

TRUSTEE BOARD MEETING | [THURSDAY 14TH FEBRUARY 2019]

CONFIRMED MINUTES

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
TRUSTEE BOARD MEETING | [14TH FEBRUARY 2019]
[10:00AM] | [COMMITTEE ROOM] | [TALBOT CAMPUS]
CONFIRMED MINUTES



STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY

PRESENT

Adeyinka Balogun (AB) Chair
Jenni Winter (JW) External Trustee
Catriona Cannon (CC) External Trustee
Arthur Richier (AR) External Trustee
Karen Churchill (KC) Student Trustee
Mark Smith (MS) Student Trustee
Jack Towyn Wallis (JTW) Student Trustee
Lotachukwu Nwokolo (LN) Student Trustee
Imuetinya Giwa-Osagie (IG) Student Trustee
Sophie Nott (SNo) Staff Trustee
Sol Brown (SB) Exec Trustee
Zainab Imam (ZI) Exec Trustee

APOLOGIES

Martin James (MJ) External Trustee
Irfan Zaman (IZ) Head of Student Engagement

IN ATTENDANCE

Alan James (AJ) General Manager
Sarah Newland (SN) Accounts Manager
Debbie D'Silva (DD) Minute Taker
Margaret Eddo (ME) Minute Taker

PART ATTENDANCE (TO PRESENT THEIR REPORTS)

Chris Ratcliffe (CR) Filer Knapper
Lenrick Greaves (LG) SU VP Education
Alan Dove (AD) Commercial Manager

1. WELCOME / APOLOGIES

Apologies received from Martin James and Irfan Zaman.

2. CONFLICTS OF INTEREST

None reported.

3. CHAIR'S ACTIONS

None reported

4. PREVIOUS MINUTES

Minutes of the previous meeting were approved.

5. MATTERS ARISING/ ACTION LOG

Item 2: SN confirmed that the minibus is on hold due to legislation changes, will continue to rent according to requirement.

Item 3: AJ confirmed Annual review date as 05.06.2019 He will take the constitution to next AGM on 26.02.2019

ACTION: AJ to report back to the Board next Meeting.

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Item 5: The Task and finish meeting on governance is being held after this meeting to deal with this action.

ACTION: SN to report back to the Board with an Update.

Item 9: The list of statutory regulation is constantly updating, so this remains as ongoing.

Item 12: Block grant numbers are mentioned in the GM report later, AJ explained there is no direct correlation and no evidence that this will be affected.

Item 14: Still working on the vision following on the session yesterday. Appreciated the input from everyone at the session, there is still work to be done, to be discussed later.

Item 24: Update on mental health policy, still a work in progress.

ACTION: DD to complete the final alterations and forward to next Board meeting.

5.1 EMAIL RESPONSE JdV /AR

AR Still believes that the response rate is low to 'How's SUBU for you?'

6. UNCONFIRMED MINUTES OF THE AUDIT AND RISK COMMITTEE ON 23RD NOVEMBER 2018

Minutes of the previous meeting were approved.

7. THE ANNUAL AUDIT & RISK COMMITTEE REPORT TO THE TRUSTEE BOARD (INCL. SELF-ASSESSMENT) 2018

SN explained the document, a draft of which was approved in the last ARC meeting.

Updated version approved.

8. THE AUDITED ACCOUNTS & TRUSTEES' REPORT 2017/18

CR explained the documents and the data contained within.

Commented on the quality of accounts and the professional way they are written.

Clarified what the audit's purpose is and what they are required to report on.

Advised that the provision of the VAT and the pension deficit/ liabilities have reduced the net profit this year .

CR drew attention to Note 22 on page 29; this impacts the Union financial situation due to the VAT tribunal.

KC questioned whether the amount reported includes the interest? SN confirmed yes it did.

JW asked what HMRC's interest in Feelprime is?

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SN clarified that now the summer ball is held under Feelprime (under advice provided), it's not subject to HMRC's tribunal result as it's not a named appellant.

