

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
TRUSTEE BOARD MEETING
FRIDAY 15TH APRIL 2016 | 1.30-4.30PM
THE OCTAGON | TALBOT CAMPUS
CONFIRMED MINUTES



PRESENT

Adam Trimby (AT) *Student Trustee*
Chloe Schendel-Wilson (CSW) *Trustee – Chair*
Chris Buckley (CB) *External Trustee*
Ian Catley (IC) *External Trustee*
Ryan Cannon (RC) *Executive Committee Trustee*
Scott Morgan (SM) *Student Trustee*
Vivien Lebbon (VL) *Student Trustee*

APOLOGIES

Aaron Newbury (AN) *Student Trustee*
Alexis Drayson (AD) *Staff Trustee*
Kate Little (KL) *External Trustee*
Graham Briscoe (GB) *External Trustee*

IN ATTENDANCE

Alan James (AJ) *Non-Trustee*
Caston Matewu (CM) *Democracy and Equality Manager*
Emma Bonell (EB) *minute taker*
Reece Pope (RP) *SU VP Welfare*
Sarah Newland (SN) *Non-Trustee*

1. WELCOME

CSW welcomed all present to the meeting and introduced RC to the Board and welcomed him to his first Trustee Board Meeting as the Board's Executive Committee member.

2. CONFLICTS OF INTEREST

None were declared. CSW advised that if any conflicts do arise during the course of the meeting then to raise them at the time.

3. CHAIR'S ACTIONS

None.

4. PREVIOUS MINUTES: FROM 4TH FEBRUARY 2016

The minutes were approved as an accurate record of the meeting.

5. MATTERS ARISING

ITEM 1: AT TO SEND CSW LINKS TO COMMUNITY WEBSITES.

CSW confirmed that she has not received the links.

ITEM 4: CSW TO LOOK INTO AND DEVELOP A MEDIA PLAN WITH THE COMMS DEPARTMENT.

CSW confirmed that this has yet to be done. She added that it will be a project for her before she leaves. AJ noted VL's offer from a previous Trustee Board Meeting with regards

TRUSTEE BOARD MEETING | FRIDAY 15TH APRIL 2016

UNCONFIRMED MINUTES

to help with this matter, and he added that it was appreciated and not forgotten. CSW added that the new VP Community may be able to help with it too.

ITEM 11: CSW TO LOOK INTO THE POSSIBILITY OF SABBS GOING INTO EVERY LECTURE IN A WEEK REGARDING ELECTIONS.

CSW explained that there will be a review in the summer of Elections so this will be looked at then.

ITEM 17: AD TO FORWARD EMAIL FROM BU TO CSW REGARDING BEING AN "EXPERT" FOR THE PRESS
CSW noted that she has not received this.

ITEM 18: GB TO LIAISE WITH GLOUCESTER STUDENTS' UNION TO GET IN TOUCH WITH CSW.
CSW noted that she has not heard anything regarding this.

ITEM 19: CSW TO REPORT BACK TO TRUSTEE BOARD ON RECRUITMENT OF EXECUTIVE TRUSTEE.
This item was addresses and completed at the beginning of the meeting when RC was introduced to the Board.

6. PRESIDENT'S REPORT

CSW presented her report.

With regards to accommodation, IC noted that the MP mentioned in her report was based in Poole, and doesn't affect the local accommodation in Winton or most Halls.

She highlighted the matter of divesting in fossil fuels. CB queried what ethical investment is, to which CSW explained the stages of how investments can be dictated to the banks. CB followed this by asking if these investments perform well, to which CSW noted she was unsure.

AT queried whether there have been any queries about EU residents with regards to the EU referendum, to which CSW noted that no students have expressed concern. It was commented that it would have a real implication on BU.

IC congratulated those involved with the recent Activity Awards, and he noted that the event costs were much cheaper than comparative events.

7. REPORT FROM VP WELFARE

RP presented his report and focused on his main points of liberation, the research undertaken by the GOAT (Go Out And Talk) team, his achievements regarding fees with BU accommodation, and his focus on "lad culture".

With regards to BU reducing the percentage of accommodation costs that students face, CB queried whether BU just reduced the amount, to which RP clarified no, BU just didn't increase it as much as they wanted to.

With regards to his focus on liberation, he explained that there is a big push for Widening Participation (WP) students to get to BU and he is looking into figures around whether quotas affect the students' experiences.

