

**STUDENTS' UNION AT BOURNEMOUTH
UNIVERSITY**
**Annual General Meeting and Big Student
Meeting [19 May 2020]**
[14:00PM] [via Zoom]
UNCONFIRMED MINUTES



**STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY**

PRESENT

Adeyinka Balogun (AB) SU President (Chair)
Lenrick Greaves (LG) SU VP Education
Abidemi Abiodun (AA) SU VP Community
Joanna Ann (JA) SU VP Welfare
Christopher McGonigle (CM)
BU Students

IN ATTENDANCE

*Samantha Leahy-Harland (SLH) Chief
Executive*
Irfan Zaman (IZ) Head, Student Engagement
Sarah Newland (SN) Finance Manager
*Charlotte Morris-Davis (CMD) Democracy and
Campaigns Manager*

APOLOGIES

*Lea Ediale (LE) SU VP Activities (on
furlough)*

1. Welcome and Introductions

1.1 The Chair extended a formal welcome to all members present.

1.2 The Chair informed those present that at a meeting of the Trustee Board on 29 April 2020 (*Min:17.2.4*) a resolution was approved for the quorum of the AGM to be reduced to 50 members present or having submitted votes in advance of the meeting. Should that quorum not be present after 5 minutes from the start of the meeting the members present shall vote on whether to proceed, requiring a 50% majority to continue.

1.3 It was noted that quorum was not present.

1.4 After 5 minutes from the start of the meeting the members present voted on whether to proceed with the meeting.

1.5 Votes cast:

Y-5

N-2

A-3

1.6 AGM to proceed - Approved

2. Meeting Etiquette and Democratic Procedure, for noting

2.1 The Chair reminded attendees of the AGM meeting etiquette and the Union's democratic procedures

3. Minutes of previous AGM and BSM (26 February 2019), for approval

3.1 Votes cast:

Y-22

N-0

A-16

3.2 Minutes - Approved

4. Receiving the Trustees Report 18/19, for noting

4.1 Presented by SLH

Key points noted by the AGM:

- SLH joined SUBU in September 2019, Alan James was the General Manager during the time of the report.
- Report highlights included: A recognition of the work of the Advice Service, a core part of the Union's service delivery and support to students. An estimated £100K had been obtained for students in the form of grants and student aid, which was an increase from the previous year
- Community and Volunteering Activity- the Volunteering Hub offered a huge range of opportunities which had been taken up by over 400 students supporting the local area. This activity was supplemented by the Community Warden scheme.
- The Big Give raised over 5000 bags of donated items; the largest number of donations raised since the start of the scheme.
- Commercial Services saw a strong year in profits. All profits raised were reinvested in the Union. Commercial Service activities also provided student employment (for approx.170 students) through the Union's outlets.
- Clubs and Societies – the academic societies grew by around 45%; there was also an increase in the number of clubs achieving 5* status.
- Successful elections were held with a 10% increase in student participation.

5. Receiving the Union Accounts for the previous year, for noting

5.1 Presented by SLH

Key points noted by the AGM

- The Union's external auditors confirmed that SUBU's accounts for 18/19 are a true and accurate record.
- The block grant received from the University is the biggest source of income, this was supplemented by any excess profits from the Commercial Services and other small grants
- SLH gave a brief explanation of the accounts and the breakdown of costs.

6. SUBU Affiliation Fee to NUS, for approval

6.1 Presented by SLH

Key points noted by the AGM:

- A reduction in the cost of affiliation for 2020/2021 to £29,750
- The NUS restructure had resulted in a value for money approach by the organization.
- Benefits for affiliation included: national discounts on brands, networking, national policy research and support
- Covid-19 crisis support

6.2 Votes cast:

Y- 25
N- 0
A- 13

6.3 NUS Affiliation Fee - Approved

7. Reappointment of SUBU Auditors (Filer Knapper), for approval

7.1 Presented by SLH

Key points noted by the AGM:

- SUBU are required to appoint external auditors to conduct a review of the accounts annually
- SUBU undertook a competitive tendering process several years ago to appoint auditors and the local firm Filer Knapper were successful.

7.2 Votes cast:

Y- 29
N- 0
A- 9

7.3 Reappointment of Filer Knapper - Approved

8. Members questions to Trustees

8.1 No questions received

9. Big Student Meeting Minutes (26 November 2019), for approval

9.1 Votes cast:

Y- 15
N-0
A-7

9.2 Minutes - Approved

10. Matters arising therefrom

10.1 CM raised an issue stating that his name had been incorrectly spelt in the previous minutes.

11. Motions, to ratify

11.1 **Motion 1:** Accessible Periods
No amendments were received.

Proposer – Joanna Ann

More than a quarter of women have been forced to miss work or school because they cannot afford menstrual products. It is estimated that the average spend for people who menstruate is £4,800. In March 2019, the government announced free sanitary product to be provided to secondary schools and colleges. This does not apply to students studying at University. 1 in 10 women aged between 14 and 21 are

unable to afford menstrual products. Periods continue to be stigmatized. Period products are essential items and where people are unable to access them their lives are severely impacted. The Union, from time to time, does provide free menstrual products to those in need, but they are not mandated to do so. Menstrual products are available at the Union shop, although sustainable products are not.

