***Trustee Board Meeting*** TB12/LE/1

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

 ***Friday 7th May 2021***

 ***2pm***

 ***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), Joe Lynch (Marjon SU Deputy President), Graham Briscoe (External Trustee), Dev Aditya (External Trustee), Olivia Nicholson (Student Trustee), Luke Overthrow (Student Trustee), Bethany Plumpton (Student Trustee|, Mick Davies (Marjon SU GM). Katy Willis (Pro-Vice Chancellor-Student Success) Will Mintram (DP Elect) in attendance.

**Present by Teams:**

Lauren Edwards (Marjon SU President & Trustee Board Chair) LE

Daniel Tinkler (External Trustee & Trustee Board Vice Chair) DT

Joe Lynch (Marjon SU Deputy President) JL

Graham Briscoe (External Trustee) GB

Dev Aditya (External Trustee) DA

Luke Overthrow (Student Trustee) LO

Bethany Plumpton (Student Trustee) BP

Mick Davies (Marjon SU GM – in attendance) MD

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

Will Mintram (DP Elect- in attendance) WM

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

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

LE welcomed everybody to the meeting.

1. **Apologies:** LE

Apologies received from Olivia Nicholson.

1. **Declaration of Interest:** LE

DT confirmed that he is still employed by Advanced HE and has a colleague who sits on the board of this University.

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

The minutes from 12th February 2021 were passed.

1. **Matters arising:** MD

MD confirmed that he had corrected an error from the previous meeting’s minutes. The universities auditor was changed from KMPG to PWC and that all pension documents had been sent Simon Arthurs.

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

 LE and JL presented the officers report (TB12/LE/1)

There then followed a discussion on what events MSU may put on between now and the end of the academic year. LE felt that she didn’t want to commit to anything in stone while there were many uncertainties around the covid situation.

 DT also urged caution at making any financial commitment at this time.

 He suggested that we focus on outcomes resulting from SEC meetings.

LE clarified with the board that she would communicate that there would not be a 2021 May Ball, the board agreed. LE conveyed that; although we had had successful online events, she felt that there was now a “fatigue setting in around these” and finally MD confirmed that since all MSU portable equipment was already on site an event can be organised pretty quickly.

BP expressed that fact that she felt Marjon students were losing out since MSU no longer had a partnership with housing agents. She felt that Plymouth University were getting all the best (off campus) accommodation.

Whilst she understood that first and foremost the university wanted to promote its own halls, LE made the point that there were far more students seeking accommodation than the university can provide. (Action LE) to further this point with the VC.

JL confirmed that he would be spending time with WM to fully hand over and communicate all the work he has been doing with clubs and societies. He would also spend time with Kevin Traynor (MSU) to help him familiarise himself with MSU website. MD confirmed that the university will always give ongoing website training.

1. **Report from GM**: MD

1. Business Plan Template

MD Presented this template (TB12/MD/2) and asked that once finalised the board would be happy to approve it by email (Action MD LE).

1. Election Report MD

 MD presented the election report (TB12/MD/3)

He confirmed that the election committee had been a great success. A by-election is now in place to fulfil the remaining council positions. DT asked if there were any complaints or concerns and for feedback from other members of the committee. JL confirmed that there were no issues and he was happy with how it all worked out. He felt the turnout was good (considering) and he would recommend the election report be ratified by the board. BP also recommended the report be accepted.

MD thanked the committee. He felt that the committee is a much better practise than just having one deputy returning officer and recommended that the practise was adopted permanently.

 8. **Performance against budget:** MD

 MD presented this (TB12/MD/1)

 9. **Risk register for period and annual update:**  MD

MD presented this (TB12/MD/4) explaining that at this time the board would look at major events, risks that in this year were not going to happen. He also illustrated that since the May Ball was pretty much an income neutral event it would not impact in a major way on the finances.

 10. **University/PWC Review Update:** MD/LE/DT

MD reported that his part in the PWC had finished and he felt that it went very well with only a very few minor documents and practises that he wasn’t able to evidence.

GB expressed the audit was strange in that it was commissioned by a third party. He asked that MD confirm that we see the report before it goes to the university and that he would like to see it.

(Action MD). DT and LE both commented that, despite the way the audit had come about, it was not actually a bad thing and that a review of governance should be included on a suggested three year cycle.

 11. **Trustee Conflict document and**

 **Code of Conduct Draft documents (TB12/MD/5) to consider:** MD

 DT said he was happy to approve this, on the basis it being reviewed every 2 years.

 Approved.

 AOB

 As this was their final meeting DT and LE thanked the student trustees and JL.

 Reserved business

 MD KW left the meeting in order for the board to raise reserved business.

|  |
| --- |
| **Action By Whom Date** |
| 6. | Further to VC far more students than Marjon accommodation provision | LE | a.s.a.p. |
|  |
| 7. | Finalise Business Plan template for board approval by email | MD LE | a.s.a.p. |
|  |
| 10. | PWC audit report to be viewed before by board before going to university | MD | On receipt |