He is working on a sexual harassment policy that will be implemented into SUBU, with an emphasis on focusing on incorporating it into training with staff in SUBU's commercial outlets, such as Dylan's and The Old Fire Station.

He spoke about LGBT within sports and that he's working to embrace LGBTQ+ campaigns with SportBU. Following this, IC queried whether there is any evidence within the teams that it's more than just a perception, to which RP noted that there is none within BU. He went on to explain that there was a recent "Good Lad" workshop and that he should be seeing the anonymous report from that soon.

CB suggested that RP has a look at a recent Transport for London report, as it details their approach to a similar challenge that they face.

8. REPORT FROM DEMOCRACY AND EQUALITY DEPARTMENT

CM presented his report and began with explaining the background to the department and to the importance of democracy and equality within universities. SUBU's role is to deal with the retention of students from a WP background. Last year, 50% of WP students dropped out.

He explained that higher education is changing and is becoming more diverse. To recognise this, SUBU introduced Community Champions to understand students from WP backgrounds. He spoke about events to celebrate the diverse backgrounds of students at BU – there is a Fair Access focus. It is about giving students the platform to engage with SUBU through events, such as the regular Mature Students coffee mornings and the celebrations held for Black History Month.

He went on to note that Part-Time Officer and Full-Time Officer elections this academic year have been the most diverse that SUBU has ever seen, with the Full-Time Officer elections seeing the highest number of votes ever.

He explained that the department recognises the students from minority backgrounds to address their successes. He went on to note that the department is growing and has done lots to bring a lot more students into SUBU. CB noted that it would be interesting to then look at the impact on the other areas of SUBU.

CM explained that BME students are 20% less likely to get a first or 2:1 in their degree. They have to have a part time job while at university, which will impact on the time that they have available to engage with SUBU.

CB questioned whether there has been any negativity or resistance from anyone who doesn't think it's important, to which CM mentioned that there's been none that he's aware of.

IC questioned how the events and groups are supported, including financially. CM mentioned, as an example, that one of the organisers of Diwali is a Community Champion. SUBU helps with things such as posters, and we go to them to support them, i.e. Sabbs go to events to show their support and give talks.

IC then queried where the judgement comes from for the events that are supported, and where the control is on equality. For example, does the same support for Diwali go to the Christian Union? It was noted that every club and society have to be open for any student to join, so there is always equality and support.

There was then a discussion regarding this, for example with regards to the elections, the incoming President and cultural differences.

9. GENERAL MANAGER'S REPORT

AJ highlighted some key points from his report, including that the Vision Days were held recently and involved more students than usual.

He explained that there is a lack of capital investment in clubs and societies at the moment. He then described a recent situation with the Boat Club in which they asked for money for new boats, which led to a meeting with the Chief Operating Officer in BU, which may have a positive outcome for the club. CSW mentioned that sports clubs are more expensive than societies because they compete. There was a discussion about costs of clubs and societies, with regards to which clubs are elitist, which are funded by BU, which are funded by SUBU, and how much they fund themselves.

10. MANAGEMENT ACCOUNTS:

i) UPDATE FOR 2015/16

SN explained the figures. She started by mentioning that the end of February is significant as it's the end of first two terms of the academic year. She noted that we still have to bear in mind the difference in last year as the Loft has closed, Bournemouth House shop closed, the Engine Room opened and the Student Centre café opened etc. She went on to add that this time last year we were making a loss, so there is a significant change from last year as we are now making £165k. Staffing costs are on target, compared to last year, including with new staff in new building. She added that the Student Centre café has been a star in the figures. Turnover in Dylan's and the Shop has gone down, and some staff costs have transferred to the Student Centre. CSW noted that the third floor café doesn't make much money but there has been an idea to turn it into a smoothie bar. This led to a discussion about the third floor café, and then about how great the ground floor café is, especially with the selection of food.

There was a discussion about the Old Fire Station with regards to staffing. AT suggested that, as it is open to public as well as students, it might be worth opening up more events to attract more people, other than students.

IC queried how insurance costs are allocated, to which SN confirmed they are based on turnover over a fixed period of time.

ii) FORECAST FOR REMAINDER OF 2015/16

SN explained the figures and highlighted that the forecast for commercial contribution has been increased to £300k.

