

Students' Union at Bournemouth University
Trustee Board Meeting Wednesday, 6th June 2018
10:00am – 2:00pm, Talbot Campus F305
Confirmed Minutes



**STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY**

Apologies

Devon Biddle (DB) Student Trustee
Karen Churchill (KC) Student Trustee
Arthur Richier (AR) Student Trustee
Alexandra Czacu (AC) Exec Committee Trustee

In Attendance

Alan James (AJ) General Manager, non-trustee
Sarah Newland (SN) Finance Manager, non-trustee
Debbie D'Silva (DD) Minute Taker
Kirsty Bailey (KB) PA, Minute Taker

Present

Daniel Asaya (DA) Sabbatical Trustee – Chair
Geneva Guerrieri (GG) Student Trustee
Mark Smith (MS) Student Trustee
Robert Garza (RG) Student Trustee
Libby Howe (LH) Student Trustee
Sophie Nott (SN 2) Staff Trustee
Catriona Cannon (CC) External Trustee
Jenni Winter (JW) External Trustee
Martin James (MJ) External Trustee
Benjamin Jean-Jacque (BJJ) Exec Trustee

Part Attendance (to present their reports)

Ebony Harding (EH) SU VP Community
Alan Dove (AD) Commercial Manager
Brooke Elias (BE) SU VP Activities
Alexis Drayson (AD2) Advice Manager

1. Welcome /Apologies

DA welcomed all and round table introductions and pronouns were declared.
Apologies were received from Arthur Richier, Karen Churchill, Devon Biddle and Alexandra Czacu. Geneva advised that she may be late.

2. Conflicts Of Interest

None reported.

3. Chair's Actions

None reported.

4. Previous Minutes

Minutes of the previous meeting were approved. MS requested that the Trustees be invited to the Vision Day follow-up meeting.

ACTION: AJ /KB to note this and invite trustees when a date is confirmed

5. Matters Arising

AJ reported that the Staff satisfaction survey is ongoing and will be going out over the summer.

SN confirmed that the minibus is on hold due to legislation changes.

AJ reported that the Policy review will be discussed soon as he has a meeting with Head of Legal services to discuss the formal document between SUBU and BU.

AJ requested that the Board familiarise themselves if possible with the By-Laws and Constitution by the next meeting in November.

AJ also explained that the New Sabbatical Officers' Manifestos are in the Board Papers today and although they usually don't have financial implications, it will be good to look at them.

Alan Dove will also update the Board on SUBU's approach to GDPR.

SN will discuss the Task and Finish Group re Code of Governance.

The future recruitment of a successor to the General Manager was noted.

6. Advice Report

AD2 reported that SUBU Advice has had another really good year, and was moving in interesting directions.

In relation to Arthur's written questions:

1) Regarding students returning to Advice (18%). Alexis reported that at this moment we were unable to retrieve the data from the system to establish whether they were new, different or unresolved? AD2 agreed to run the data and add to the Advice annual report.

AJ listed the questions again and asked about social media.

2) Experience to date suggested that students running our social media were not consistent as they only covered the undergraduate term times. In the future AD2 will look into using a student communications assistant as many of the other departments do.

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CONFIRMED MINUTES

MS suggested that a link in with a software for PC to post content on all social media Hootsuite style.

3) AD also reported that the 'Money Saved' figure goes up daily. The Annual report will show the final figure.

4) Advice were meeting with Ally Hanks (AH) at Lansdowne to establish how we can do things differently at that campus.

5) Advice had recently joined up with Southern SU Advice Network. Our networking within BU has improved this year but we are also improving regionally.

GDPR is a big topic and Alexis was confident that Advice is compliant.

6) CC asked about Resi Life and if they could help with Comms and the survey or would it impinge on the SUBU Advice identity.

AD2 explained that Advice sees Resi Life as a platform for reaching new students and they have got a lot of promise whilst enabling us to keep our own identity.

