***Trustee Board Meeting*** TB22/SB/1

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***6th December 2023***

***1400-1600***

***Room HDC 217***

**MINUTES *(Approved)***

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**Invites extended to:** Sarah Boyd (Marjon SU President & Trustee Board Chair), Daniel Tinkler (External Trustee & Trustee Board Vice Chair), Liam Williams (Marjon SU Deputy President), Graham Briscoe (External Trustee), Dev Aditya (External Trustee), Ania Jackowska (Student Trustee), Chloe Lewis (Student Trustee), Mick Davies (Marjon SU GM), Paul Guildford (Observer), Emily Chipperfield (Observer),

Abigail Bevan (Observer).

**Present:**

Sarah Boyd (President & Trustee Board Chair) SB

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

Liam Williams (Marjon SU Deputy President) LW

Ania Jackowska (Student Trustee) AJ

Mick Davies (Marjon SU GM - in attendance) MD

Paul Guildford (in attendance) PG

Emily Chipperfield (in attendance) EC

All papers had been previously circulated by MD.

**1. Welcome and introductions from the Chair:**                               SB SB welcomed all to the meeting, including perspective new trustees Emily Chipperfield and Paul Guildford. They introduced themselves in turn.

**2. Apologies:**  SB Apologies were received from GB (External Trustee), DA (External Trustee), CL(Student Trustee) and AB (Observer).

**3. Declaration of Interest:** SB

DT confirmed that he was now a trustee of York and St. John. There were

no further declarations of interest other than those previously recorded.

**4. Minutes from September meeting (TB21/SB/1)**  SB  
The board considered and approved the minutes from the September meeting.  
These were circulated by email to the entire board on 12th December 2023 for approval.

**5**. **Trustee Appointment (TB22/DT/1)** DTPG and EC left the room and DT shared his thoughts and recommendations for appointing them as trustees. Those in the room where unanimous in appointing them. These were circulated by email to the entire board on 12th December 2023 for approval.

**6. Matters arising:** (Action grid attached) SB

SB continues to explore the possibility of additional grants for project work within the SU.

Action SB

MD confirmed that he has details of incorporation for such time as required.

SB and DT confirmed that they are still in the process if organizing trustee appraisals.

Action DT/ SB

**7. Update from the VC**              CT

CT delivered an update to the board on Marjons’ current progress towards completing their own strategy plan and commented that she would like to work alongside the MSU to a similar timescale and to ensure both strategies are coherent with one another’s aims.

CT touched on the proposed timeline for the Marjon strategy, informing that the ‘discovery phase’ has ended and Marjon will now be shifting to a ‘solution phase’ aiming to be completed by July 24.

Findings from the ‘discovery phase’ included: identifying areas of core business, identifying cross-cutting themes that relate to the core business, a reminder of mission, vision and destination, and reminding us of her own 4 core aims she intends to carry out.

*Areas of core business*

* Student success
* Knowledge creation
* Our place and social purpose

*Cross cutting themes*

* Putting people first
* Embracing digital, data and technology
* Maximising purposeful partnership
* Operating sustainability and ethically

*Mission Vision and Destination*

* Mission: To end social inequality through life-changing teaching, learning research and knowledge exchange.
* Vision: To become a beacon of opportunity and possibility, a generous, thoughtful and ethical partner of choice, and a role model for sustainable living and working, accessible and relevant for the people of Plymouth, the region and beyond.
* Destination: We [Marjon] will have extended our reach and influence geographically to be the leading provider of high-quality teaching, learning opportunities, research and knowledge exchange, public services and community facing sectors. Graduates will be sought after practitioners, thinkers, problem solvers and leaders that will be digitally infused to disrupt, challenge and improve the places and spaces where they live work and play. Marjon will become a ‘smart campus’ also known as a ‘living lab’ which will be the ‘HQ’ of a people-centred, digitally enabled, connected global community. Marjon will be noticed as an activist for social justice and equality – an anchor institution for the north of the city, with significant community assets in sport, culture and health.

CT to send out strategy update document to the Trustee Board.

When questioned about how CT envisaged the university and SU working together in the future, she implored the SU to look at its’ structure and think about what space they inhabit and what value they bring. She referred to SU and MSF being separate and called the situation ‘weird’ (student sport sits outside of the SU at Marjon whereas it sits within the SU at a vast majority of other institutions). She also reminded us to think about what it is we want to provide for the ‘non-traditional’ type of students that make up 30% of our student population – these being mature students and students that are affiliated with Marjon but rarely visit campus.

