

**TRUSTEE BOARD MEETING | [23<sup>RD</sup> APRIL 2019]**

CONFIRMED MINUTES

**STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY**

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[10:00] | [F107] | [TALBOT CAMPUS]

CONFIRMED MINUTES



**STUDENTS' UNION  
AT BOURNEMOUTH  
UNIVERSITY**

**PRESENT**

Adeyinka Balogun(AB) Chair  
Jenni Winter (JW) External Trustee  
Jack Towyn Wallis (JTW) Student Trustee  
Lotachukwu Nwokolo (LN) Student Trustee

**IN ATTENDANCE**

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

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

Irfan Zaman (IZ) Head of Student Engagement

**APOLOGIES**

Martin James (MJ) External Trustee  
Catriona Cannon (CC) External Trustee  
Arthur Richier(AR) External Trustee  
Sophie Nott (SNo) Staff Trustee  
Sol Brown (SB) Exec Trustee  
Zainab Imam (ZI) Exec Trustee  
Brad Powell (BP) SU VP Welfare

**1. WELCOME /APOLOGIES**

Due to low attendance numbers, this meeting was noted as 'not Quorate'. Items that require a vote or approval will be postponed until next TBM in June.

**2. CONFLICTS OF INTEREST**

None

**3. CHAIR'S ACTIONS**

None

**4. PREVIOUS MINUTES**

Grammatical error noted on pg. 9 to be corrected.

Approved in principle, due to Quoracy these will be forwarded to next TBM.

**ACTION: DD to correct error and to forward to June TBM agenda**

**5. MATTERS ARISING**

Item 9 noted as completed, the Statutory Regulations list has been added to the policy tracker for regular review.

Item 28/35 DD provided update and is seeking further consultation with the University before presenting to the Board.

Item 15 Action plan for Staff Satisfaction Survey, went to ARC in February, will be on the Agenda for June's TBM. Middle managers have commented on the need for an HR function and have been asked to help with the recommendations of the staff satisfaction action plan. Update on what progress has been made in June.

Item 26 AJ presented the documents to AGM in February, seeking contributions from students. 3 members of Exec have volunteered to run through this with Alan.

Item 33 this has been returned back to the Sabbatical Officers, ongoing.

Item 29 SN will continue to look at alternative investments.

## **6. PRESIDENT'S REPORT**

AB presented his report, including his work on Speak Week.

He commented on the One World Week celebration. He believes there is more work to be done on cultural representation.

He reviewed the Full Time Officer elections, and was pleased it was overall, a positive experience.

He continued to summarise the recent work of SUBU Debates, adding that we should host more of these conversations as it is a platform for free speech.

6 delegates attended the NUS conference. It was noted there is currently all female NUS senior officers which is great to see. Another thing to note is the mental health awareness campaign currently running March through to May.

Noted

## **7. REPORT FROM VP WELFARE**

Noted as read. AJ provided a brief history on the position.

## **8. GENERAL MANAGERS' REPORT**

AJ presented his report, providing an update on several themes. He confirms that there are no planned reductions currently for the block grant.

Waiting for vision and themes from the Sabbatical Officers and pending a meeting with students next week, he hopes to get this moving.

Irfan, Head of Student Engagement, is keen to get the 'student voice' reinstated as a part of a campaign to widen participation.

With regard to the HR situation, he has engaged a legal firm, Peace of Mind, so we have them available to assist for any immediate needs.

JW is this a move for a legal perspective?

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AJ clarified it's more for the incoming GM or HR manager's benefit, for them to be guided. They would give us some comfort on the duty of care. SN added this company will review some of our practices and paperwork, for example contracts of employment.

The incoming CE /GM will have a different job role and the HR function would not really have that undertaken within it.

JW have you looked at an external HR consultancy for staff needs?

AJ all SUBU staff have access to EAP from BU; as they seem to have a need to talk out some of their situations.

Noted

### **9. UNCONFIRMED MINUTES OF THE AUDIT AND RISK COMMITTEE ON 15TH MARCH 2019**

SN replaced MJ to present minutes and highlighted a few key areas that were discussed in the Audit & Risk Committee meeting held in March.

The recent internal review recommendations will require a bit more work to be completed.

External trustees leaving on mass to be added to the risk register. We will ensure that it is on the schedule.

