

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
TRUSTEE BOARD MEETING | 20TH OCTOBER 2017
10.30-2.30PM | BOARD ROOM | TALBOT CAMPUS
UNCONFIRMED MINUTES



**STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY**

PRESENT

Chris Buckley (CB) *External Trustee*
Daniel Asaya (DA) *Sabbatical Trustee – Chair*
Geneva Guerrieri (GG) *Student Trustee*
Graham Briscoe (GB) *External Trustee*
Ian Catley (IC) *External Trustee*
Karen Churchill (KC) *Student Trustee*
Mark Smith (MS) *Student Trustee*

IN ATTENDANCE

Alan James (AJ) *General Manager, non-trustee*
Sarah Newland (SN) *Finance Manager, non-trustee*
Debbie D'Silva (DD) *Minute Taker*
Shivani Mittal (SM) *MinuteTaker*

PART ATTENDANCE (TO PRESENT THEIR REPORTS)

Ebony Harding (EH) *SU VP Community*
Alan Dove (AD) *Commercial Manger*
Jane De Vekey (JD) *Research &Information Manger*

APOLOGIES

Alexis Drayson (AD) *Staff Trustee*

NOT PRESENT

Joanna Ann (JA) *Exec Committee Member Trustee*
Libby Howe (LH) *Student Trustee*
Robert Garza (RG) *Student Trustee*
Vaishni Patel (VP) *Student Trustee*

1. WELCOME /APOLOGIES

DA welcomed all present. Thanks for work to date and support, despite the stress over the summer we've come out stronger than ever. DD noted that apologies have been received from JA RG.

2. CONFLICTS OF INTEREST

None.

3. CHAIR'S ACTIONS

Elections and the change of By-Laws, emails sent to all board meeting. Thanked for responses.

4. PREVIOUS MINUTES: FROM 31ST MAY 2016

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

5. MATTERS ARISING

- 5.1. *AD REPORT REGARDING TILLS AND WEBSITE BACKUP INTEGRITY.*

GB stated that they will be investigating whether the recommendations of the audit will be followed up when they complete the next audit.

SN due to recent data breaches has sought advice from university and union cloud regarding security levels in place and systems dealing with ongoing issues, such as global ransomware. Need to work within the timeframe of the next trustee meeting.

CARRIED FORWARD

6. PRESIDENT'S REPORT

DA's report updated key work from the Full time officers; it's been an interesting year, with massive engagement. Mentioned a successful Fresher's fair and Black history month, with thanks for the support. Good initiatives to come this year including, the mental health zone, new liberation campaigns to support marginalised and underrepresented groups. Policy & Insight have supported Full time officers providing information and facts. Democracy & Equality contributed towards the elections, SUBU advice and Activities & community departments have had a successful start academic year.

CB asked about the priorities and whether they are set out in the candidate's manifestos

DA confirmed and mentioned that Ebony will comment more about it later.

CB asked whether it was difficult to have visibility as a board, usual governance model, as to what their commitments are from the outset.

GB stated it is not the role of the board to monitor what is said in sabbaticals manifestos, what is the process to scrutinise the progress of the sabbatical's activities? They work along 2 streams, direction and guidance of board towards strategic plan as well as their own manifesto. What is in place for students to challenge their activities?

GG advised that there is the Big Student Meetings to update progress and goals, students are welcomed to question them and have that dialog as to what they are doing

GB done some research some progressive universities mirror that of local government in appointing a scrutiny committee with the sole purpose to arrange termly meetings to challenge the sabbatical officers and produce reports, rather than the social time over the formal meeting.

GG students who attend are engaged and have a genuine interest in what is happening, better to have it in that environment.

GB only 50 not the full representation of the students' union, scrutiny committee will have the full power of the Students behind them with more focus.

DA we have a process already; there is an invitation to hold officers to account. Meeting are well attended, there was 300 last Meeting held in November. Students are genuinely interested in the process.

AJ Another layer of scrutiny exists with the Executive committee, Will Paige, ex trustee and old president here, Exeter University Union had a scrutiny model, he had a mistrust of sabbatical officers. Progressive unions tend to have had a problem with their officers which is why they appoint these committees to deal with those issues. We have Exec meetings fortnightly, due to the change in by-laws, to hold scrutiny and they are elected.

