

**TRUSTEE BOARD MEETING | [03 July 2024]
CONFIRMED MINUTES - OPEN**

**STUDENTS' UNION AT BOURNEMOUTH
UNIVERSITY**
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[11:00] | [via MS Teams]
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**STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY**

PRESENT

Chike Dike (CD) Chair
Aylwin Yafele – (AY) Deputy Chair
Norah Deka (ND) Sabbatical Trustee
Nicole Thompson (NT) Lay Trustee
Holly Tyack (HT) Sabbatical Trustee
Grace Lawalson (GL) Student Trustee
Fatima Farha (FF) Sabbatical Trustee
Dawn Harvey (DH) Lay Trustee
Esther Isaiah (EI) – Sabbatical Trustee -
Elect
Jeffery Ononiwu (JO) – Sabbatical Trustee
- Elect
Grace Egbonna Ehiosun (GE) – Sabbatical
Trustee - Elect

APOLOGIES

Ben Young (BY) Student Trustee
Stuart McCulloch (SM) Lay Trustee
Ogechi Aikohi (OA) Student Trustee
Josh Harris (JH) Director of Operations &
Governance
Nick Penter (NP) External Finance
Consultant, FD & CFO Centre

IN ATTENDANCE

Helen West (HW) Interim, Chief Executive
Officer

Jean Lang (JL) BU Observer

**PART ATTENDANCE (TO PRESENT
THEIR REPORT)**

Jason Raggett (JR) Director of Finance
Mira Koseva (MK) Director of Strategy &
Development
Alan Dove (AD) Director of Commercial
Services

1. Welcome/Apologies

- 1.1 CD welcomed everyone to the Board Meeting. This included JL and the incoming Full-Time Officers who were observing.
- 1.2 The Board noted that BY and SM had both stepped down from the Trustee Board.
- 1.3 CD explained that there was an expectation that papers had been read in advance of the meeting. Members were advised that due to the hybrid nature of the meeting, any chat messages posted on MS Teams during the meeting would be accessible and could be viewed by anyone who had been invited to the meeting, be they, Trustee, or staff member, after the meeting had concluded. Trustees were asked, therefore, that chat messages be avoided.

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- 1.4 CD informed the Board that this specific Board Meeting was being recorded for audit purposes.
- 1.5 HW explained that ordinarily Board meetings were not recorded but SUBU was currently undergoing a Finance Governance Review and the external consultants conducting the Review had asked to observe the meeting. SUBU had been granted permission in advance to record this Board meeting to enable the consultants to understand how the Organisation's Board meetings worked.
- 1.6 Apologies had been received from OA, NP and JH.

2. Declaration of Conflicts of Interest (including related parties), for noting

- 2.1 None recorded.

3. Minutes of the last meeting, for approval

- 3.1 The minutes of the meetings held on 24 April 2024 were approved.

4. Chair's Actions

- 4.1 CD reported that there had been no Chair's Actions since the last meeting.

Substantive Items – for Discussion, Decision and Noting

5. Management Accounts and 24/25 SUBU Budget & Audit Update, for approval

- 5.1 JR gave a brief overview.
- 5.2 The Board approved the 24/25 Budget pending the critiques made during the Board discussions.

6. Strategic Plan and KPI Update, for approval

- 6.1 MK gave a brief overview.
- 6.2 The Board noted the Strategic Plan and KPI Update.

7. Commercial Services Annual Review & Strategy Update, for noting

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7.1 AD gave a brief overview.

7.2 **The Board noted the Commercial Services Annual Review & Strategy Update.**

8. Part Time Officer Honorarium, for approval

8.1 HW gave a brief overview.

8.7 **The Trustee Board approved the Part Time Officer Honorariums pending the outcome of the block grant discussions.**

9. CEO Report, for noting

9.1 HW gave a brief overview.

9.2 **The Board noted the CEO update**

10. Policies, for approval

10.1 **The Trustee Board Terms of Reference was approved by the Board.**

10.2 **The Conflict-of-Interest Policy was approved by the Board.**

Non-substantive Items - No discussion required

11. SUSS Pension, for noting

11.1 The Board noted the SUSS Pension

12. Annual Health, Safety and Human Resources Review, for noting

12.1 The Board noted the Annual Health, Safety and Human Resources Review.

13. Student Members Meeting (AGM) and Student Council Minutes, for noting

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- 13.1 The Board noted the Student Members Meeting (AGM) and Student Council Minutes.

14. Minutes - Audit and Risk Committee, for noting

- 14.1 The Board noted the minutes of 15 May 2024 Audit and Risk Committee.

15. Minutes - HR Committee, for noting

- 15.1 The Board noted the minutes of 27 June 2024 HR Committee.

16. Minutes - Commercial Review Group, for noting

- 16.1 The Board noted the Commercial Review Group minutes of 22 May 2024.

17. Strategic Risk Register, for noting

- 17.1 The Board noted the Strategic Risk Register.

18. Action Log, for noting

- 18.1 The Board noted the Action Log.

19. Matters arising, for noting

- 19.1 There were no matters arising.

20. Annual Meeting Schedule for Board and Committees, for noting

- 20.1 The Board noted the Annual Meeting Schedule for Board and Committees.

21. End of year and thank you to exiting Board Members, for noting

- 21.1 CD noted that this was the last Trustee Board Meeting for CD, ND, HT, GL and OA, with the Sabbatical and Student Trustees coming to the end of their tenures. It was also the final Trustee Board meeting for HW, as interim CEO because the new permanent CEO would be taking up post on 19 August

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2024. CD thanked everyone for their valuable contributions. It had been a privilege to work with such an inspiring, knowledgeable and supportive Board, it had been a fantastic year.

- 21.2 AY commented that AY had been a member of the Board for a very short time but in that time had enjoyed working with all members. AY commended HW on a sterling job over the past few months. AY observed that it had been made easy for Trustees to challenge and support during Board discussions and congratulated HW on that aspect.

AY recounted that at the time of joining the Board one of the key issues had been around the challenges the Organisation had faced prior to AY joining and these had been successfully navigated by HW. AY congratulated the SUBU Team as a whole.

AY informed that there was an FTO's farewell gathering being organised at the Student Centre on 10 July 2024 and all Trustees were invited to attend.

Trustees were also invited to the Impact Report event on 11 July 2024.

22. Any Other Business, for noting

- 22.1 Jean Lang thanked the Board for allowing a BU Observer at the meeting.
- 22.2 ND informed of a successful campaign for an international student to remain at BU. SUBU had considered that this student was an exceptional circumstance and the Officer Team had fought for this student and had had a conversation with Shelley Thompson, Pro-Vice Chancellor of Student Experience, recently about it. Subsequently, the student had not been withdrawn and SUBU was very happy with that outcome.

The meeting closed at 13:04.