SN2 added that Lansdowne have a strong relationship with Resi Life and take opportunities to signpost students to Advice or Ask BU where appropriate.

7. VP Activities Report

BE presented her report and drew the Board's attention to the highlights in the report.

1) We are still trying to get lecture free Wednesday afternoons which is hard but making progress. One faculty have confirmed (Faculty of Management) that they will not hold lectures on a Wednesday afternoon after 1pm.

2) Another goal was to have an Academic Society for every course, as we have more than 200 courses. This year we have been working on academic staff to be patrons of a society.

3) The Inclusion sport league was started last year; we have never offered sports to students with disability so we set up the league and that has been running since October.

4) Lansdowne Sports facilities was an idea that came from student feedback. BU wanted to see if there was a demand for it. The feedback is indicating a demand.

5) BE also reported that our five star club booklet was rebranded from a paper booklet to online which supports our broader environmental aims.

6) The idea of a 'club of the month' was actioned and we have had 6 this year.

7) BE had worked with the Reducetarian Society to improve the amount of vegan and vegetarian options in catering outlets on campus.

8) Sports and societies festivals had engagement from over 4000 students and we had 3500 in one day. BE added that she had worked with different societies on an event called 'BU Come Dancing' which got societies coming up with different dances. That event was attended by 200 people and we raised £650 with £400 going to Space Youth Project.

8. SUBU Lansdowne Campus Report

SN2 discussed Ally's (The Lansdowne campus manager's) report.

Ally created a top ten of points to describe the year including:

1) Assisting with running a Service Improvement Project (SIP) .This has strengthened our relationship with the Academic Staff and the Uni as a whole. SN asked for an example of one of the projects. SN2 described for the Board a project of designing a coffee cup sleeve which was created to help mental health awareness.

Another project was working on re-designing hospital gowns.

2) We also have Speak Week which allows us to receive and analyse feedback including that from HSS students studying at Yeovil.

3) SN2 added that SUBU Lansdowne staff and officers have also worked closely with Lansdowne Church. They had a welfare tent at the Summer Ball which seemed to be successful. BJJ stated that the welfare tent at the Summer Ball was a great idea.

9. President's Report

1) DA reported to the Board that the Annual Review would be presented later in the day. It would highlight the Students' Unions achievements from Freshers' Fair which we got a runner up award for last year and that many successful campaigns had taken place. There were other successes including a mental health zone, and liberation campaigns including 6 campaigns that represent marginalised groups.

2) We held a BSM (Big Student Meeting) where students get the chance to hold Elected Officers to account. These meetings can be heated and political but are very valuable.

3) SUBU was nervous about the elections but having Liam Jarnecki as a Consultant had been very helpful and the elections were conducted in a fair and democratic way.

4) SN noted that Arthur Richier (AR) asked about the Trustee Interviews. DA reported that they went very well and we will be appointing 3 new student trustees who will start next academic year.

5) BJJ commented that he felt not a lot got done at the Big Student Meeting (BSM). DA replied that it was a valid point and that next year we are hoping to rectify the issue with a website log to add questions and topics.

CC asked for more info on the BSM and AJ explained the details regarding quoracy, frequency and numbers of students involved.

DA said Sabbs go to the meetings to be held to account and that it is very useful for big mandates such as housing.

DA added that it makes the Officers confident on taking an issue to BU if many students have attended meetings to raise an issue.

DA said proposals get passed to Exec and it is very challenging and noted that BJJ was, in essence, explaining that proposals don't make it to BSM and that not all proposals get discussed. DA said he would feed this back to Sabbs.

ACTION: AJ to follow up on BJJ's points regarding toilet hooks.

10. General Manager's Report

AJ welcomed questions on his Manager's report.

1) Living Wage. MS commented that some bar work agency include the holiday pay in their quoted hourly rate of pay.

AJ explained that we are now considering doing the same for our student staff.

(GG arrived).

