***Trustee Board Meeting***

***Friday 4th September 2020***

***Midday***

***Virtual Board Meeting***

***facilitated on Microsoft teams***

**MINUTES *(Approved)***

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Invites extended to: Lauren Edwards (Marjon SU President & Trustee Board Chair), Joe Lynch Marjon Su Deputy President), Graham Briscoe (External Trustee), Daniel Tinkler (External Trustee) Mick Davies (Marjon SU GM),

**Present:**

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

Joe Lynch Marjon Su Deputy President) JL

Graham Briscoe (External Trustee) GB

Daniel Tinkler (External Trustee) DT

Mick Davies (Marjon SU GM – in attendance) MD

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

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

LE welcomed all to the meeting, at her first as chair

1. Minutes from the May meeting: LE

LE presented the minutes from the May meeting (TB/8/MD1)

The minutes were approved

1. Matters arising: Action Grid attached (TB/9/MD1) LE

MD Confirmed the language had been formalized in the previous meetings minutes

1. **Officers report**: LE

LE confirmed that a task and finish group had been set up to conduct the NUS governance code review

LE/JL Presented their reports attached (TB/9/LE1 / TB/9/JL1) LE/JL

GB asked LE to confirm that external trustees can attend the AGM which she explained that they would be able to attend the meeting virtually. LE also confirmed that three student trustees were now elected and she would expect them to be at the next meeting.

LE also floated the idea of introducing a BAME officer for MSU. DT expressed that if this was to be the case it should be part of a wider governance review before putting to an AGM and the trustee board.

JL reported that he was working with the BAME society and that they should be major stakeholders. MD and DT warned against an expansion of officer roles without proper examination of the council as a whole. GB added that our size should be considered, what is set up and support we have and to consider our funding.

No conclusion was made on a BAME officer at this time.

LE confirmed that the University’s voluntary severance would be extended to MSU staff if the board agreed.

The board agreed that on face value this was a positive offer, however through LE they will clarify the terms of such with the university and ask them to address queries or concerns such as where the decisions lies, how funding will work, pension issues and employee’s legal costs.

Action LE

LE confirmed that she would be attending Student Governor training through the University

JL reported that he was working with all societies to provide covid guidelines.

**5. Policy review:** MD

5.1 Sickness policy

MD presented the sickness policy. GB commented that this and all policies need to have a version number and date of approval on the front page.

Action MD

DT commented that appeals should go through the board, as there is no manager senior to the general manager.

5.2 Grievance procedure

The same comments were made with regards to the grievance policy with the addition that DT asked for a section in the grievance procedure to make provision for an external investigation and a possible staff pension.

Action MD to include the front page section; and the section, appeals were to go to the trustee board. The board indicated that they were happy to approve these updates on the basis that these changes were made and witnessed by the chair. Action LE/MD

**6. Report from the GM:** includes Covid 19 updates MD

MD presented (TB/9/MD2)

DT asked if the board’s preference to appoint rather than elect student trustees would be included in the constitutional change in the forthcoming AGM.

MD confirmed that it would. DT commented that the wording in the election by- law was slightly ambiguous around the requirement of sabbs and non sabbs to run against RON if unopposed.

MD suggested that a task and finish group be set up to look at this and update officer job descriptions.

Both DT and GB indicated that they would be willing to take part in this.

Action MD

1. **Performance against budget:** Final Quarter (attached) MD

MD presented (TB/9/MD3)

1. Trustee recruitment: MD/DT

DT confirmed that he was just putting the finishing touches to a trustee recruitment pack and would hope to start recruiting by late September.

1. Governance code assessment: MD/GB

MD presented (TB/8/GB1)

GB reported the governance review task and finish group had met for four one hour sessions. He is going to review it in more details in order to forge an action plan, he felt that some of the items in which MSU scored partial compliance were more serious than others and he suggest that these were action on priority basis. This would then be brought to the board for approval.

GB concluded by thanking all that participated.

1. Chair to lead a general discussion: LE

On HE issues.

There were no formal items discussed this time

AOB

(TB/9/MD1)

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| --- | --- | --- | --- |
|  | **Action** | **By whom** | **Date** |
| **4 Officers Report** | | | |
| 1. | Terms of voluntary severance to be clarified  With the university | LE | a.s.a.p. |
| **5 Policy Review** | | | |
| 1. | 5.1 Sickness and all policies need a version number and date of approval and a front page section | MD | a.s.a.p |
| 2. | 5.2 Grievance Procedure as above, and provision for external investigation and possible staff pension | MD | a.s.a.p. |
| 3. | Changes to be witnessed as made | LE | On completion |
| **6 Report from GM** | | | |
| 1. | Set up a task and finish group for election by-law  Wording and update officer job descriptions | MD | a.s.a.p. |