***Trustee Board Meeting*** TB15/LE/1

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***Tuesday 15th February 2022 1800-2000***

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**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:**

Lauren Edwards 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) by Teams DA

Orla Culliton (Student Trustee) OC

Ania Jackowska (Student Trustee) AJ

Mick Davies (Marjon SU GM – in attendance) MD

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

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

LE Welcomed all to the meeting.

1. **Apologies:** LE

There were apologies from KW

1. **Declaration of Interest:**

There were no further declarations of interests other than those

previously recorded LE

1. **Minutes from the December meeting (TB14/DT/1)** LE

The board considered and approved the minutes from the

December meeting.

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

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

 Action GB

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

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

 LE/WM presented and read through their report.

DT asked LE to expand on what she considered to be key wins for both full and part time officers. LE felt that Georgia Large (Media Officer) had been working hard on detailing complaints and faults within accommodation with a mind of feed back to the VC, with whom the officers are continuing to have monthly meetings with.

LE also felt that early indications had shown much interest in the forthcoming election.

DT asked about progress against the Business Plan. LE stated that it was her intention to add a dedicated column to the template for the next meeting

 Action LE

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, 2nd Quarter (TB15/MD/1) attached

MD Delivered his report on the financial performance of the Student Union.

WM reported that grants were now available for all societies and that a couple were in the application stage. DA commented that he was in full support of this and that ultimately MSU is owned by its members.

OC commented that although she now understands the budget report layout it would be good to include this in trustee training going forward. She also felt that the grants should be better publicised.

DT asked by what method societies can report back on progress after obtain ing a grant. WM reported that every new society was schooled in grant proce dures but was struggling with engagement. He did feel he could improve on informing returning society leaders on budget. On campaigns he stated that they had initial talks with potential wellbeing volunteers.

WM agreed to continue to make societies aware of the grant application process.

Action WM

LE reported that she was in meetings regarding Academic societies.

DT to send Lauren NUS Guidance on Academic Societies

Action DT

 2) AGM- MD presented the AGM minutes (AGM22/MD/2)

MD commented that once again the second attempt and convening brought over 100 members.

The board’s constitution changes were approved by the meeting and the newly worded constitution had now been sent for ratification to the University.

GB joined the meeting

Risk Update

MD expressed his concern at how much financial exposure was created by the May Ball and was a little worried by how not having had one for two years due to covid would affect ticket sales. The board agreed that the ball would go ahead on confirmation that the university offered the usual financial support.

LE stated that ticket sales could be extended to alumni students who have missed out. GB recommended that insurance was looked at in this event.

Action MD

AJ asked if exposure could be mitigated by fund raising. Whilst not exactly fund raising, MD said that the operation plan was to include an Early Bird ticket designed to test the water for demand.

GB raised an issue with MSU website and how there is confusion regarding two live websites in action. MD was aware of this situation and that it was caused by a combination of sick leave and some issues with the university hosted site, he stated that they were making efforts to update and remove the old website

Action MD

 **8. MSU Strategy update and next steps** DT

DT led a discussion regarding the next steps in MSU strategy

The MSU strategy was written between 2016 and 2018 as part of the

turnaround process. This was the first significant strategic plan for MSU and runs to 23/24.

However, we do not regularly engage with it, review it or measure against it.

Since this time Marjon has gone through some major changes:

Changes in high and middle level management personnel

A pandemic

New university strategy and growth plan in which MSU plan to compliment.

DT posed the question is this 2018 plan no longer relevant, or at the very least is it in need of a major overhaul?

There then followed a discussion where the suggestions made were:

A Strategy Day DT

GB suggested that the whole HE world has changed unrecognizably since this plan was written. He felt that MSU should start from scratch and write a completely new Vision, Mission and Values, and Strategy Plan. Then a rolling 5-year plan where the performance can be measured against it annually.

GB asked how the university’s plan was changing due to covid LE was not aware of any significant changes since the university’s strategy was written in 2020.

DT suggested a new SU strategy that he felt should be properly funded and facilitated as a proper “awayday”

GB wanted to clarify what we mean by strategic plan by the way of it being a road map for an organization.

The entire board agreed that the existing strategy was too long and in places unrealistic.

A Strategic awayday was agreed.

AOB

DT asked the question about their upcoming renewing of a second 4-year term

Administration of this to be facilitated

Action MD

RESERVED BUSINESS

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

Meeting finishes 1947

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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. |
| 6. | Add dedicated column to Business Plan template | LE | By May 2022 |
| 7. | Continue awareness of grant applications for societies | WM | On going |
|  | Send to LE NUS Guidance on Academic Societies | DT | a.s.a.p |
|  | Investigate insurance cover for May Ball sales | MD | a.s.a.p |
|  | Update MSU website | MD | a.s.a.p |
| AOB | Administer trustee role renewals | MD | a.s.a.p |