AR what is your materiality on these accounts?

CR clarified that a standard materiality is used. They look at transactions and at samples throughout to ensure that there is evidence to support.

All present approved the Audited Accounts.

9. THE AUDITOR'S MANAGEMENT LETTER 2017/18

CR provided a summary of 3 items, discussed at ARC meeting. The auditors are over all satisfied.

AR what interval are the fixed assets reviewed?

SN annually, which is satisfactory for the level involved but we are continually working to streamline the process.

Noted.

10. THE AUDITOR'S LETTER OF REPRESENTATION 2018

SN reviewed at ARC, move to approve.

CR explained the purpose of the document and the process of disclosures and any errors on the audited accounts.

Noted.

11. AUDITOR'S ETHICAL CONSIDERATIONS

CR bound by certain regulator rules and this document provides the direction of how the approach their work

Noted.

12. MANAGEMENT ACCOUNTS:

- i) UPDATE FOR 2018/19**
- ii) FORECAST FOR REMAINDER OF 2018/19**
- iii) BUDGET PROJECTION FOR 2019/20**

SN provided a review of the accounts and summarized the year on year differences.

She then continued to explain the projected figures forecasted to the end of this year. The projection is fairly close to the original budget so cash flow and Reserves at the year end will be fine.

Summer ball tickets are already on sale and are ahead of previous years which helps give us confidence.

For the long term projection the Block grant was reduced as requested to a more conservative figure. With departments maintaining their current levels of expenditure the Reserves will start to decline. The forecast will be updated for the next meeting.

KC questioned that the salary increase is at 2 percent but is this too conservative taking into consideration that the regulated pension rate is 8 percent?

SN confirms that the pension auto-enrolment increase and the pension deficit payments are included with the salary costs.

KC proposed as reserves are likely to be tied up for some time that an alternative more solid investment be found.

ACTION: SN to look into alternative investments

13. CAPITAL PROPOSALS FOR NEXT YEAR

JW instigated a discussion about the position of the Ground up café and its assets, in relation to it being a Starbucks.

SN /AJ explained Starbucks model and the consumables figures explained.

Noted.

14. VAT TRIBUNAL

SN explained the current situation.

CR confirmed the outstanding VAT amount and that this is recorded in the accounts.

CR & SN have been in discussions with a VAT specialist who is confident that we have a strong position to challenge the outcome of the VAT tribunal.

<TO enters>

SN and CR explained timeframe and costs outlines.

JW asks for clarification, are we are going for an appeal with the SUBU case, does the letter just get an accept or decline or a second tribunal?

KC the letter is requesting that the decision is relooked at as it was not applied correctly.

SN our Advisor feels the Judge may have misdirected the SUBU case and the outcome been misinterpreted. For Feelprime who was not an appellant on the original case, a new case will be considered.

JW asked for the best case and worst case outcome.

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AJ noted that ZB and CB are newly elected and gave reassurance that they can be coached through the processes and figures.

<CR leaves>

15. REPORT FROM SU VP EDUCATION

<LG enters>

LG explains his position and what he oversees. He presented his report highlighting his involvement in Speak Week and University Question Time.

Rep fest was successful and beneficial to those who attended.

Ongoing projects include use of bright space for anonymous marking, the 24 hour library proposal has been adjusted to providing a 24 hour study space, lobbying the university to remove advertisements for unpaid placements on campus, why is my curriculum white campaign, table talk sessions and film screenings.

CC during the vision session yesterday you asked...what is the definition of diversity? The comment raised; what the fashion within higher education is and how we ensure we are considered in what we are focusing on.

LG believed a refocus of the curriculum was necessary and ensuring that the adjustment in perceptions, knew the campaign would be controversial, but it needs everyone to be aware of unconscious bias.

IO trying to put a definition to that would be difficult, because everyone is different. What are the groups that we are trying to represent?

LG it shouldn't be a fashion it should be our core values. We should be representing those who are represented from within us.

