***Trustee Board Meeting*** TB13/LE/1

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

 ***Friday 10th September 2021***

 ***11am***

 ***Virtual Board Meeting***

 ***facilitated on Microsoft Teams***

**MINUTES *(approved)***

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

**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 by Teams:**

Lauren Edwards (Marjon SU 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) OC

Ania Jackowska (Student Trustee) AJ

Mick Davies (Marjon SU GM – in attendance) MD

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

This meeting was conducted virtually using Microsoft Teams. All papers had been previously circulated by MD.

1. **Welcome from the Chair:** LE

LE welcomed the board to the first meeting of the academic year and introduced the student trustees Orla Culliton, Ania Jackowska, and Will Mintram in his Deputy President role.

LE reported that there was still one Student Trustee position to fill.

1. **Apologies:** LE

GB was to be joining the meeting as soon as he was able.

1. **Declaration of Interest:** LE

There were no declarations of interest other than previously registered.

1. **Minutes from the May meeting:** LE

Minutes from the May meeting (TB12/LE/1)

There were no issues raised and the minutes approved.

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

LE Reported that the MSU Business Plan (TB13/WM/1) had been finalised and approved by the board by email.

1. **Report from the officers**: LE

 LE and WM presented the report (TB13/WM/1) for the board to note

 Highlighted and discussed areas included.

LE Reported progress on the Business Plan.

It was reported that Fresher’s bands were selling well.

Societies had responded well to providing stalls at fresher’s fayre.

The large sponsorship agreements were on course to coming to fruition.

Safe Travel has been organised for all offsite fresher’s events.

MSU had been already in the process of providing new business placements.

LE reported she had attended Trustee Chair training with Nick AJ Smith Consulting Ltd.

Mature students were particularly catered for in freshers.

KW Suggested that the SU should specifically report on work done on engaging with students who traditionally don’t feel engaged. Also, that maybe an environmental goal ought to be added to the Business Plan.

WM commented that he was involved with Marjon Zero.

LE reiterated her desire for quarterly MSU/SMT minuted meetings to enable a full two way dialogue on both success and issues.

DT also asked if the self defence workshop mentioned in the report were tied back into work LE had done previously on sexualharassment and will this be part of a wider initiative in partnership with the university. WM answered that he felt the self defence was a short term “headline event” to kick start a wider campaign.

1. **Report from GM**: MD

MD reported on the final quarter’s budget attached. (TB13/MD/1)

As expected, the ability for MSU to generate much in the way of additional income was greatly affected in these years of Covid restrictions.

We were affected both by the inability to stage large events, and that the majority of our sponsors were either on reduced or not trading at all. This resulted in a massively reduced commercial turnaround of £2658 against £24000 in 2020 and £64000 in 2019.

The net difference in contribution to the budget from 2019 is around £1700.

We were able to steer our way round this by careful budgeting and using the furlough scheme in the summer, and some flexible use later in the year.

We were however still, able to provide over £800 in grants to societies together with funding a large signup event.

MD drew attention a small amount of surplus c1800 that would be added to the reserves.

MD went on to review the risk register highlighting the pension deficit. He confirmed that he had been in touch with incorporation experts Wrigley’s Solicitors about incorporation as a possibility. He felt that any such move would have to have the backing of the university, the board agreed.

 8. **PwC report** (TB13/LE/DT/1) attached Discussion LE DT

This report was tabled

GB also asked if the report had been discussed by the university audit committee, and had the minutes been available, if so, had these been seen by the university board. GB explained that following good governance it would be important for the MSU board to get an idea of what if any discussions were taking place at the university’s board level regarding the report.

The board had a discussion around the 6 main recommendations

1. Working relationship with the university

GB commented that he felt that the working relationship should be led by the university.

LE reported the university’s Registrar had been tasked with drawing up the Code of Practice as required by the 1994 Education Act.

LE confirmed that election reports were now being ratified by the board and this item had been completed.

LE confirmed that she was still pursuing quarterly minuted meetings with SMT.

1. Visual skills matrix

DT Confirmed that this is something that the board needed to address.

GB answered a question by AJ in which he explained that the skills matrix was an illustration of what skills the individual trustees have.

GB confirmed that he had many of these and would share with the board as an example. Action GB

3) GM job description formalisation

LE and DT confirmed that they had met with various parties including MD. DT commented that unfortunately NUS had not been forthcoming with their expected support. He stated that the process was approaching completion.

4) No formal appraisal process

DT confirmed that himself and LE had completed a comprehensive appraisal with MD. He confirmed that MD would have an annual appraisal each year. GB also commented that the appraisal referred to the board performance and appraisals on individual each trustee. He felt that the audit report had made a general statement that should consider our size and resources. GB felt that this could be done quite simply and quick by way of a four- point questionnaire. GB confirmed he would draft and share this Action

LE confirmed that the items: 5) Standardised Board Agenda Cover sheet and 6) Cover sheet template for papers had been completed.

LE recommended a separate meeting or a “task and finish” group to look at the report in more depth. DT Joined the group and LE would recruit a student trustee to join.

**AOB**

Covid passports

LE Discussed MSU Policy for entry to events. After some discussion it was agreed that MSU events would follow the same line as the university and request that people confirm their vaccination status or provide evidence of a negative test. Tests would be at the door and made available too before entrance. DA asked if this would be applicable to overseas students.

KW confirmed that there were very few overseas students at the university at the moment but for those that are, the rules would be the same.

**RESERVED BUSINESS**

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

Meeting finishes 12.57

|  |
| --- |
| **Action By Whom Date** |
| 8. | 2) Provide Skills Matrix illustration examples  | GB | a.s.a.p. |
|  | 4) Draft and share four-point questionnaire for formal appraisal process | GB | a.s.a.p. |