HMRC challenge update: We have a new external consultant working on our behalf, but the HMRC staff contact had been replaced but we haven't been provided with ongoing contact details as yet.

There was a suggestion and following discussion around the possibility of combining an HR and accounts manager deputy part-time role. The Auditors confirmed that they would be able to run the payroll as a short term solution. But the likelihood to find a single person with enough relevant experience in dual role could be a tough call.

SN advised of a theft of 3D printers to be added to the register. SN provided the history, we were not able to claim on the insurance. This is another area where the SISO system can be used to improve traceability and reduce such incidents.

AJ remarked the overall trust culture didn't seem to apply to assets, it provided an early warning. JW agreed that this incident has allowed us to review our processes.

Noted

### **10. CODE OF GOVERNANCE - TASK & FINISH UPDATE**

SN stated these guidelines aim to help organisations to improve their governance. As a working task group we have reviewed half of the recommendations, looking to complete this later today.

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It has become apparent that this document should be read and understood by new trustees prior to their attendance at meetings so will need to be incorporated with their induction.

AB suggested getting this in advance of their first meeting so that they can familiarise themselves with the information. All agreed that this would be a good practice going forward.

The Nolan Principles Paper, discussed today, has come out of this review process, it is important how we capture this information provision, to make sure we have evidence, in a reassuring way.

AJ commented that the Civil Society training will refer to these principles.

AB explained that he attended a NUS version of this training organised by Geoff Rayment in BU, specifically tailored for Officer Trustees.

LN mentioned that the Civil Society training wasn't tailored for Unions/Universities/ HE establishments.

**ACTION: DD/AB to contact the person who delivered that training with NUS to ascertain if content is more HE orientated and a more appropriate option for Student Trustees**

## 11. MANAGEMENT ACCOUNTS

SN guided the board through the Management accounts and mentioned the forthcoming Summer Ball projections for income.

It was noted that in the other commercial areas we are slowly reducing the Union's surplus.

LN what is available to students - is there available information and guidance on student spending and budgeting, maybe we could conduct a survey?

JW questioned is this the surplus or the turnover?

SN confirms that is the turnover, stating that reduction could be due to the change in student habits, and how they are spending their money.

JW does the University's timetabling make a difference? Why do people come on to campus, it isn't to eat it's to attend lectures, a major shift in lifestyle choices.

LN suggests that the further they live away from Uni, the less time they are attending campus, and this could be problem in the future, with the culture side.

JTW every year attendance is going down, even with first years, ratios show people are not on campus as much.

AJ Commercial areas are in the wrong location, this will impact spend due to reduced footfall.

JTW the Bournemouth gateway building site is located at the Lansdowne, considering the amount of investment, will SUBU have a commercial site in this building?

AJ commented that you need a Student Centre, within the building, to replace the spaces lost from the other buildings.

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JW Lifestyle choices moving forward, rather than food and drink, a cultural change is coming, which calls for a more strategic approach.

AB Abidemi (VP Community) has noted that the gyms maybe available in future student halls. AJ remarks that not all the halls have an association with BU any longer.

**ACTION: AB to look into market research for the Student Pound for next TBM**

AJ the Sabbatical Officers are creating the visions and themes. The middle managers will then work on their strategic plans, and one of those items could be to look at ways to increase the income streams in the form of their action plans.

AB there a co-op in the Lansdowne, he mentioned that Kent University have an arrangement with their branch, could this be considered?

SN stated that figures will be finalized in June; Salaries are increasing in line with inflation and increments each year so this is an ongoing concern if the income continues to decline, GM rate will be accounted for, and possibility of HR role.

Due to the potential reduction in reserves, we need to maintain a balance. This could be achieved through increased income or income streams or internal restructuring or a combination of these things.

SN One option is to delay Capital Expenditure, but this would only be a short term fix as it is essential to maintain the quality of our infrastructure to ensure it remains a place students want to be.

The Budget will go to Exec and then be reviewed again in June.

#### 12. VISION AND STRATEGIC PLAN UPDATE

AJ updated the board on progress to date. The Student Engagement Team have introduced a theme around social justice. Now that the student population is so different, this should be included in vision planning moving forward.

He has set the Annual Review as a target for the sabbatical officers, to complete a vision.