2) JW asked about further detail on the Sabb induction and handover. AJ explained that it would include the staff now rather than just being outgoing Sabbs at the beginning.

3) AJ referred to a question sent by AR who asked about average rent – the average is c£131 per week. SUBU have encouraged BU to consider it as an annual amount. (ie £131 x 42 week licence which is £5,502)

There are lots of halls being built and BU is rightly a little nervous about this.

AJ also highlighted an issue regarding HMO's with the Council.

University towns are unhappy with having too many of these and are putting on limits.

CC asked about the reasons behind the over-supply of accommodation.

AJ explained that student numbers have plateaued yet building continues unabated.

It was mentioned that the local language schools tend to put their students into private accommodation.

11. GDPR Update

1) AD explained that there are no particular changes to the SUBU approach to GDPR since his last report.

2) AD informed the Board that he has carried out risk assessment of the data that we hold and we do not feel particularly at risk after discussions with BU

3) The ICO (Information Commissioner's Office) are trying to find criminal organisations; they are not interested at this stage in companies that are trying to do the right thing.

4) SUBU is changing our web host and the website in the next month.

The biggest data we hold is from ticket selling.

We have never sold data and we do not give anything to other third parties.

AD noted that clubs and societies do not hold a lot of data.

12. Gender Pay Gap Review

SN informed the Board that this information was part of a presentation she gave to the SUBU staff.

It showed mean gender hourly pay and median gender hourly pay.

We have a grading system (in line with that of BU for non-academic staff) and staff get annual moves up the grade.

SN did feel that 9% isn't unreasonable for an organisation like ours; BU was about double that of SUBU.

The report highlighted the proportion of males and females in each quartile.

BJJ asked about people's progression up the scale and how it worked. SN replied that with an organisation the size of ours there tends to be lots of roles in the middle with fewer roles at the senior level as you go up.

All Gender Pay information is available on the government website.

13. Pronouns Presentation

EH presented a presentation on the use of Pronouns.

It was noted that EH has been asked to present to frontline services at BU.

14. Task and Finish Group

SN explained that the Task and Finish Group need to review the governance checklist.

Trustees should take a look in the first instance.

She agreed to send the checklist to trustees.

ACTION: SN to send the Governance checklist to the Trustees

15. Management Accounts

1) SN presented and discussed the accounts to date including the budget for 2018/19, highlighting the income from the BU block grant, and income from commercial areas including the Summer Ball.

2) SN reported that Student activity expenditure is on target. The new website cost has been included and accounts for the increase in Comms expenditure.

3) The biggest difference between the current position and the budget was due to salary costs as we currently have vacant roles to fill.

4) AJ added that when we agreed a funding deal with BU 3 years ago we predicted a fall in commercial surpluses to £250k. This has now recovered to over £400k. At the moment BU does not seem to be minded to reduce the grant. It is however likely that it will be kept the same for a couple of years. AJ commented that if BU decided to reduce the block grant then he would propose that the reduction be ring-fenced for mental health issues.

5) CC asked about reserves and added that it seems like a very big reserve. SN explained that the Board has a reserves policy of 3 months full time staff salary costs. AJ said that there were a couple of years in the last twenty years or so when we had an operating loss which reduces reserves. If we build up too high reserves BU would quite rightly be seeking to reduce the grant. Nor should we just spend for spending's sake. The Charity Commission state that you can have as much as you like in reserves as long as you can justify it. SN added that some of our commercial outlets in the absence of students slow down in the summer and this can impact on our cashflow. AJ said the Board should discuss whether it wants 3 months in reserve. CC said it would be useful to know for certain what the Charity Commission says on the subject so that we can debate it. SN to research for the next board meeting.

MJ commented that if student numbers go down, perhaps the Uni will reduce the block grant in proportion.

JW asked about the budget for recruitment. SN informed the Board that £15k has been set aside for recruitment purposes.

JW asked what the forecast would be if Dylan's and the Student Shop did not exist.

SN stated that their contribution is approximately £100k pa.

