TB8MD1

***Trustee Board Meeting***

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***Thursday 28th May 2020***

***2pm***

***Virtual Board Meeting***

 ***facilitated on Microsoft Teams***

**MINUTES *(Approved)***

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**Invitations for this meeting were extended to:** Geoffrey Gulzar (Marjon SU President & Trustee Board Chair), Dr Sanjee Perera-Child (Vice Chair & External Trustee), Graham Briscoe (External Trustee), Daniel Tinkler (External Trustee), Matthew Callow (Student Trustee), Mick Davies (Marjon SU GM), Lauren Edwards (Student Trustee), Liam Prynn (Student Trustee), Joe Lynch (Deputy President elect- in attendance)

**Present:**

Geoffery Gulzar (Marjon SU President & Trustee Board Chair) GG

Dr Sanjee Perera-Child (External Trustee & Vice Chair) SPC

Daniel Tinkler (External Trustee) DT

Mick Davies (Marjon SU GM - in attendance) MD

Matthew Callow (Student Trustee) MC

Lauren Edwards (Student Trustee) LE

Liam Prynn (Student Trustee) LP

Joe Lynch (Deputy President elect - in attendance) JL

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

1. Welcome from the Chair:    GG

GG welcomed all to the meeting, and to JL as Deputy President elected.

1. **Apologies:** GG

Apologies were relayed from GB who had a timetable clash.

1. **Minutes from the February meeting:** GG

The minutes were presented (TB8/MD/1)

SPC asked for the KPI section wording to be changed to clarify that the KPI’s have been completed. “Each President will modify the KPI’s a little”. Action MD

DT suggested that we also formalize some of the language in the minutes.

Action MD

1. Matters arising: GG

Action Grid was presented (TB8/MD/2)

MD reported that there is no by-law that states the amount of time that a student needs to have left Marjon before being eligible to be an alumni trustee.

There then followed a discussion regarding how long this should be.

The board took a vote and decided that it be three years. SPC stated that this needs to be from leaving Marjon not graduation as in the case of Sabbs. MD asked where this should be recorded, SPC to send recruitment policy to DT for inclusion.

MD confirmed that the clubs and societies funding mechanism is now published on the MSU website.

DT asked for some parts of the minutes to be redacted regarding legal advice.

1. **AOB:**

Brought forward, as SPC had limited time to be present at the meeting.

SPC officially tendered her resignation as VC and from the trustee board. She read a prepared statement (TB8/SPC/3). The entire board were disappointment to see her leave but entirely understood her reasoning and unanimously thanked her for what has been seen as her massive contribution to the transformation of Marjon Student Union.

MD forwarded the proposal from GB regarding the Charity Commission/NUS governance self-assessment exercise (TB8/GB/1)

GB had asked for the formation of a task and finish group to including GG, MD and LE to undertake this. GB had expressed that this should be completed before GG departure this was agreed. GG to action with GB.

DT provided some context regarding this document explaining that this was born out of a Charity Commission original document that fell short of the requirements of student unions. Consequently a group of student unions came together to work with the commission on this dedicated document.

**6. Report from the Chair:** GG

GG presented his report (TB8/GG/1) “Heading the right way”

Highlights included keeping the Marjon spirit alive during lockdown and facilitating a large number of innovative virtual events

He included SEC Mins (TB8/SEC/1)

Options for graduation

The website has been fully updated

Much charity fund raising (over £2000) including Plymouth Foodbank and Devon Young Minds.

He reported that he will be finishing in his term off office with a live Q and A

1. Report from the GM including: MD

CV19 update and risks moving forward (TB8/MD/3)

Performance against budget third quarter (attached) (TB8/MD/3)

Forecasted end of year position (attached) (TB8/MD/3)

1. Further AOB:

The entire board joined MD in wishing GG the best for the future and commented that he has been an outstanding President and Chair. He was presented with a Certificate of Achievement to add to his job seeking portfolio.

Meeting ended at 3.50

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|  | **Action** | **By whom** | **Date** |
| **3. Minutes from the February meeting** |
| 1. | KPI’s to change the wording in the minutes to read: “Each President will modify the KPI’s a little”.  | MD | asap |
| 2. | Formalize some of the language in the minutes | MD | asap |
| **5. AOB** |
| 1. | Formation of task and finish group | GG | Before end of term in office |