She added that salary costs are likely to come down, which is due to a couple of staff members leaving and it takes a while to replace them. She noted that SUBU is back to where we used to be, and that it is also due to block grant contributions.

11. BUDGET PROJECTIONS FOR 2016/17:

SN noted that the VAT issue is coming up to a tribunal in May, and that she has spoken to VAT specialists. It is thought that at this point it would be prudent to put a figure on that as a restricted reserve. She added that £338k is slightly above reserves figure, to which IC commented that BU might decide to be more restrictive on block grant funds if that is the case.

SN commented that the commercial contribution is back to £200k. There is concern that the new Fusion Building may take our customers out of Dylan's/Student Centre café because there will be more commercial outlets, which are all Chartwells. It was queried whether there was any opportunity for any SUBU outlets, to which CSW confirmed that SUBU tried but with no joy. CSW explained the process of moving everything from Poole House into the new Fusion Building.

All present approved the budget projections for 2016/17.

12. VISION AND STRATEGIC PLAN UPDATE

AJ presented his update and added that GB and IC were both at the first of the two recent Vision Days.

AJ sought permission from the Board to change SUBU's Vision to be in line with BU's 2018 Vision, and to delay the new Vision until then.

CB queried if it was to just delay to 2018, and whether it will be achieved by then. He added that the current themes that SUBU has are missions, rather than themes. SN added that SUBU needs a long term plan, rather than to keep having lots of little short term plans to avoid keep reinventing the wheel.

AJ noted that SUBU has got a great opportunity coming up with BU to attend an away day. He added that SUBU have invited students to attend too, so BU will hear what students want.

CB questioned if there are any bridging measures between now and 2018. AJ commented that thoughts need to be assembled from students, to take to the Trustee Board. He added that he was not sure whether to bring it back to focus on 2017 or 2018.

CB asked if we are using VMOST (Vision, Mission, Objectives, Strategy and Tactics), AJ was unsure.

All present approved delaying the new SUBU Vision until 2018.
--

13. BUSINESS CRITICAL RISK REGISTER: ACTION PLAN UPDATES

AJ explained that item 3 on page one relates to wanting to keep our commercial opportunities. CB queried if we are under pressure, to which CSW noted that with the planned developments at Lansdowne, we need BU to not forget about SUBU and not just use Chartwells. SN added that we employ students, whereas Chartwells don't.

14. PROGRESS REPORT OF SUBU ANNUAL TARGETS, BUDGET AND KPIS

AJ presented his report on this. He noted that Alan Dove (AD, SUBU Commercial Services Manager) has employed a couple of students at the Old Fire Station, which has been a great eye opener to the student market.

15. SUBU BY-LAWS AND CONSTITUTION: SOME RECENT UPDATES

AJ tabled an update to the original paper following a meeting with the Clerk to the BU Board since the papers were sent out. She was uncomfortable with some of the changes regarding the fifth Full-Time Officer, specifically with regards to the existing point that fifty percent of the Trustee Board needs to not be paid. She advised that taking the maximum numbers out of the document for the Officers needed to be consistent with the figures for other Trustees.

AJ noted that he will meet with CSW and Deborah again to discuss further.

CB questioned what the status of the fifth Full-Time Officer was due to it not being approved at a General Meeting. CSW confirmed that the decision didn't need to go through a General Meeting as the Executive Committee can make decisions on behalf of the student body.

IC questioned whether SUBU is seeking any advice about what to do with the Clerk to the BU Board's concerns, to which AJ confirmed no, and that he was just bringing it to the Trustee Board's attention.

16. HEALTH AND SAFETY REPORT

AJ presented the report and explained that it focused on accidents rather than health and safety issues. He went on to highlight the key points within the report. AD thinks it may be due to over reporting and he doesn't feel there are any themes. AJ confirmed that there is

nothing for the Board to be concerned about, and he reassured them that they would be informed if there was.

He went on to explain that an investigation of the cheerleading activities took place because he was concerned about the number of incidents, but he confirmed the incidents were all due to the nature of the sport.

AT queried whether there is any correlation to when TOFS was busier with regards to the increase in reported incidents. AJ confirmed that he would check previous year's statistics in relation to years with similar footfall.

Action – AJ to check previous year's statistics.

AJ added that the nature of the ways that students engage with TOFS has changed over the years, such as pre drinking nowadays, will have an impact on the figures.

