dee (Student Trustee)</p> <p><b>Apologies:</b></p> <p><b>PG</b> Paul Guildford (External Trustee) <b>EC</b> Emily Chipperfield (Student Trustee)</p> <p><b>In Attendance:</b></p> <p><b>MD</b> Mick Davies GM-CEO</p>

2	Declaration of Interest:
	There were no further declarations of interest other than those previously recorded.

<b>3</b>	<b>Welcome and introductions from the Chair:</b>
	<p><b>IT</b> welcomed all to the meeting, and confirmed that all papers had been previously circulated by MD</p> <p>.</p>

<b>4</b>	<b>Minutes from May meeting (TB28/LW/1)</b>
	<p>The minutes of the Meeting held on the 28<sup>th</sup> of May 2025 were confirmed to be an accurate representation.</p>

## **Part 2 Reports**

<b>1</b>	<b>Report From MD General Manager (CEO)</b>	Presentation/Information
	<p><b>1 Finances</b></p> <ul style="list-style-type: none"> <li>- The 24/25 accounts were completed as expected and are with the examiners.</li> <li>- The 25/26 university funding includes a 4.6% cut in finances from the university, amounting to just short of £5,000.</li> <li>- <b>LW</b> and <b>MD</b> worked to oppose the cut, but it was justified by the university, due to university-wide cuts and redundancies.</li> </ul> <p><b>2 Budget</b></p> <ul style="list-style-type: none"> <li>- The budget produced was balanced to implementing slight reductions in staff hours, an embargo on overtime, and reducing student staff except in income-generating areas.</li> <li>- The budget anticipates £10,000 in sponsorship and fairs, but has already exceeded that, reaching a possible £14,000.</li> <li>- This was achieved through hard work of all revisiting past sponsors and securing a large list of sponsors contributing smaller amounts.</li> <li>- <b>MD</b> views the budget as dynamic and open to adjustments based on income.</li> </ul>	

### 3 Sponsorship Strategy

**MD** discusses the possibility of increasing sponsorship beyond the current targets

- The current sponsorship portfolio includes five or six entities giving a couple of thousand pounds each.
- The £14,000 in sponsorship is realized and, in the pipeline, with invoices issued.
- The SU will continue to explore more sponsorship opportunities.
- MSU are in talks with Plymouth University Student Union regarding leads on potential sponsors.
- Sponsorship efforts continue throughout the year, not just at the beginning of term.

### 4 Cash Flow Management

- **MD** Presented the cash flow projection.
- Blue columns in the cash flow projection indicate actual figures, while white columns represent projections.
- The cash flow document helps monitor financial health and forecast potential issues.
- The lowest projected cash on hand is £7,000 in April.

### 5 Communication and Reporting

**DA** requested an update on freshers' week income after the event.

**ACTION MD**

### 6 QSI Audit

**GB** Suggested considering applying for the QSI audit, arranged by the students' union, to gain more formal recognition from the university.

He Offered to will circulate the report and questionnaire from Christchurch at Canterbury's successful audit.

**DA** agreed it's worth investigating and asks for details.

**ACTION GB**

**Arising:**

2	Report from Officers IT EM	Presentation/Information
	<p>Looking directly at main manifesto points.</p> <ul style="list-style-type: none"> <li>- Manifesto points complement existing areas of strategic work.</li> </ul> <p><b>Project Bring Back Barjon</b></p> <ul style="list-style-type: none"> <li>- Cost-efficient plan to increase student engagement at Barjon</li> <li>- Low-cost methods of rejuvenating the space.</li> <li>- Comfy seating obtained sustainably (Facebook Marketplace).</li> <li>- Painting done cost-effectively (paint donated from Crown Paints Plymouth and student rooms).</li> <li>- Local artist Abby helped with the artistic approach.</li> <li>- Next steps: conversation charts and arrangements with the student radio station.</li> </ul> <p><b>SU Visibility</b></p> <ul style="list-style-type: none"> <li>- Increasing student engagement and overall visibility is crucial.</li> <li>- Roughly 6% of students visit campus.</li> <li>- Actions taken:</li> <li>- Posting regularly on social media.</li> <li>- Regular podcasts with Campus Conversations.</li> <li>- Updating the website with the university senior designer.</li> <li>- Increased Instagram following in the first four weeks.</li> </ul> <p><b>Student Forum Rebrand</b></p> <ul style="list-style-type: none"> <li>- Student Experience Council (SEC).</li> <li>- Collaborating with the Teaching, Learning and Academic Quality Committee (TLAC).</li> </ul>	

	<ul style="list-style-type: none"> <li>- Student forum rebranded as Student Solutions.</li> <li>- Monthly SU meeting in the newly refurbished Barjon.</li> </ul> <p><b>Tonic Tuesday's Mental Health Movement</b></p> <ul style="list-style-type: none"> <li>- Remove social stigmas around mental health.</li> <li>- Encourage and enlighten students about available resources.</li> <li>- Work with services at Marjon sports departments, and local services.</li> <li>- Pop-ups in places like the Chaplaincy or Barjon.</li> <li>- Aims to empower students to be proactive in reaching out for help.</li> </ul> <p><b>Aims and Achievements</b></p> <ul style="list-style-type: none"> <li>- The aims correlate to strategic priorities: ensuring students feel supported and represented and providing meaningful opportunities.</li> <li>- The projects will continue the success of the MSU and create a legacy for future academic years.</li> <li>- <b>MD</b> highlights the negotiation with a major paint supplier to get free paint for Barjon as a major achievement, especially considering the university's financial situation and strict health and safety policies.</li> <li>- <b>DA</b> echoes <b>MD</b>'s sentiments, emphasizing the importance of these achievements and the need to utilize these skills in future negotiations, particularly regarding block grants and sponsorships.</li> </ul>
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	<b>AOB Discussion</b>
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	<p><b>Governance and Approval</b></p> <ul style="list-style-type: none"> <li>- The trustee board has not yet approved the budget, which should ideally be approved at this point in the academic year.</li> <li>- The board supports the proposed budget and will seek formal approval from a full trustee quorum, possibly via email, to ensure it is recorded.</li> </ul> <p><b>ACTION MD</b></p>
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	<p>The board will be asked to formally endorse <b>JD's</b> continued position as a trustee via email due to the lack of a full external trustee quota.</p> <p><b>ACTION MD</b></p> <p>- The position of a student officer will be re-advertised in approximately two weeks.</p>
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	<b>RESERVED BUSINESS</b>
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Close 1600

<b>ACTION</b>		<b>BY WHOM</b>	<b>DATE</b>
5	Provide an update on Freshers income	MD	Post Freshers
6	Circulate QSI Audit report and Questionnaire	GB	ASAP
AOB	Circulate email points for approval	MD	ASAP