



PRESENT

Chris Buckley (CB) *External Trustee*
Daniel Asaya (DA) *Sabbatical Trustee – Chair*
Graham Briscoe (GB) *External Trustee*
Ian Catley (IC) *External Trustee*
Robert Garza (RG) *Student Trustee*
Vaishni Patel (VP) *Student Trustee*
Karen Churchill (KC) *Student Trustee*

IN ATTENDANCE

Alan James (AJ) *General Manager, non-trustee*
Sarah Newland (SN) *Finance Manager, non-trustee*
Bobbie May – Minute Taker
Gillian Lewis - Minute Taker
Jane Shipperley – IIP Observer

PART ATTENDANCE (TO PRESENT THEIR REPORTS)

Georgia Larkins – Vice President Community
Caston Matewu (CM) – D & E Manager
Charlie Souter-Phillips (CSP) – Vice President Welfare

APOLOGIES

Alexis Drayson (AD) *Staff Trustee*
Libby Howe (LH) *Student Trustee*
Geneva Guerrieri (GG) *Student Trustee*
Mark Smith (MS) *Student Trustee*
Joanna Ann (JA) *Exec Committee Member Trustee*

1. WELCOME /APOLOGIES

The Chair welcomed everyone to the meeting and received the apologies

2. CONFLICTS OF INTEREST

The Board were likely to discuss elections as a consequence there may be conflicts of interest. AJ involved in processes and adviser to elections committee. RG , part of the Elections Committee. Daniel and Joanna were on the Executive Appeals Committee. The elections would be discussed as an item. GB mentioned that possibly all students would be conflicted because of their eligibility to vote.

3. CHAIR'S ACTIONS

There were no 'Chair's actions' to report.

4. PREVIOUS MINUTES: FROM 10TH FEBRUARY 2016

Pg 2. AJ pointed out that Licence on line 3 should be c not s.

PG 3 should state report and not letter.

Item 25 – NSPC should have an extra C on the end.

All present approved the minutes as an accurate record of the meeting.

5. MATTERS ARISING

DEPUTY CHAIR

- 5.1. *GB TO SHARE POLICY FROM ANOTHER CHARITY WITH AJ REGARDING LONE TRAVEL AND PERSONAL SAFETY OF STAFF.*

Outstanding; GB noted he will send it. SENT TO EB. AJ to chase.

CARRIED FORWARD

- 5.2. *SN TO CHECK WAGES AND GROSS PROFIT FIGURES FOR THE STUDENT CENTRE CAFÉ.*

Resolved.

CLOSED

- 5.3. *CB TO PASS ON PRESENTATION REGARDING STORAGE OF STRUCTURED DATA TO AJ.*

Outstanding; CB noted he will send an updated version of the presentation to AJ.
CHRIS TO SEND

CARRIED FORWARD

FROM PREVIOUS MINUTES

GB queried an item on page four of twelve of the previous minutes regarding the noise issue at The Old Fire Station (TOFS). AJ confirmed that the outcome was good for SUBU and that there have been some conditions and actions put on the licence, which are already in place and are progressing

GB raised whether SUBU was working on the GDPR (General Data Protection Regulations) BU was already sharing data with SU, as covered by the Education act, and each student has to sign a document accordingly giving their permission

AJ commented that the data sharing is okay at present but SUBU will need further conversations with BU regarding future implications. He is liaising with BU Legal. SN commented that she and some of the SUBU staff were attending GDPR workshops being run by BU.

SN and sponsorship on minibuses: COMPLETED

AJ H&S Policy was on hold due to still hoping to assimilate the H&S audit of 2016 into the SUBU policy

AJ £6k was donated by BU towards the Student Community Wardens.

AJ The question from the staff survey would not be asked this year as the survey was being conducted to a specification

AJ a report from the VP Activities will be reported at the next Trustee Board meeting

AJ Alexis may resign as a Trustee.

6. PRESIDENTS REPORT

Elections and campaigning: Officer reflections completed. Record breaking voting. New officers taking over in July. Working from Lansdowne. Visited NHS students in Yeovil. Feedback on how they can be supported.

After Easter BU will introduce a free intercampus bus service based on representations made by SUBU

Student debates society going well. Daniel felt it was good to talk about controversial topics and help shape policies.

