***Trustee Board Meeting***

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***Friday 10th May 2019***

***1pm***

***Board Room***

**MINUTES *(Approved)***

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**Invitations for this meeting were extended to:** Dr Sanjee Perera-Child (External Trustee and former Chair of TAB), Rhys Roberts (Marjon SU President & Trustee Board Chair), Laura Butler (Marjon SU Deputy President), Zak Liddell (External Trustee), Graham Briscoe (External Trustee), Daniel Tinkler (External Trustee), Sarah Davey (External Trustee), Victoria Evans (VC’s nominee), Mick Davies (Marjon SU,GM).

**Present:**

Rhys Roberts (Marjon SU President & Trustee Board Chair) RR

Laura Butler (Marjon SU Deputy President) LB

Mick Davies (Marjon SU GM) MD

Graham Briscoe (External Trustee) GB

Daniel Tinkler (External Trustee) DT

Sarah Davey (External Trustee) SD

Geoffery Gulzar (President Elect ) In attendance

1. Welcome:    RR

The Chair welcomed all to the meeting.

1. **Apologies:** RR

Apologies were received from Dr Sanjee Perera- Child (External Trustee and former

Chair of TAB), Zak Liddell (External Trustee) and Victoria Evans (VC’s nominee).

1. **Minutes from the last meeting:**  RR

The minutes were checked for accuracy.

1. Matters arising: Action Grid attached RR

Student insight, MD confirms that the officer report to the board will include an update from SEC.

Social media, MD confirmed that the university does not have a social media policy. Both MSU and the university will be looking to put one together.

MD confirmed that the risk register had been updated Student complaints procedure, MD confirmed that there was now a draft MSU complaints procedure to be tabled at the meeting.

1. **Report from the Officers** including items from SEC RR/LB

LBupdated on her activities since the last meeting (attached)

RR explained that SEC (Student Experience Council) was chaired by MSU (President) and was attended by all course reps and MSU officers together with all members of university staff involved in delivering the “Student Experience”. Current issues were transport, parking, catering, course work turnaround times, and digital work submissions. RR informed the board that the university was looking to employ a student engagement officer. DT thought this was disappointing that it had not been created as a SU role. SD thought that it may be a good thing for this role to sit within the university to actually reinforce some of the things the SU are saying.

SD stated that the university does have to take responsibility for some of these areas according to OFS regulation but also needs to receive collective feedback through student unions. DT asked what the university is doing to resource promises made on the university participation plan.

RR confirmed that varsity with Plymouth University SU raised over £14000 for charity.

RR The Sports Awards at Pryzm were deemed a great success by the students, but not the preferred choice of the university senior management who felt there was an element of risk to hold a “university event” in a night club.

The SU were looking forward to hosting the Inspiring Student Awards.

1. **Risk Register update** MD

MD explained that the register had been updated.

1. Financial update MD

MD confirmed that MSU were successful in bringing in a sponsorship agreement worth £6000, and that they had agreed a payment of 50% across the board on all payments regarding the summer events, marquees and infrastructure. He reported that at this time the funding for 2019/2020 had not been approved. GB requested that the board should be able to have sight of the requested budget at this meeting. This was agreed for future years. Action MD.

1. **Election report** MD

MD presented the election report (attached). GB commented that the report missed off a statement either listing any issues or complaints, or if there were no complaints, there should be a statement to say so. The board can then state a fair and honest election and recommend it to the university board. The board agreed. Action MD

There then followed a discussion about voting demographics.

1. **Ratifying draft student SU complaints policy** MD

MD presented the complaints procedure attached.

This is based on FX SU procedure.

The board felt that the reporting to this university board was missing a statement that in the first instance the complaint should come to the SU Board rather than the university. MD To Action

1. **HE sector issues discussion**  RR

The chair then invited the board to submit items for general discussion regarding the HE sector as a whole. This is to help make the board aware of factors in the sector that may affect MSU or inform of potential new risks. GB commented that audit committees like RSM and KPMG build in sector risk into their annual and half yearly report. GB offered to distribute the last one he had received. WONK SU was discussed together with relevant training days. The board felt that these days may be more useful than NUS.

MD commented that MSU was a member but he was to investigate what level of membership they held as the fees were paid for by the university. Action MD

1. **AOB**

Since it was their last meeting GB thanked both LB and RR on their years of office and the entire board joined him in thanking them and offering them both all the best in the future.

Meeting closed at 2.54pm.

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|  | **Action** | **By whom** | **Date** |
| **8 Financial update** | | | |
| 1. | General Manager to present requested budget | MD | May meeting yearly |
| **9 Election report** | | | |
| 1. | Statement of any issues/complaints. If none statement  To say so | MD | a.s.a.p |
| **10 Ratifying draft student SU complaints policy** | | | |
| 1. | First instance complaint to the SU Board not University | MD | a.s.a.p. |
| **11 HE sector issues discussion** | | | |
| 1. | To investigate MSU’s level of membership with WONK SU | MD | a.s.a.p. |