SM queried why, as stated on the report, that the Summer Ball incident reports were not ready. EB explained that the Red Cross had been chased many times for the reports, and that there had been staffing issues at the Red Cross that delayed them getting the information to us.

17. ELECTION REPORT: FULL-TIME OFFICERS

CSW repeated CM's comments from his report with regards to the recent elections seeing the highest figure for voters. She added that the Student Centre could have contributed to this, and that there was an 85% increase in unique votes. The increase from four to five Full-Time Officer positions will have also helped voting numbers, and it was the most diverse range of candidates.

She explained that there were some issues with some candidates, but these were just due to cultural differences, and is something for us to learn from for next year. Joff Cooke (SUBU Head of Student Engagement) will be doing a review of the way SUBU runs its Elections over the summer.

CSW went on to mention that Yik Yak was a massive problem with regards to online bullying. She went on to note that it is a sector-wide issue for Students' Unions all over the UK. RC commented that it can't be considered totally harmful, as sometimes being anonymous can be positive. There was then a discussion about Yik Yak and anonymity. CB commented that the ability to act anonymously and act without come back is being shut down; he went on to note that the matter has always been an issue to an extent but it feels bigger now as platforms are bigger. RC suggested that it can be used to gain votes and there is potential to use the app it in a positive way.

CSW reported that overall the Elections had been positive and successful.

AT noted that it is important to educate all students about the processes and campaigning rules etc.

18. REVIEW OF 2016 ANNUAL GENERAL MEETING (AGM)

CSW explained that the recent AGM was not quorate. AT questioned whether there would be an opportunity to have another meeting, to which CSW confirmed not. There was a discussion about the timings of approving the accounts.

All present agreed that the minutes will be ratified at the next meeting, if quorate.

It was suggested that the meetings are booked earlier, to which all present agreed.

Action – President to ensure the year’s meetings are booked earlier in advance.

SN suggested that the same questions could be asked over 3 meetings to spread the quoracy.

AT suggested that the use of technology is improved with the meetings, i.e. that they could be filmed with a live stream online and then uploaded, to allow students to vote online. All present agreed that it was a good idea to look into.

Action – President to look into the technology opportunities for increased engagement with Big Student Meetings and AGMs.

CSW then went on to explain a system used in other Students’ Unions to allow students to vote on 10 big issues ahead of the meetings, then they are voted on to rank them in popularity, which then forms the agenda.

19. STAFF SATISFACTION SURVEY 2016

AJ presented the report and noted that, broadly speaking, it’s a good report. He highlighted item 4.3., which references 5 people feeling significant pressure more than 75% of the time. EB noted that it is not necessarily a negative point, and that some people may feel that pressure is important to productivity. Others agreed and suggested that the wording of the question is being misconstrued, so it was recommended that the wording is changed for next year.

Action – wording of question “Do you feel significant pressure?” to be changed.

SM questioned whether the survey is completed just by salaried staff, to which AJ confirmed yes, but that the Commercial managers need to be reminded to do a survey for their student staff to complete.

Action – AJ to remind Commercial managers to obtain feedback from a student staff survey.

20. SUBU IN THE PRESS

TRUSTEE BOARD MEETING | FRIDAY 15TH APRIL 2016

UNCONFIRMED MINUTES

CSW confirmed that Alan Dove is working on slowly decreasing the 30p card charge for purchases under £5.

There was a discussion regarding where the news stories are published; SM referred back to CSW's promise (item 4 of Matters Arising) to develop a Comms plan, which will focus on where the news stories are published.

CB noted that BU has significant resources to do more with our good news stories and suggested it may be better to have stronger relations with the BU press office, who can maintain traditional routes, and our efforts can then go in to letting BU know our good news. IC noted that BU's perceptions are not necessarily in sync with SUBU, as Alan Dove commented during the Vision Day that BU were promoting the Rugby 7s event rather than SUBU's Summer Ball.

There was a discussion about better comms and what the best route is. CSW noted that SUBU's relationship with BU marketing isn't very well established. She then went on to note that in losing the Full-Time Officer who focused on communications, we have lost a bit of the relationship with BU.

<p>Action – President and General Manager to focus on improving the communications relationships with BU.</p>
--

21. ANY OTHER BUSINESS

EB mentioned that she's recently changed her name from Pentecost to Bonell.

APPROVED: _____

DATE: _____