Working with NUS: Lobbying government against fees. Working with Jane De Vekey, re international students. Survey to be launched to know how many students will need help and support towards their accommodation deposits.

Georgia was busy with elections as Chief Returning Officer and the first ever Community Awards.

Jamie also working on entrepreneurship projects with students.

Charlie has a report on the agenda today.

Brooke had been busy with Refreshers' Fair, and the Activities Awards. Her work with Sport BU has been amazing.

IC asked about the issues with elections. These issues were not commented on in the report by Daniel. Georgia will be coming along to talk about this matter later in the agenda.

GB feels that the student population don't appreciate commitment from independent trustees. He reminded the Board that they are volunteers and that he would have expected an invitation to the Hustings. He noted that the trustees make SUBU legal. He felt overlooked and unappreciated whilst also appreciating the complexities of the structure which is unique to Students' Unions.

DA – appreciated GB and IC comments. Union and students do appreciate independents work and effort.

ACTION - AJ to ask Exec to look in to this matter going forward.

RG – agree regarding the Hustings. 'Question time' scheduled excluding independents was an oversight and he apologised.

SN and AJ – all events are on calendar and will endeavour to arrange a monthly summary to all trustees highlighting and inviting trustees.

JANE from Investors in People joined the room to make observations to inform her assessment of SUBU. 3.20pm

7. REPORT FROM VP WELFARE

CSP had been running awareness campaigns and tailored events under the welfare remit. As per her report other topics include: Developing campaigns and established brands.

Pride: Numbers doubled. Termly LGBT night at TOFS. Safe for LGBT students.

Don't Panic: exam time stress tips.

New campaigns: Safe Measures, Safe Freshers – drugs alcohol and safety on nights out.

Local charity work regarding mental health.

Disability history month; Autism awareness; Sign language course; Sexual Harassment campaign and awareness working with BU.

SUBU wishes to become a 3rd party hate crime reporting centre via SUBU Advice and Prejudice free Dorset are currently in talks with BU to partner on this.

Working with VP Activities: – training workshops with Clubs and Socs – how to run inclusive events, eg, disabled, LGBT etc.

Summer projects are: Mental Health which nationally affects a lot of people.

Uni are very aware of the issues and the VC is keen to fund this. Mental Health first aid training attended and look after you mate workshop run.

RG – Re: 8 weeks wait via NHS – FYI any children to military vets can get seen quickly on the waiting list.

GB – there are forces charities that can offer help too.

CSP – lots of people do lots of little things, but a hub to find out information would be helpful. It badly needs centralising.

IC – Times Article – University hit by 5th suicide at Bristol. This was of great concern. We all have a responsibility to be aware and act on Mental Health concerns.

GB – Recommended to CSP a conversation with Bristol SU. Wide ranging report from Charlie. Linking in with IP.

DA – mentioned that the Equality Department had primary responsibility for IID

GB – Bath Spa Union awarded Leaders in Diversity – the only Uni with this high level award.

AJ – connection between VP Welfare and VP Activities has been significant this year.

DA – proud of work on liberation and minority groups this year.

GB – new phrase – Wellbeing not Welfare.

CSP left meeting 3.35pm

CM joined meeting 3.35pm

CB joined meeting 3.40pm

8. REPORT FROM DEMOCRACY AND EQUALITY MANAGER

CM – Democracy. It has been a department for only just over a year.

Lots of elections across the campus and definite signs of growth in numbers of students participating in elections and in voting.

FTE 2968 votes, last year, this year 3513. Diversity of candidates has increased. There are more students from non-traditional and widening participation backgrounds. We reached the strategic theme of being a force for **all** students.

Stats: reps 3% last year were disabled. This year 10%.

Disabilities showcasing activities and investing in activities.

Exec 17% were Widening participation (WP) students. This year 67% from WP background.

Next step is retention of success. 38% WP of total BU students. However, 60% drop outs are WP. Non-white BME students 17% attainment gap. 92% with 2.1, drops with WP background. BU strategy by 2018 at least 20% of student from international backgrounds. 15% now. 2610 international students set to increase to 3000 next year for BU Global Agenda and internationalisation.

IC asked whether 20% was achievable? CM stated that Universities compete to get Internationals. Most are PGT but now decreasing. More UG Internationals targeted.