IC do they hold them to account?

DA clarifies that they do that.

GB hopes that the exec committee is concerned with the operations and management of the strategic direction outside of KIPS and targets.

AJ the accountability falls to the staff and the board rather than Exec. Also we suspects that within other Unions the 2 ruling documents, the constitution and by-laws, developed to this other arm and where the Big Student meeting came into place to hold them to account.

DA this includes all officers not just Full time officers

AJ He will look into it further, Will Paige came in the position to “beat up” the officers in an managerial way, this is the style of SUBU

SN the format of the meetings that she has attended the officers has done their report and the students are invited to give feedback.

Have 3 meeting a year, Nov, March and May

DA happy to work with GB and AJ to improve the accountably session.

CB steps in the right direction; there is a measure of success.

AJ maybe helpful if the manifesto points of Sabbatical officers are presented to the last trustee board meeting at the end of the academic year, in case they have a financial implication.

GB or if they counter the overall strategic direction of the Union, which is our (the board) responsibly not sabbaticals.

AJ the points of the Officers manifestos are not desperately strategic, more leading along a route, encouraging towards certain themes, such as DA with applying diversity; however they do work to one year timescales.

GG how are their priorities decided?

DA by speaking to students

GG mentions Alex’s aim that there is an academic society for every course is unrealistic.

Perhaps if it was worded differently?

AJ sometimes these goals are not realistic, sometimes it’s about stretch, some sabbs will set goals that they can achieve while others aim higher. For us to consider, how to staff it and provide resources for it.

CB asks to clarify whether Alex is asking for lectures to stop being recorded.

DA to get them recorded.

IC is there any resistance from the university to this?

DA no the university is being quite supportive

GG at present it is at the lecturer’s discretion, some lectures do not want their lectures to be published online.

CB concerns about students being filmed without consent, if lectures are recorded they won’t attend, and that of intellectual property

No further comments.

Movement to Jane’s report, item 9 due to scheduling.

9. RESEARCH ON SUBU PERFORMANCE 2015/2016

JD presented the “How’s SUBU for you” feedback. The big picture is that year on year over the past 3 years is that there has been a steady rise in responses that they agree or strongly agree and that we are heading in the right direction.

GB asks about the response rate

JD clarifies that is strictly there are 18,000 students but there is an 15,000 expectation

GB so why don’t all 15,000 vote? Not interested in supporting their University? Not aware of the survey? Or the purpose of the survey?

JD There is 77% response rate; this through the NSS survey promoted and pushed through the University.

CB Is the participation rate consistent with other universities?

GB how do we know out of the 1000 respondents, how many are engaged?

JD Profiling of students used to target students who use the Unions services.

CB queried the range of options for the responses, JD clarified

AJ this isn’t honed in SUBU, this is how they feel about BU.

JD goes on to explain the next slide showing open responses of the “what is the 3 most important things...” determined it was, employability, making friends and degree grade.

IC what timeframe in which the survey is carried out?

JD after the Summer ball at the end of year, the survey runs for 3-4 weeks, where they are hopefully reflective.

Final slide, “ what should SUBU excel at?” JD explains that activities have increased, and support and help more visible. JD clarified that this is students own responses.

IC commented that “ should try to excel at” is this clear enough to students? Is it a complaint or a satisfaction?

IC where you surprised at the changes? JD discussed the commercial responses.

CB comments that maybe they aren’t aware that the commercial services aren’t obvious to students that they are run through SUBU.

GB comments that he sees the question differently, do the students see commercial as selling stuff more cheaply?

CB proposed that maybe you can remove the words “try to” from the next survey, inference that its intent rather than doing it.

MS how long are students taking to completed survey, maybe they are not spending enough time considering their responses.

DA do we have the demographics of the respondents?

JD confirm we have that available moving on explains the new building has helped with the approachable.

AJ states that because of this approachability factor and being recognised in the past, it allowed him to go to the university in order to progress the new student centre, although Lansdown students may still answer this way.

JD NSS has altered a question to include whether the union represents the academic interest of students. We scored 69% above the average for this question.

AJ discussed the boycott of other universities.

GB comments that the government wanted it to tie in with the ranking.

DA this is mainly linked to fees.

JD use of the NSS is a metric we were awarded Silver.