DT gave a recap to Claire of the SWOT analysis of the SU as well as the barriers/challenges that our current students faced – the ‘mind map’, AJ subsequently shared this to the trustees via email.

CT mentioned organizational change and suggested that Marjon needs to identify the need to construct the campus operations to meet the needs and desires of the students, especially centred around students working part-time.

MD explains the need for sharing of up-to-date data, demographic and student information to the SU to help proactive planning, and that data should be shared to all relevant catering and hospitality services. CT agrees that it is needed.

**8. Report from Officers:** SB/LW

Ahead of the meeting SB had previously reported to the board members that Marjon was facing a considerable larger deficit than had been predicted and that there were redundancies being made.

SB and LW reported orally and paper TB22/SB/LW/1 (Agenda Item 8). Covering topics of:

* MSU Executive Council update – reporting a successful by-election for International Officer and Sports Officer, as well as the first MSU Exec Council meeting where officers were offered support with their aims and 1-1 meetings.
* Update on ‘day in the life of a wheelchair user’ promotional video.
* Events update – Report on Freshers’ week, noting a change in nightlife culture of students, and announcing the closure of one of our sponsors Pryzm.
* LW provided a societies update covering the growth in number of societies and touching on a proposal to the University to secure additional funding in next year’s grant for societies.
* Board of Governors update – SB and LW attended the University Board of Governors strategy day, in which they provided a 30-minute presentation on Marjon Student Union including topics of ‘what it is like to be a student’, ‘societies update’, and ‘outstanding audit requirements’ where action is still required from the university to satisfy these requirements (MSU and Marjon minuted meetings and partnership agreement).

DT raised concerns about fishing and shooting society insurance and licences – LW to investigate and ask for licence.

Action LW

LW actioned to send out an updated list of societies to the Trustee Board.

Action LW

LW actioned to share the slides to the trustees, that were presented to the Board of Governors on their strategy day.

Action LW

EC and CL both explored the opportunity of pursuing different avenues of social media/promotion for events, SU campaigns and initiatives as well as sports and societies – both mentioned a podcast or other ways to engage with students who do not use social media.

**9. Report from GM:** MD

Performance against Budget, Q1 23/24 (TB22/MD/1)

MD presented the previously circulated financial statements 22/23 TB22/MD/3. These were circulated by email to the entire board on 12th December 2023 for approval.

MD presented the previously circulated by-election report (TB22/MD/2),

This was circulated by email to the entire board on 12th December 2023 for approval.

MD delivered his budget report and briefly informed the board that, it had been an extremely challenging quarter, and that due to a poorly attended freshers’ week the target for events income was underperforming pointing at an end of year cash deficit.

The reason for this is understood to be due to both the University not meeting its recruitment targets and students having very little disposable funds.

He also explained that the University gave no notice of low recruitment numbers before the events, and this was subsequently revealed to the Officers in one of their meetings with the University.

MD reported that this is a historically low purchase and attendance to 2023 Freshers’ events, and if this percentage (30%) of sales was carried over to May Ball tickets it would result in an almost £9000 loss for MSU, even considering the usualUniversity support.

MD requested if the members of the board would meet to consider other options for the May Ball. DT suggested that an extraordinary board meeting is called with this as its’ only agenda item, therefore giving it the time, it deserves.

Action MD

MD reported that he had been able to secure the sponsorship payment from Pryzm before it closed down. However, it would be 3.5k hole that would need to be filled next year.

DT thanked MD for his reports which he had expected to be worse news; and for the benefit of the new trustees, he expressed how happy the board had been with MD’s financial stewardship of MSU, avoiding many of the major financial issues and even bankruptcy’s that had hit other student unions.

**10. AOB**

DT expressed the need for the formation of a strategy working group.

Action DT

**11. RESERVED BUSINESS**

Close16:00

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| **Action                                                                   By Whom       Date** | | | |
| **6.** | Continue to explore additional grants for project work | SB | asap |
|  | Organise trustee appraisals | SB/DT | asap |
| **8.** | Investigate fishing and shooting society insurance and licences | LW | asap |
|  | Send updated list of societies to the trustee board | LW | asap |
|  | Share with trustees, slides presented at Bog  Strategy day | LW | asap |
| **9.** | Call extraordinary board meeting for May Ball 24 options | MD | asap |
| **10.** | Form a strategy working group | DT | asap |