Many PGT International students now run in elections. We have to be a force for all students and internationalise the way we run future events. BME (Black and Minority

Ethnic) Champions introduced this year which follows on from our Community Champions. Now looking at retention and backgrounds for attainment. Also gathering information to review with BU Fair Access group.

DA – One World Day a great success this year. Why do home students not get attracted to one World Day. CM – disagreed and stated that about 50% were British Students. 125 different countries at BU. 30 at One World Day.

AJ stated that it was done on a mid-week evening. In future we will review the timing and location of the event perhaps using more floors in the Student Centre.

3.53pm – Karen Churchill joined the meeting.

CM – moving to BME next year. DA – Black defined by NUS is wider. This would go to Big Student Meeting to discuss definition. Nomination submitted for NUS award.

CM – final stages of Investors in Diversity Level 2 – only 3 other unions have level 2 – Bath Spa & Leeds are two he knew about.

ACTION: GB – Report on ID at Bath Spa to be given to CM.

9. GENERAL MANAGERS REPORT

AJ – pleased with BME students present on campus.

Accommodation strategy – Lansdowne area continues apace in building accommodation. It will be important to ensure that it is suitable for students. More people in Lansdowne, will later overspill into Winton. AJ explained current situation regarding accommodation for Bournemouth students. Only Student village run by BU, all other halls are run by private halls companies. Situation also monitored by Alan Dove.

Committee and Task & Finish Group Updates:

No updates

10. FINANCE

Management Accounts

- i) Update for 2016/17

SN – Talked through the reports:

Drop in Dylans and Student Shop takings due to Fusion Building and new catering & café facilities.

Summer Ball tickets selling well.

Commercial up £30k. £285k not final position. Summer will be slower months as no students on Campus.

IC – split between food and drink? Does Fusion sell alcohol? SN – No. IC – Commercial Manager thoughts? AJ, AD & Richard Gerrard are monitoring the Fusion Building as it is altering the centre of the campus and the flow of footfall. BU are aware that if Commercial outlets not making as much surplus then money will have to come from elsewhere.

CB – can items be monitored with data on sales peaks? SN - RG has access to all the data on the back office system and can interrogate it to study price break points, sales by time and location etc.

11 Budget Projections

SN – Table A original budget as agreed last year. Table B – forecast based on 7 months of trading.

GB – Uni could question surplus. SN – we have an understanding with BU regarding reserves.

SN – total expenditure could be up to £100k more.

At the June Trustee Board we will seek a final approval for the budget.

CB – Sabb budget increased. SN – Yes, the Sabbs and their councils have been very active. Also, there has been a huge jump in engagement in our 2nd year of being in the Student Centre.

GB – Affiliations. SN – This is mainly NUS who are changing their calculation method for next year.

IC – Note 23 – more students using centre. Based on what? SN – mostly subjective – statistics do show a percentage rise. Reception use Clickers to measure customers during Freshers weeks.

KC – movable figure re Expenditure, for reserves. Should be unrestricted and not restricted.

AJ confirmed the reserves are based on 3 months permanent staff salary costs.

BREAK from 16:33 to 16:45

12 VISION AND STRATEGIC PLAN UPDATE

AJ – We have chosen someone to facilitate this who had been working with Jamie. There will be a meeting with her and other staff to plan a review of our Values and how to look at the Lansdown issue. However it is not mission critical to establish the new VISION this year.

GB – remind the board how work will fit in with BU planning. AJ – BU's plan finishes in 2018, so we have extended our current vision to coincide with this. We will then work to connect with their strategic vision and for theirs and ours to run in parallel.

13 BUSINESS CRITICAL RISK REGISTER: ACTION PLAN UPDATES

BU is now our primary funder. Sometimes SUBU are a challenge to BU which is not necessarily a bad thing. It is a testimony to our Elected officers that despite working on BME issues we are still in a good place with our relationship with BU. AJ works closely with BU's COO (Chief Operating Officer) who supports SUBU.

CB – asked DA how he feels about relationship to BU. DA – It is a good relationship with BU. We must do what is best for our Students and continue to strengthen our representation. Sabbs are still sitting on University Boards.

AJ – BU like to remind us of their funding but we remain optimistic. Challenges are good.

DA – with NSS it was a challenge. BU need to understand what is best for our membership.