The Union resolves to:

- have free supplies of sanitary products for those in need where they have:
 - Forgotten products
 - Cannot afford product
 - Come on their period unexpectedly
- campaign for period to be free from stigma
- stock sustainable menstrual products in the shop
- sell menstrual products at the cost of purchase within their outlets

11.2 The following comments were noted by the AGM:

- JA - this is completely free in Scotland
- LG – Asked about the practicalities for this motion, which was not clear. How was this to be funded? Would funding come from BU, SUBU or a collaboration with local charities?
- JA - At the beginning of the campaign SUBU worked with The Red Box Project who provided free sanitary products. Once this partnership ended the campaign worked with other local charities. SUBU also had a small dedicated budget and provided some product. This was deemed to be cost effective over the year and was logistically possible. In other Universities there are donation boxes for product in cubicles.
- AB – The campaign had been encouraged by BU and embraced by both students and staff alike.

11.3 Votes cast:

Y- 31

N- 2

A- 5

11.4 Motion 1 – Ratified

11.5 Motion 2: Eliminating printing costs

No amendments received.

Proposer: Christopher McGonigle

UK/EU Undergraduate students pay £9250 annually in fees to attend university. At Bournemouth University this fee does not cover additional course costs. Bournemouth University estimates that it will cost between £210 and £630 per year for additional course costs, including printing. It costs 3p to print a single page of black and white and 18p for a colour page. Printing is a necessary part of some

courses. The University and Union does not provide free printing or any free printing credit. This results in students having to pay out of pocket to complete necessary parts of their courses. Universities such as Aston, Hull and Nottingham Trent provide either free printing, or provide a certain amount of free printing credits to students each year and therefore it could be possible for Bournemouth University to do so as well.

The Union resolves to:

- research the costs of printing during a student's time at Bournemouth University
- lobby the University to ensure that efforts are made to make sure that work can be completed digitally and without the need for printing. Thus, benefitting students and the environment.
- lobby the university to ensure that where students are required to print material as compulsory part of their course, this cost should be subsidised by the university. This should be done through either eliminating printing charges, or by providing a printing stipend for every student.
- look into options for providing free printing to students as part of their facilities.

11.6 The following comments were noted:

- CM – this is completely free in Scotland.
- LG – A first term manifesto point was to eradicate printing costs. Lobbying the University for a £5 budget per student for printing was not successful. It was deemed unsustainable, with students possibly printing excess copies. This motion must be balanced with the University's ethos for being a sustainable organization. Research might be useful to investigate how other universities balance these issues.

11.7 Votes cast:

Y- 30

N- 5

A- 3

11.8 Motion 2 – Ratified

12. Reports from Full Time Officers, for noting

12.1 SU VP Education – verbal report

Key points noted by the AGM:

- the Covid-19 pandemic and UCU strikes this year have both caused significant disruption to students. Consequently, work has been undertaken with BU on the 'No Detriment Policy', to ensure students were not unfairly penalised. Most elements to this policy have now been resolved, although the guidance for research projects and dissertations is still to be outlined.
- There is a reduction in the number of work placements for 2nd year students as a direct result of the pandemic. BU is working to help resolve this issue and students have been advised to speak to their Programme Leaders.

- Revamp of SUBU structures and operating polices, through external consultation and workshops
- Worked with BU on the development of a matrix scheme for BME students (BME Lived Experience Campaign) – this has been delayed due to Covid-19
- The Microaggressions Campaign is delayed, but work has continued with BU's Equality and Diversity Officer and other stakeholders
- Representing the student voice at academic meetings
- Keeping up to date on issues in the sector
- Ensuring the student experience is the best it can be
- The outgoing SU VP Education thanked SUBU, BU, staff, and students

12.2 SU VP Community – verbal report

Key points noted by AGM:

- Worked on the Covid-19 Survey for students, lots of feedback centered around the issue of accommodation rental contracts. Negotiated with BU on this, which resulted in a reduction of accommodation costs of 50% for students in Term Three.
- SUBU Advice Service had been open to students during the crisis
- Covid-19 FAQs had been posted on the SUBU website
- Some items on the manifesto had not been completed due to the Covid-19 pandemic.
- The outgoing SU VP Community thanked SUBU, BU, staff, and students

12.3 SU VP Welfare – verbal report

Key points noted by AGM:

- The year was cut short due to the pandemic
- Lots of work undertaken on the Liberation Campaigns
- Worked most recently with SU VP Community on the accommodation issues faced by students
- Now on Furlough
- The outgoing SU VP Welfare thanked SUBU, BU, the staff, and students

12.4 SU President Report and Report from the Executive Committee– verbal report

Key points noted by AGM:

- Covid-19 has had a significant impact on the ability to fulfil all manifesto pledges
- The Comfort and Care Campaign was launched with SU VP Welfare earlier in the year
- Commercial Services student staff have been furloughed via the Government Job Retention Scheme at 80% of their salary.
- The incorporation process is on track with an application made to the Charities Commission. SU President wanted to thank the CEO for all her help with this process

- The D&G Review has been completed and recommendations from the report are to be implemented.
- Full Time Officer Elections were carried out successfully this year, with four new incoming officers elected. Welfare and Community VP roles have been merged.
- Work is being undertaken by BU and the Major Incident Group on the logistics for reopening the campus for the new academic year
- The outgoing SU President thanked SUBU, BU, staff, and students

14. AOB

14.1 None

15. Meeting closed at 15:40

DRAFT