<JD leaves>

7. REPORT FROM SU VP COMMUNITY

EH report summary. Explains what she has achieved through the year, looking at the roles and continuing with the community council. Looking at roles within the committee and establishing relationship with the council. Works with the Community wardens and have trained a new set of wardens, and their work. Currently, working with VP welfare to promote volunteering and its effects on mental health, promoting it within halls to get it more visible. She is moving toward an accommodation tab on the SimOn system, to be able to get appropriate recordable feedback, to be able to communicate with letting agents., providing a better service. The NSS scores are low within certain courses, wants to improve with the help with the University. Providing academic societies for all course, working with a steering group to help progress this.

IC asked about the training of the wardens.

EB explains that Gillie Lewis trains, alongside the Campus police.

GB what personal equipment is provided?

EB looking into supplying personal alarms

GB should this be picked up in the risk assessment?

IC asked for clarification on who Sarah Speakman Jones was.

GG asked whether the Animation course has the lowest NSS score?

EB not the lowest, but has caught her attention.

GG rather than focus on one maybe target the lowest 10, to fix a wider issue.

IC quite right to call John Vinney into account, there is a capacity issue within your role.

CB This makes the interesting intervention, let's stay on the right side of that as they are paid a lot to work on issues.

< EH leaves >

8. REPORT FROM COMMERCIAL SERVICES

AD reports that this year's performance is much stronger, TOFs is very fashion driven market, but is has improved that pasty few years. The Shop, Dylans and Café is feeling a bit of pressure now. Footfall and food range may have led to poor sales. TOFS factors have aligned and now the high street market has improved seeing a good recovery.

Summer Ball this year was the most successful to date, after engaging with our main competitor.

Dylans, This year sales are trending up and showing an improvement. Tofs sales on par to last year, few issues with noise.

IC managing the concern over noise, this was brought to board, how is this being managed?
AD difficult as we have been called into review by the council, noise cannot be completely eliminated, so the more radical strategy moving forward is to push back at the council, an audio consultant reviewed and we have installed noise cancellation audio characteristic equipment. Local authorities have monitored and are happy and licence conditions revoked.
GB student shop report, what has NUS got to do with the shop?

AD explains the NUSSL agreement and those items are provided subsidised by NUS. It is unusual for them to provide profit warnings, so may be an indication that negotiations with their partners are not going well. This may lead to a value line?

CB Challenge we have is if the range smaller, white label, providence story - where does the item come from, what's the supply chain?

AD shop is challenged, but student centre doing well. Dealing with credit card transactions and its impact.

IC stated that it was been reported that charities are suffering as no one has cash in pockets anymore.

AD Speaking with Barclaycard to try to reduce the transaction fees.

IC mentions that TOFS is shut during bus loading at Summer Ball, please can you cover the reasons why.

AD issues with pre-drinking in the past, and have been working on a campaign to reduce pre-drinking, but by opening the event earlier, it meant a better event, the ball closed earlier, meaning less community issues. A perfect storm for an successful event.

IC just thought it was a way to capitalize, while they were there.

DA asked GG opinion, drinking is expensive, it's the whole trend, getting together and being in the same mood.

MS even if the venue was open you would still have the drinking at home beforehand.

GDPR – general data protection regulations.

Consent: cannot be passive must be positive and clear, students must opt in rather than opt out. Consulted with James Stevens, BU data consultant at BU, and best approach is to shadow what BU does. Carrying out an audit, then to risk assess it for sensitivity, is it compliant to the law, is it relevant, how long do we keep it. A new destruction system needs to be place. Security is dependent on the sensitivity, truly anonymised data GDPR does not apply to it. 12,000 students have digitally opted in to be part of the Union.

IC that is an amazing response compared to the response of the NSS

AD at present there 2 different questions when students enrol on the BU system, do you want to be a part of the union and do you want to share your information with the union, this currently is bundled in as one.

GB if they are under 18 they need parental permission, which is impacting FE institutions.

AD BU flags these students

AJ due to licencing implications, currently under 50 students, AD will be managing this with James.

CB has PECA been considered? It is concerned with electronic and SMS marketing and sits over the top of GDPR. About to be replaced by the privacy law. Focused on marketing.

AD there are a lot of rights under this such as the right to be forgotten, deleted and to see the information held on you. Once the audit is completed then we will need to work on action plans on how to deal with data deletion etc.

