***Trustee Board Meeting***

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***Friday 13th December 2019***

***1pm***

***Room W11***

**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),

Matthew Callow (Nominated Student Trustee)

**Present:**

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

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

Graham Briscoe (External Trustee) GB

Daniel Tinkler (External Trustee) DT

Sarah Davey (External Trustee) SD

Mick Davies (Marjon SU GM - in attendance) MD

Matthew Callow (Nominated Student Trustee – in attendance) MC

1. Welcome:

GG welcomed all to the meeting. GG

1. **Apologies:** GG

There were apologies from Victoria Evans.

It was also explained that SPC would be joining for only part of the meeting by speaker phone. The trustees introduced themselves to perspective student trustee Matthew Callow.

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

1. Matters arising: Action Grid attached GG

MD confirmed certificates had been sent to last year’s officers. MD was still trying to recruit alumni officers. He was in talks with Dr Philip Brown, who is a staff member at Marjon, but had also been a Marjon student in the 1990’s. There had also been an enquiry from an alumni student who had not yet been away from the university for the qualifying 5 year period. MD to pursue and report action (MD).

GB askes about alumni having a newsletter. MD explained that alumni have an online presence.

GG confirmed that he had written to former board member Zak Liddell to convey MSU’s thanks for his service. DT added that he had met with Zak personally and he had wanted to pass “his best” to the other members.

GG confirmed that he had started co-opting student trustees and MC is present.

GB asked the question that whilst it was positive that we had one potential student trustee, given that the constitution allowed for three, what were the difficulties in co-opting more. GG explained it was hard to find students with the inclination to do it but he would continue to pursue this. GB added that all prospective co-opted student trustees ought to be aware of the value of trusteeship as an impressive addition to their CV. DT added that other unions would have dedicated democracy and governance staff who would take a lead on this.

He commented that GG had done well in co-opting MC particularly as he was without a deputy. MD confirmed that he would help in the co-opting. SD commented that she knew a Marjon academic that she had worked with in the past that she would liaise with in the aim of recruiting business course students to the board. Action SPC

SPC also commented that she had sent details of a prospective student trustee that had not been received by MD or GG.

GG confirmed that he has sent the VC the dates of the 2020 MSU board meetings.

DT commented that the Vice Chancellor’s representative had not been in attendance for many meetings.

MD relayed that he very much suspected she had or is resigning and would confirm at the next meeting.

SD also mentioned that it would be preferable if the VC’s representative could be

someone holding a more senior position. Action GG

1. **Report from the Officers Verbal:** GG

**GG** reported that he was happy with the secondment to MSU of Sasha Morrissey a student engagement officer for this year and that it helps fill some of the gaps left by the absence of a deputy president. Fresher’s week this year was one week rather than the usual two focusing on quality over quantity. This had caused less disruption to academic courses and had not overall changed the financial contribution to the union.

In a report from SEC GG mentioned that there had been concerns about timetable areas throughout the first few weeks of term. He was now part of the VC’s group who will look into what happened and how to avoid it in the future.

MSU had taken an active part in registering students to vote in the general election arming our officers with an iPad, and then ran minibuses to the polling station on the actual day. This was recognised by NUS in their national posts, the board congratulated MSU on doing this and commented that nationally, they knew of only one other Union doing this, Royal Holloway which is a very large union. DT also asked if the university had tracked voter registration data as it was an OFS regulation that they do this. SD made the point that this work is not all on the union.

GG update on Movember and other funds raised by MSU for charity in this period (over £2000) MD explained the system of how MSU financially reports its charity money raised 6 - 10 k

MSU has successfully elected 5 part time officers. They are:

Luis Costa - Sports Officer

Chloe Soby - Women's Officer

Eloise Redman - Campaigns Officer

Rory Payton - International Officer

Laura Hewett - Diversity Officer

These officers will have the ability to access some paid hours.

The board thanked GG for his report and commented that he had done extremely well as a sole full time union officer.

1. Introduction to Matt Callow (Nominated Student Trustee):

Matt Callow introduced himself to the board and told of his back ground. The members then had a chance to interview him.

MC then was asked to leave the room whereupon the board unanimously voted for him to join them a student trustee.

7. Report from the GM including: MD

i. Risk Register annual review

SPC and GG were working on reviewing MSU’s KPI. DT asked why this wasn’t the role of the GM as was his experience elsewhere. MD expressed that he suspected it would be as soon as the chair and the vice chair had finished their initial work on it. MD reported that since the university had now published its social medial policy the union would be working on its own.

MC requested the clubs and societies got better social media training.

Training proposals for trustees is still ongoing, however GB did point out that all the external trustees were experienced and would always offer support to Officers, and any new student trustees.

ii. Approve the Financial Statements

MD presented the financial statements and the board approved them.

GB left the meeting

iii. Financial update first quarter

MD presented the first quarter’s performance against budget. MD highlighted that since our major sponsor will not be renewing this year and he was in talks with other potential sponsors.

iv. Items to report to University Finance

MD reported that he was pressing the university for an official written statement regarding the MSU’s pension deficit in the event of the union no longer being able to pay it.

MD reported that the new commission payments from TOTUM were extremely confusing and that the income from them had dropped considerably. MC stated that, although he had a TOTUM card he hardly ever used it.

DT asked if the GM’s report could also contain non-financial elements and key achievements. Action MD

8. HE sector issues discussion: GG

DT expressed that he thought it more likely that now £7500 HE fees are back on the (national) agenda, the amount of student finance coming into universities will drop.

SD expressed that this would hit non research universities harder as the government seems to have promised considerable funds for research.

SD asked how MSU felt the university fulfilled its duty of care regarding complaints made on incidents between students on and off campus.

MD, MC and GG felt on the whole very well. .

9. AOB:

No other business, meeting closed 350pm.

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|  | **Action** | **By whom** | **Date** |
| **4 Matters Arising** | | | |
| 1. | General Manager to pursue alumni enquiry & report | MD | asap |
| 2. | Recruitment of business course students | SPC | asap |
| 3. | Prefer VC’s representative to be more senior | GG | asap |
| 4. | TB Chair report to University Board ref representation on SU Board | GG | asap |
| **7 Report from the GM including:** | | | |
| i. | GM to write to VC to suggest a meeting to update a Partnership Agreement | MD | asap |
| iv. | GM report to contain non-financial elements and key achievements | MD | asap |