14 PROGRESS REPORT OF SUBU ANNUAL TARGETS BUDGET AND KPI'S

AJ – document from February has not changed. Originally SUBU went with NUS Cloud digital platform. In hindsight a competitor may be able to capture data better.

GB – re NUS is it something they are aware they need to improve. DA – Yes. AJ – We will probably withdraw in 17/18 from NUS digital platform and move to Unioncloud.

POLICY REVIEWS:

15 SUBU BY-LAWS AND CONSTITUTION: SOME RECENT UPDATES

AJ – Changes made to by-laws to have 5 FTO's needed ratification by BU. During elections we had some interesting moments re the By-laws. This reflects to some extent that the Constitution and By-Laws were originally created before we became a registered charity with a trustee board.

GB – is there now a need for a full review of constitution and by-laws considering time that has lapsed since becoming a registered charity.

ACTION: AJ Paper at next AGM for formal review of constitution.

RG – agreed need to follow up as over 5 years and currently could be open to mis-interpretation.

GL joined meeting 5pm.

GL agreed there have been lots of conflicts of interest. Vagaries of working. Eg. How to start petitions.

GB – the constitution covers delegation and committees.

RG - topics in this agenda, eg, emergency meeting relates back to the way that the constitution is interpreted and communicated.

AJ – Confirmed the Constitution is more about charitable objectives and the By-laws are more about running day to day.

GB – bylaws and constitution are approved by the Trustee Board and the Charity Commission and require ratification by BU.

IC – ACTIONS – All Trustees to read bylaws and constitution by next meeting.

GB – ACTION - AJ to produce a paper. Terms of reference to be agreed for next board meeting – June.

OTHER ITEMS

16 HEALTH AND SAFETY

AJ read out the report prepared by Alan Dove which related only to the Commercial Areas.

ACTION: AJ - C & S accident report required for next meeting

GB – reportable accidents. AJ explained the definition of a reportable accident.

GB – near misses. Change of culture to report 'near misses' as a method of learning. AJ – we having a returning staff member who will be tasked with review this area over the summer. SN – Reportable Accidents, or in our case the lack of, are declared on the Charity Commission website as part of our annual submission.

17 ELECTION REPORT: FULL-TIME OFFICERS

GLarkins– Read the prepared report and apologised for the delay due to concerns about being transparent.

GB – Report should be about facts of results and leave issues until separate item at end of report.

Thanks were given to Georgia.

GB appreciated it had been a difficult time but this should be for later discussion. He recommended that the report be approved leading to further discussion and consideration of confidentiality.

RG – what would be too transparent for a potential meeting. What is not appropriate?

CB – the board should go in to process to consider what has happened.

GB - too much information could impact on decision. Current information is sufficient.

It was agreed to schedule a separate meeting at the earliest convenience.

ACTION: AJ to schedule further private meeting.

17:23pm GL left the meeting

18 REVIEW OF 2016 ANNUAL GENERAL MEETING (AGM)

AJ – AGM big student meeting in November. Formal approval was given to the accounts for 2014 – 15. Accounts for 2015-16 will require approval at the next AGM in May 2017. It will be important to get quoracy to achieve this.

19 STAFF SATISFACTION SURVEY 2016

AJ – There will be no survey this year as we are renewing Investors In People (IIP) and this includes a staff survey. Jane from IIP explained the staff survey had been sent to all staff and it is important to get everyone's feedback. There has been a good response rate. A full report will follow in May.

20 SUBU IN THE PRESS

DA – for noting.

21 ANY OTHER BUSINESS

(i) 2016/17 Re-appointment of the Auditors for 2016/17 was approved by all. To be ratified at the AGM.

(ii) New Tender Exercise for 2017/18 – The Audit & Risk Committee will conduct a new Tender Exercise for the following years Audits.

All present approved.

HR ISSUES

AJ – Requested guidance and support. Board member agreed to help with advising.

Dates for next meetings and SUBU events:

Trustee Board:

TRUSTEE BOARD MEETING | 5TH APRIL 2017

CONFIRMED MINUTES

6th June 2017 - TBC

Audit and Risk Committee:

27th April 2017 | 11am-12pm

29th September 2017 | 11am-12pm

24th November 2017 | 11am-12pm

Annual Review:

TBC

Summer Ball:

Saturday 3rd June 2017

DA thanked all for attending.