CB an odd outcome is that you have the right to be forgotten, and removed from record, but then that means you can then remarket to them as you have no record that they have engaged with you.

10. GENERAL MANAGER'S REPORT

AJ presents his report, noting an amendment to item 5, relationship with BU.

10.1 Sabbatical officers and elections update 2017

10.2 Elections update and Change to the by-laws and constitution

AJ proposed changes have been accepted by the by-laws by exec but it is too late for university and our solicitors to action.

GB states that the board needs to ratify the changes to the document that DA circulated, which DA went to NUS for support and that it is for the board to agree.

AJ when we changed the By-laws the objective was to change the problems highlighted in the elections. We created an independent adjudicator and to get external advice, we have done what the by-laws suggested, but the board & Bu weren't available to approve it.

GB DA circulated a document which has changes, which changed the previous arrangements. Because there was no response, I assume that everyone has agreed to it, but it will need to be formally actioned by this trustee board. GB is concerned that the document circulated and forwarded to NUS, is now legally binding and so it should be a chair action and formally approved.

CB wanted to clarify whether the issue is the ratification of the document circulated or a concern over the procedure itself.

GB Board need to recognise that there is a change in the election process, that a system in operation before, has been deferred to NUS.

CB what is the right point in time to ratify this? At the end of the process?

GB is should have been done as chairs actions, at the start of the meeting, as DA has already circulated the email.

AJ advised DA to email so states that he takes reasonability, as we weren't willing to go back to original by-laws.

GB it should just have DA stated as a chairs action, what is the timeline of the articles, will they come to board in draft state or in a final state after they have been legally approved?

AJ once they have been looked over they will go to exec, then exec will go over them then forwarded to the University and presented to Board.

GB spoke to other universities some concern over the Chief Returning officer (CRO) is President

AJ by-law changes, states Returning Officer (RO) is *normally* the president, Deputy Returning Officer (DRO) is staff member, and has an independent adjutory.

GB due to the president usually holding multiple roles, it may not be appropriate for them to reside over the elections, and to appoint a sabb not involved to be CRO. Argees with all

the other points, other universities have a university staff member on the election committee which helps to have an open, fair election process.

AJ elections haven't always had a president as CRO in the past, this past election is the first where's been a conflict of interest.

IC that could have made the summer process a whole lot easier if that had of been in place.

CB I would take an inference that CRO & DCRO would become more administrative roles, where the president is more responsible for the democracy of the union is correct.

However we line up the points of escalation, happy for it to be escalated to external party, concerned that if DRO is a staff member then that opens them up to claims against them.

May want to look at the frame of the positions.

KC haven't been involved with the process, however think that as an interim measure the chair having multiple roles , being outside the elections, could be perceived to cloud the process. As an interim measure it would be a good idea.

CB opens a door for people to comment on the objectivity and the management of the process

GB it's a conflict of interest

CB power of the CRO's ability to make a decision is influential beyond admin role, healthy in some respects to have checks and measures in place. How do you perceive the RO role? To execute the democratic process, admin focused or have some standing.

KC is should be admin

AJ most present would not see themselves in an admin role.

CB you wouldn't want someone in the highest office of SUBU to be in a position for their decision to be overturned by an external party, this could be damaging and detract from the role.

AJ haven't thought of that

GB happy with what's happened this year, just want for the documentation to be lined up.

AJ wants all this to be finished by Christmas. Next board meeting Feb and elections in March so it needs to be completed by then.

<p>ACTION: AJ to have bylaws forwarded to University and Solicitor, changes to be approved next meeting</p>
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10.1 Action plan from the university, AJ has created an action plan from their recommended, critical to get advice from lawyers because of proposed changes and getting university

10.2 Discussed as above

11. SEPTEMBER 2017 ARC MEETING

GB Nothing to report, decided not to have a meeting.

12. ARC CHAIRS ACTIONS AUDIT TENDER

GB Self-explanatory document, change of audit partner agreed. Recommended Filer Knapper continues their appointment for a further 5 years. Working on current year audit.

IC completely satisfactory process, great firm have looked us really well.

SN very much so.

DA happy to approve?

Approved.