MS asked what the drop in student numbers is forecast to be. AJ said there was talk of two hundred to three hundred this year.

The Trustees agreed to approve the budget.

JW suggested that financial matters be allotted more time in the agenda and be earlier in the meeting so that we can focus more on them.

AJ agreed that ideally the June Board meeting should be positioned the day after the Annual Review which would mean that many of the update reports could be taken 'as read'.

SN responded to AR's written questions.

£35k in fixed assets which refers to the full cost of a minibus is on hold.

AR also queried whether the clubs and societies, had done more.

SN informed the Board that they had been allocated the amount previously but not used it.

Comms expenses had risen by £10k due to the changeover and advance payment of the website.

ACTION: SN to research Charity Commission guidance on reserves for the next Trustee Board Meeting

16. New Sabbatical Manifestos

SN informed that the Sabb and Exec team have been allocated £30k for the year and we would expect any of their manifesto promises to be funded out of that allocation.

17. Vision and strategy Update

1) Traditionally at Easter we annually take stock with outgoing and incoming Sabbs, some students and SUBU staff to revisit the Vision or start to try and create a new one.

2) The last VISION was for 'SUBU to make a positive impact on every BU students' journey.' We got to about 85% approval of that in our annual 'How's SUBU for you' survey. We're still working on the Vision statement forward to 2023 and have to date developed some themes which we can work on.

The managers will begin work on their action plans over the Summer and developing a new VISION. These action plans will also lead forwards to the first part of our strategic plan.

18. Business Risk Register

- 1) On page 1, AR raised question about lack of appetite from BU to give us commercial areas. AJ reported that the caterers at BU are a contractor called Chartwells and they are having a challenging financial time. AJ reported that he was hopeful that we may get café space at the Lansdowne.
- 2) Page 2 addresses making new money. We should get together a meeting to discuss ways of making money.
- 3) CC asked what the issues are in the relationship with BU.

AJ explained that DA and others had represented the student voice and there was an inherent risk that BU would not appreciate being challenged in some areas. DA said that some unions boycotted the National Student Survey last year. We chose to inform the students about the pros and cons and leave the decision to them. If we had led a boycott then it could have caused some tension with BU.

- 4) KPI's: AJ added that he and AR will probably do some work on these. CC asked if KPI's arise from the strategic plan. AJ agreed that they should and will in the next iteration of the strategic plan. CC also asked about whether BU Careers have any placement schemes that SUBU could be involved with in order to improve communication.

21. ARC Terms of Reference.

SN explained this was written originally 8 years ago, has been rewritten and covers the audit. There were no comments or questions and the Terms were approved by the Board.

22. Reserves Policy

SN will gather further information for review at the next ARC meeting.

23. Risk Management Policy

This is a review of the Policy, not the risks. SN asked if all Trustees were happy to approve and all agreed.

24. BU/ SUBU Code of Practice

AJ confirmed that he is meeting with BU Head of Legal Services next week and will report any issues.

26. Any Other Business

SN Explained that the Charity Commission issued new guidelines and asked all Trustees if they were happy for their email addresses to be on their website. All agreed.

MS mentioned the SUBU website and suggested that all Trustees should update their bios. SN agreed that will be done with the new website. GG added that photos were not added to the website.

AJ acknowledged that we did not get this done and it will improve when the new website is launched.

AJ added that comments were made about the Summer Ball regarding queues, lack of water and crushing etc.

He commented that in the light of recent deaths at the Mutiny Festival in Portsmouth drug testing may well come in the future.

All comments have been noted and any issues were being dealt with.

SN added that the Union is clear on the website and ticketing that we have a 'zero tolerance' policy regarding drugs.

AJ addressed the subject of his recruitment and informed the Board that agencies are being used for the Head of Student Engagement role. We will use BAME agency and hope to get a new member of staff by October. We also looked at Peridot so we could consider using them for the GM/CEO recruitment when the time comes.

Approved: _____

Date: _____