**ACTION: AJ to provide an update at next meeting**

#### 13. PROGRESS REPORT OF SUBU ANNUAL TARGETS, BUDGETS AND KPI'S

AJ mentioned that Finance has been increased to red, as presented by SN earlier, so this is now a priority.

The only other red area is the development of sabbatical officers, which now this area is identified there will be more work to provide more guidance.

Irfan has been working alongside the Sabbs this year; he manages the departments connected most closely with the sabbatical officers to facilitate interaction with staff members.

#### 14. HEALTH & SAFETY REPORT

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DD presented the H&S report which included the accident report covering the past 3 years. She clarified for AB that at the Summer Balls there is professional First Aid provision by either the Red Cross or St. John's Ambulance (depending on the year in question). In addition, last year there was a tent provided to deal with more welfare related issues which was a welcomed addition.

Noted

#### 15. ELECTION REPORT: FULL TIME OFFICERS

AJ presented a report on the recent Full Time Officer Elections, commenting that in 2017 there were complaints that the elections were not conducted fairly and appropriately. Liam was appointed to ensure the smooth running in 2018 and 2019.

From Liam's report it emerged that there were 2 items which needed to be addressed going forward.

IZ mentioned that next year we would look at changing the bylaws with the Board's consent, to change the amount of campaigning and voting times.

One idea was changing the time available for candidates to campaign, to 3 days, and a subsequent voting period of 2 days. He also suggested making an example of any candidate wrongdoing,

AJ probed can we safely say to the University that these elections were fairly and properly conducted?

IZ confirmed yes.

AB View from the trustee board that they are satisfied, in view of the board meeting lack of quoracy this will need to be resubmitted so this can be forwarded to the University with the caveat that this point hasn't been approved yet.

SN mentioned that the Election results announcements were held at The Student Centre for the first time and there was a really good feel to the event in the new building. It should definitely be done here again.

Noted

<p><b>ACTION: to be approved at the next TBM, AB/AJ to confirm to the University that the Elections were fairly executed.</b></p>
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#### 16. REVIEW OF 2018 ANNUAL GENERAL MEETING

AJ presented the motions that were discussed and passed at the last AGM.

Noted

#### 17. DIVERSITY REVIEW

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As this is a new item for discussion AJ opened the discussion asking LN to make some suggestions on what this review would entail, she invited having reports from ALS and student support groups to feedback to on student issues. Combining both areas from BU and SUBU to see how diversity is at the present.

SN a few government departments have started to produce documents to measure diversity which may assist us as a benchmark.

IZ mentioned social justice and noted how difficult diversity may be to measure.

Do we have the same groups and do clubs & societies that we have supported in the past, are they ongoing or are they lost in the shift?

IS SUBU representative? If you look at the Sabbatical officer make up yes, if you look at the services we provide perhaps less so.

He confirms that we have just received funding with the BU Access and Widening participation scheme allowing 25 BAME and 25 disability students, through a structured program to be supported more adequately.

LN asked is there a way to hear back about that?

**ACTION: IZ to forward an update on the BU Access and Widening participation project when it is signed off**

**ACTION: IZ to extend an invitation to LN for the Access & Participation event on 15<sup>th</sup> May.**

LN whatever we do it needs to be measureable so that we can compare it year on year.

AB we need a set of standards and a target to be put in place annually as a projection...

IZ the University is currently working on a submission for the Race Equality Charter which is a key thing moving forward. SUBU now acts as a Hate Crime Reporting Centre, which is an example of a lot of good work happening, he mentions that this issue is so complex and hopes the Charter will enable us to improve our services to students.

## 18. COOLE REPORT ACTION PLAN

AJ provided a history regarding how this report came into fruition.

VP Education requested an action plan to be created to address the comments made. AJ goes through the recommendations, updating the progress to date.

Student Voice; it is now getting some traction and is being supported by BU. Widening participation is important and it's moving forward.

MJ sent comments via email, his first impressions are good. He supports recommendations about learning from other Universities. He remarks that we shouldn't rush into culture changes, there's not a need to change in the interim. Finding a quality replacement CE/GM

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is key, the initial appointment, and the timeline of the recruitment and handover period were discussed.