LN suggested that we take the opportunity to measure this as an agenda item.

ACTION: DD Add diversity as an agenda item for a periodical review

JW what was the purpose of the redesign of exec?

LG said it seemed like a check box exercise, so he wanted to ensure that there was accountability and scrutiny and that those involved were engaged.

KC another item you mentioned was to have unpaid placements removed. Have you considered HSS students, for whom all placements are unpaid as a matter of course, despite the changes in the way their course is now funded. Could this be raised at a higher level?

LG was planning to liaise with the Lansdowne staff in order to get sufficient data.

SNo offered that that she was happy work to with help LG to promote it

16. PRESIDENT'S REPORT

AB presented his report, highlighting the run up to full time elections were currently ongoing, his attendance at the NUS conference and his involvement in projects such as Speak week, One world festival and SUBU debates.

SB training are there dates arranged for that? AB clarified.

ZI questioned the international student complaints. AB explained that this is centred on the International students unable to attend their graduation, and he advised that he has approached the University around this issue. This is a continuing conversation, and he will move this via his report to the University board to carry this forward.

University cannot do anything regarding the licence and visa implication, so they are having to working within the legal framework.

November graduation is held to allow mitigating circumstances, Masters finish later in the term, HSS February intake and other factors means that this pushes in to later in the year.

ACTION: AB to provide an update at the April meeting on the International Students' graduation.

17. GENERAL MANAGER'S REPORT

AJ presented his report, highlighting student numbers, the university's NSS scores, and building projects including the student halls and provision of acceptable rent costs. Vision session yesterday to be mentioned later.

HR update, still playing with the idea of a HR Manager but have a meeting with a HR consultant in place, now there is a feeling that this function is too big for managers.

CC asked for a staff feeling.

SNo we are always taking the stance that we mirror the University's policy and doesn't think that is a feeling that there is a particular need. Maybe if there was a definition, as we have HR processes but we have always approached Sarah as she was perceived as the most knowledgeable. She is unsure whether a full time position is needed. Although credit goes to Kirsty for her work tightening up the documents.

AJ we will be advised by the HR consultant. The thing is empowerment and for managers to have that confidence, don't think that hiring somebody will actually have the impact that people will expect.

JW sees it as two issues: policy, documentation, legislation and the softer supporting people. Hearing that although the policy's in place, but it seems that people want the support, and that HR is used as a confidential service to be heard, and to get impartial advice? It is a combination of both. There are ways to do this without a full time position.

AJ staff are approaching the advice service, which puts pressure on their service.

SUBU will continue to watch regarding the university's strategic plan and the challenges which may come with a change in fee structure.

ACTION: AJ to report back to Board after HR consultant discussion.

18. HEAD OF STUDENT ENGAGEMENT'S REPORT

AJ explained the role of Head of Engagement and the departments that Irfan is responsible for.

Focus on projects being fewer but with more impact and working with sabbs to work towards achieving their manifestos.

AR how long would you expect narrowing down the charities to take?

AJ firstly focus need to shape the vision and the department action plans for next year.

19. VISION AND STRATEGIC PLAN UPDATE

AJ Update provided regarding yesterday's session.

KC who this statement for? It this for the organisation, or is the being read by students. This seems to be the fundamental issue.

SB used by the Union but seen by students.

AJ back in 1996 it was for the organisation. How many of the provided examples yesterday, were aimed at students?

JW all, but a couple have the words "we or us" to which were more student focused.

Discussion followed.

AD Ikea used as an example. They provide an organisational vision for staff and a strap line for the customers

In agreement that a strapline for the students would a good idea moving forward. But the vision is for the organisation.

IO The use of the term advocate was favoured, and active citizen who wants a better society. How to align SUBU with their aspirations?

ZI encouraging students to graduate with more than a degree.

SNo gave brief history on leadership programme formally known as "Your best You".

AD do you mould round the members or do they merge into you, it's the duality

AJ we are only as good as the students who engage with us, and we are just the support network to be able to achieve this.

