***Trustee Board Meeting***

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 ***Friday 6th September 2019***

 ***1pm***

 ***Room W9***

**MINUTES *(Approved)***

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**Invitations for this meeting were extended to:** Dr Sanjee Perera-Child Vice Chair & External Trustee .Geoffery Gulzar (Marjon SU President & Trustee Board Chair), Graham Briscoe (External Trustee), Daniel Tinkler (External Trustee), Sarah Davey (External Trustee), Victoria Evans (VC’s nominee), Mick Davies (Marjon SU,GM).

**Present:**

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

Dr Sanjee Perera-Child (External Trustee and former Chair of TAB) SPC

Graham Briscoe (External Trustee) GB

Daniel Tinkler (External Trustee) via skype DT

Mick Davies (Marjon SU GM) MD

1. Welcome:

GG welcomed all to the first meeting with himself in the chair GG

1. **Apologies:**

Apologies were received from Victoria Evans and Sarah Davey GG

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

 The minutes were agreed as a true and accurate record of the last meeting.

GB asked if the previous Sabbatical team had received a certificate of office … MD replied that he had yet to do so but would action. Action MD.

1. Matters arising: Action Grid attached GG
2. General Manager to present the board with the budget requested (agenda)
3. MD to ensure any future election report records any complaints or clearly states if none
4. Draft SU Complaints Policy, MD to make changes (agenda)
5. MD Confirmed that MSU has basic WonkSU membership.
6. DT Kindly updated the board on the back story to wonkSU and the staff working within.
7. **Report from the Officers:** GG

GG reported to the board that; he had been working on how his manifesto points will relate to MSU’s Strategic Plan and that the emerging KPIs will be tabled at the next meeting, his policy of introducing Supermarket Bus Trips had already been implemented. He was working with MSU staff and website provider (One Voice) to update and revitalize MSU’s Websites.

Freshers week this year was to be one week of events.

He also reported that MSU would embark on a full set of by-elections to fill all vacant officer positions. These positions would have the opportunity for paid hours.

1. **Risk Register update:** MD

MD presented the latest update to the risk register and noted that the current risk at this time was failing to engage Fresher’s fully with Fresher’s week

1. Financial update: MD

MD presented the requested budget he had made to the University and the actual budget we are adhering to after the grant was confirmed at £130,302.

He also confirmed that with the absence of a DP the university had seconded MSU a student engagement officer, 70% of the salary for this post had been deducted from our grant.

SPC asked that MD’S work on improving MSU’s Experian score be minuted, this has had the effect of lowering the PPF Levy (estimate) in the region of £2000.

1. Governance review/discussion:

i) Zak Liddell resignation MD

The board was sad to accept Zak’s resignation. MD efforts to recruit an alumni trustee were already in place. MD to action.

GG to write to Zak to thank him for his service to the board. Action GG

ii) Student trustee recruitment co-opt GG

GG confirmed that he was confident in being able to co-opt student trustees.

Action GG.

MD confirmed that these would be sole trustees and not recruited out of MSU’s Part time officer’s cohort. Action GG.

iii) Trustee Board papers format

MD asked if changes to the format were favored, the board confirms this wasn’t necessary and MSU would continue to print papers for all that require.

1. Insurance review:

MD presented the current schedule of insurance. This is a combined policy that covers all aspects of MSU’s operations and liability’s. The board requested that the full papers may be circulated to them to digest should they wish. MD to action

10. Ratifying draft student SU complaints policy: MD

MD represented the Draft Student Complaints Procedure to the board on which, subject to MD removing references to FXU from the text, they ratified.

1. HE sector issues discussion: GG

1. AOB

GB requested a full list of 2020 TB meeting dates. Action MD

Dates to be supplied to the VC for future attendance. Action GG

The board congratulated GG on his first meeting as chair

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Meeting closed at 3.25pm

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|  | **Action** | **By whom** | **Date** |
| **3 Minutes from the last meeting** |
| 1. |  General Manager to supply certificate | MD | asap |
| **8 Governance review/discussion** |
| 1. | Recruit alumini trustee | MD | Follow up |
| 2. | Write thank you to Z Liddell  | GG | asap |
| 3. | To co-opt solo student trustees | GG | asap |
| **9 Insurance review** |
| 1. | Circulate full insurance papers | MD | asap |
| **12 AOB**  |
| 1. | Send out list of 2020 TB meeting dates | MD | asap |
| 2. | Supply VC future dates of meetings | GG | Before Dec 2019 |