***Trustee Board Meeting*** TB14/DT/1

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***Thursday 2nd December 2021 1600-1800***

*** Curiosity Room***

**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).

**Present:**

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) by Teams DA

Orla Culliton (Student Trustee) OC

Ania Jackowska (Student Trustee) AJ

Mick Davies (Marjon SU GM – in attendance) MD

Katy Willis (Pro-Vice Chancellor–Student Success, in attendance) by Teams KW

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:** DT

 DT explained that as MSU Vice Chair he was deputising for LE as she was

 recovering from back surgery. All attendees introduced themselves.

1. **Apologies:** DT

There were apologies from LE and DV.

1. **Declaration of Interest:** DT

GB reminded the board that he was a community member at Christchurch

University.

DT explained to the board that in his role at Advance HE as Governance Development Manager, whilst not directly working with Marjon, does work on programmes that Marjon have sent representatives to in the past.

Also is line managed by Victoria Holbrook, Plymouth Marjon University Independent Governor, and Marjon University has a membership with Advance HE.

1. **Minutes from the September meeting (TB13/LE/1):** DT

The board considered and approved the minutes from the

September meeting.

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

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

6. **Report from the officers**: WM

 Update on progress against Business Plan (TB14/WM/1) attached

 WM presented and read through his report. MD commented on how

 successful and well attended the women’s self-defence club had been,

 and he recommended MSU develop this into a regular event.

GB asked if we had a plan B in the case of LE not being able to return to the post of President. MD stated that he felt this unlikely, but stated that he and WM had met with the Vice Chancellor to talk over business continuity plans and how he and WM would share LE’s workload. GB felt reassured that the constitution/job description does confirm that the DP does take on the President role in the Presidents’ absence. MD Confirmed that, technically should LE need to resign this would force a presidential by election.

AJ reported to the board that Freshers’ week had been very well received by

students especially with the options of increased non-drinking events.

DT asked how much data we collect on who attends MSU events. MD answered that we only collect very basic information at the time of ticket purchase. More technical solutions have been considered but presently the costs are outside of MSU’s budget.

OC also picked up the element of the report relating to security and how events are managed. WM explained that he was involved in an overview relating to security, campus wide, and would keep the board updated.

 DT approached the issue of student behaviour, particularly around sports.

WM explained that through their positions on the Sports Federation Council they often go to observe games with a view of reporting back any issues. DT expressed that policing behaviour however, was not part of their duty as an MSU Officer.

KW answered that the university was very aware of this; and realises that this wasn’t a responsibility of the SU officer (although they could have a part to play in a bystander capacity in a student leader and influencing way).

She went on to add, that the VC had set in place a motion to make sure any

issues resulting from sports clubs are referred to the student disciplinary

process as a whole.

AJ commented that students should sign off on the disciplinary code as part of joining a club. KW felt this was a good idea and would recommend it to MSF.

AJ also felt that she and MSU officers should reiterate in the new year the Marjon promises and commitments (behaviour codes).

GB picked up on spiking and the latest news that it had moved onto injections, he asked WM what was happening to overcome this.

WM expressed that as a small team at MSU, they were restricted to what they do and wouldn’t be looking at searches. However, they were making sure that awareness of this latest spiking was expressed to students by all methods.

KW also expressed that the university were also making sure that the

message was out to students, she also felt that local club Pryzm was not

taking complaints seriously and the university will be writing to them.

GB recommended personal alarms as something MSU may want to

explore.

AJ brought up the recent national boycott of nightclubs by students, however since the date corresponded with Marjon’s “reading week” (where many

students go home), she felt it had not been that effective in Plymouth.

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

 1) Performance against budget, 1st quarter (TB14/MD/1) attached

MD Delivered his report on the financial performance of the student union.

GB commented that the deficit in sponsorship had been more than made up for, by the above expectations of the events income.

2) Draft Accounts ·

MD presented the draft accounts for 20/21 period.

The board noted that a small surplus of approximately £6500 had been added to reserves.

The board approved the accounts with the provision that the following suggestions by GB were added: Action MD

* To include a mention of board colleagues especially the External Independents – who give their time freely for the benefit of Marjon’s students.
* To highlight MSU is an independent unincorporated society
* To make the principal Risks and Uncertainties easier to read.
* To include that we completed, during the year, a formal SU Trustee Board "Governance Review" against the requirements in the NUS version (2018/19) of the Charity sector`s new 2017 "Code of Governance". This then led to the development of an Action Plan to cover those few areas where the Students` Union we did not fully comply with the Code.

 **8. Audit Update:** DT

DT reported that the majority of audit recommendations made by PwC, have now been met. There are a few items that were still outstanding that were to be handled by LE and DT, that due to other work commitments were not progressing as fast as he would have liked.

 **9. AGM Draft Agenda: Discussion** DT

DT informed the board that the AGM was planned for Tuesday 7th December 2021.

Other than standing items the agenda had on one item, that of changes to the makeup of the trustee board.

 **10. Trustee positions review:** WM

Paper TB14/WM/2 was presented.

DT explained that MSU had spent much time on trying to recruit an Alumni Trustee since the post had been vacated by Zac Liddell ex SU President and university Governor 2019. Along with the student officers and GM he questioned the need for such a position since the board had two sabbatical and 3 student positions. All these positions have present and current experience of the university. The board were then asked to recommend a motion to go to the AGM.

After a brief discussion the board voted for option A

This motion is to be forwarded to the AGM Action LE/MD

**AOB**

DT suggested that the next board meeting looked at MSU strategy and how we think of going forward given the Covid experience.

GB asked if the university had altered its strategy. KW explained that the university strategy paper was not a long one and is more of a “direction of travel” however the way they now approached marketing was significantly different.

MD mentioned elections and the board agreed to reconvene the election committee, DT asked KW if she would join this and she agreed she would.

RESERVED BUSINESS

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

Meeting finishes 1758

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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. | GB suggestions to be added to the accounts | MD | a.s.a.p |
| 10. | Motion to forward to AGM | LE/MD | a.s.a.p |