Further discussion continued about the essence of SUBU.

AR offered "SUBU being a space where you can be your best you."

AB key functions are the most important, AIR advice, involvement and representation should be core values that should be delivered in the vision.

ACTION: AJ develop an organisational vision, with a communicative strapline for students with another consultancy with Board, Staff and Officers at Easter.

20. SUBU ANNUAL TARGETS/KPIs: PROGRESS REPORT

AJ provided an update on the Unions' KPIs and the enablers in place. There are a few smart targets in the documents; the red text shows items that need particular attention and their current position.

Noted

ACTION: AJ identify external help to train and develop staff and sabs. How they can achieve things? How they fit? And the framework.

IG Workshops such as confidence and public speaking, extending the handover would help the incoming sabbatical officers.

Suggested an extended handover period. But the challenge is that the induction is at the wrong time of the year.

AB Need the experience of the students being around, so it reflects on the real work environment.

21. STAFF SATISFACTION SURVEY - ACTION PLAN

AJ this is all manageable internally with the action plan in place.

Noted.

22. HEALTH AND SAFETY POLICY

Updated policy submitted for review.

CC mentioned was there a provision for including staff stress?

ACTION: DD to look into BU policy and review.

Approved

23. RESERVE POLICY: TO BE FINALISED

Followed on from the prior reserve policy discussion. Policy amended to include firstly, staff salaries and the second item is the VAT reserves. The third is to discuss the proposal of potential projects.

Approved

24. ELECTION REPORT: PART-TIME OFFICERS

AJ presented on Liam's report regarding part-time officer elections.

Another report to be provided for the full time officer elections at a later date.

ACTION: AJ / LJ to provide a Full time Officer Election report at next board meeting In April

Noted.

25. GDPR (GENERAL DATA PROTECTION REGULATIONS) REPORT

AD provided an update; he confirmed that the risk assessment was completed recently.

The only issue to date was a student wanted their records in advice removed, so worked with Alexis to resolve this, as a matter of duty of care.

SNo how long do you want keep records?

AD/SN statutory requirement is 6 years.

AD there is some confusion in people thinking that GDPR means that they have the right for data to be deleted, but in certain cases this is not the case, such as HMRC /payroll.

Discussion followed on the implications of opt in / out of the union.

SNo the challenge is ensuring that students understand what the union is and what they are a part of.

Discussion with student trustees whether they remember if the opt in was offered.

ACTION: AD to keep reviewing annually and update. DD to add onto annual agenda schedule.

26. RESERVE POLICY: DISCUSSION - POTENTIAL PROJECTS FUNDED FROM RESERVE SURPLUS

SN following on from the newly approved policy, suggestions for the use of the reserves funding were discussed.

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Taking into consideration factors such as the new building at Lansdowne; the temporary reduction of student numbers, and other long term projects within BU, it may be prudent to keep money aside.

KC's recommendation would be to hold any reserves in place.

27. SUBU IN THE PRESS

Noted.

28. CALENDAR OF EVENTS

Noted.

ANY OTHER BUSINESS:

29. RECRUITMENT: GM / CHIEF EXECUTIVE - CREATION OF RECRUITMENT PANEL

AJ provided an update. Both JW and MJ are HR based, so will head the panel with AB. A projected timeline for the process would be for the interviews being held in May going into June. An agency, such as Peridot or BAME would need to be tendered, from which Jenni, Martin and Ade would choose. We will consult with the other Sabbs and board in due course.

ACTION: AJ / JW/MJ to appoint a recruitment agency.

30. RECRUITMENT: STUDENT TRUSTEES

Extension of the deadline of the applications for the Student trustee positions, to recruit replacements for Karen, Lota, Devon and Mark.

Next dates for forthcoming meetings advised.

Thank you and farewells to Karen. Noted her incredible contribution to the board and appreciated her guidance.

Thanks extended by Chair on behalf of all the full time officers.

APPROVED: _____

DATE: _____