IZ we have a number of events coming up which will demonstrate to the University that we are widening participation, and this will demonstrate that we actively helping to shift the perception of the University. A shadow group is set up and there is a focus group set up to achieve this recommendation.

AJ expects a progress update not completion by June is feasible.

**ACTION: AB the Coole Report action plan to be implemented and update provided in June TBM**

#### 19. EQUAL OPPORTUNITIES POLICY

AJ requested that this be moved to the next TBM to allow a more consistent review, after a consultation with SU VP Welfare.

**ACTION: AJ to consult with SU VP welfare and re-present this policy at the TBM in June.**

#### 20. SUBU IN THE PRESS

Noted

#### 21. CALENDAR OF EVENTS

Noted

#### 22. APPOINTMENT OF SABBATICAL OFFICERS AS TRUSTEES

AB noted that it is normal at many other Students' Unions for all Full Time Officers to sit on the Student Union Trustee Board. They believe that they should all be allowed to be a part of the decision making process. Due to time constraints there is no formal paper provided, he wants the motion that all officer should be on the board to be approved by the Board.

AB commented that they do have their own accountability and ability to scrutinise their own effort and as a consequence they should have opportunity to sit on the Board.

AJ stated that the SUBU By Laws states up to 5 officers be on the Board.

SJ comments that the Board can't have more than 50 percent of paid Trustee members, taking into account we already have a staff member, so the Board would need to be made up of a minimum of 13 members.

AJ adds that VP Education proposed that the number of student trustees were reduced to accommodate the Full-time officers as Student Trustees roles.



AB agrees that he will consult with other officers further, and will bring this item to the next meeting in June.

**ACTION: AB to consult with other Sabbatical officers and re-present this item with a formal paper to the TBM in June.**

**23. RECRUITMENT OF EXTERNAL TRUSTEES TO BE INCLUDED AS A CRITICAL RISK ON REGISTER**

AJ confirms that this had been added to the risk register, he goes on to clarify that the External Trustee can hold their position on the board for 2 terms, of up to 3 years per term, a total of 6 years in total.

JW suggests that Trustees state a Notice of Intention at the start of Trustee Board meeting, where they would declare any intention of resigning, to enable succession planning. This should also be moved to ARC to review.

**ACTION: DD to add onto Agenda schedule as an annual item on both TBM and to ARC as a risk item to review.**

**24. HR CONSULTANCY UPDATE**

AJ confirms that the legal aspect is in place, but looking to find some HR consultancy support.

JW comments that it may not always be appropriate to consult with BU's HR department and that an external consultancy could be a more cost effective proposal.

**ACTION: AJ to provide an update at next meeting.**

**25. GM/ CE RECRUITMENT UPDATE**

AJ provided an update. Peridot have been appointed as the agency responsible for the recruitment process.

A doodle poll was created for panels, to record availability of Trustees for interviews.

There have been some positive responses already.

**26. NOLAN PRINCIPLES / PROPOSED TRUSTEE DETAILS FORM**

Nolan Principles document presented for signing, as discussed in item 10. Noted a change in text colour to make it easier to read.

**ACTION: DD edit text colour on Nolan Principles document.**

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Updated Trustee Details form presented.

JTW this will help with the induction training and the expectations, if the training comes through the Union and allows an easing into the process.

Discussion on using the Google doc drives or similar to share Trustee documents, to allow external trustees who cannot access University's file system.

**ACTION: DD/AB to liaise to find out more about the University Board Trustees role.**

**ACTION: DD to find an appropriate method to share Trustee induction information.**

**27. NUS UPDATE**

AB provided an update on the current position of the NUS.

Q: What does the NUS stand for and how is it moving in the future?

AJ: Core business of NUS is to represent the student voice to the government and to assist Student Unions to act in the best interest for students.

This could mean that there is a reduction in the affiliation fees, which going forward could work in our favour. The buy in consortium aspect, which saves us money, will continue.

**28. ANY OTHER BUSINESS**

AJ mentioned that he would like to host a farewell dinner for the outgoing Student Trustees on the evening of Tuesday 4<sup>th</sup> June.

The Trustee Board meeting and annual review will follow the next day.

**Dates for next meetings and SUBU events:**

*Trustee Board:*

5th June 2019 10am -2pm followed by Annual Review from 4pm

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_