13. FINANCE

13.1 UNAUDITED ACCOUNTS VARIANCES FOR 2016 /2017 & REVISED BUDGET 2017/2018

SN presented accounts some significant variances. Commercial services have had a major impact on the income and reserves. Increase in membership services, staffing under this year. A healthy amount of £250,000 has gone into reserves.

GB commented has this led to the university claiming they have given us too much? SN yes, but BU are happy to continue to support us.

CB so they haven't a claw back? SN they did include put in a provision for a claw back but they haven't deferred it. AJ the University have been very supportive and they could have clawed back more.

KC like to commend the commercial services this year

All in agreement that AD and this team have done a great job with the success of the Ball and sales.

SN total reserves down slightly but this is under review.

13.2 VARIANCES BETWEEN ORIGINAL & REVISED BUDGET FOR 2017/2018

SN Shows the differences from the budget presented previously and that we are presenting now. Predicting an increase in commercial contribution, additional cost in staffing and membership services costs, so reducing our reserves slightly. These cost figures moving through the next 3 years, we will still be in our reserves policy at the end of the period. Seeks approval for budget figures.

Approved

< AD leaves >

14. MANAGEMENT ACCOUNTS: UPDATE 2017/2018

SN Provided handout, changes to accounts infrastructure to incorporate the new departmental staffing costs has taken some extra work. Commercial services slightly above from last year. Membership services spend on track, enough allocated to those departments. Block grant remains the same. Commercial service on Talbot slightly down, ER has been franchised out to Syron. AJ comments that this shows no turnover during the periods that services were closed. SN Comfortable that we are proceeding in the right way.

15. DRAFT TRUSTEE REPORT

AJ there was comments that the way that this has been presented in the past is that it has been dry and dull. Chair review comes from the annual review; he's added vision, strategic plans, governance, and testimonials from members (students). Brookes Infographic well presented, refreshing, better report. It will be better next year when we can make comparisons. CB agrees it is bang on trend.

GB previously sought to include the report, there a process that the annual report and account from the auditors, the board can approve the methodology but it cannot approved the annual report as is need to go through the Audit & Risk Committee, then supplied to the Trustee board to forward to AGM. Discussion then progresses to the use of images and graphics, although it is popular with other University's and Charities, do it conform to the charity Sorp?

KC comments that if the auditors amend it before they approve it to make it compliant?

GB is still concerned that as a legal document, not a marketing document. Reassurance that the report will be audited, and circulated correctly, and that this was an attempt to ensure that it was moved down a less dull route.

16. SUSS NEWSLETTER

SN advised that the SUSS pension agreement has a 3 year deficit and it is increasing year on year. The trustee pension has been audited and has been given a clean bill. CB comments that the University pension shortfall is quite spectacular. SN some of this is down to the guilt share.

17. BALANCE SHEET RATIOS

SN presents Balance sheet ratios comments that trends have increase gently with the increase of student numbers. An audit is required. Student staff numbers have increased; this could mean more shifts more staff with the introduction of the Student centre café's.

Block grant to Student ratio has increase from £14 to £65, or £89 if you incorporate commercial services contribution. Turnover is dipping, but it seems to be increasing subject to high street trends. Living Wage / Minimum wages has increase by 40%.

KC asked whether we would be prepared to consider a living wage. AJ advised that he has looked into it, but the financial impact would be too great, and what would need to me sacrificed, in order to made up the additional costs? IC asked what the current wage was. SN confirmed to date it is £7.50. AJ as students don't meet the tax threshold to pay tax, it wouldn't be viable, and morally yes it would be nice to be able to offer it.

DA How much of a financial implication?

SN said that she would be able to provide information for the next meeting, although this would only apply to a certain number of student staff.

KC requested clarification that we have at least considered it.

AJ agreed that it would be an easy choice if it wasn't for the financial implications for commercial services.

SN continues, operational costs are in a steady decline amd there is a constant surplus from commercial service. Confident figures in the liquidity situation at a ratio of 4:1.

ACTION: SN to present figures for next meeting.

<Break> Noted that IC, KC & CB need to leave promptly. Recording ends.

18. VISION AND STRATEGIC PLAN UPDATE

AJ conducted facilitator led values session to work towards vision. SORP reports that kindness became favour of the month and that a reasonable job was done.

No further comments or questions.

19. BUSINESS CRITICAL REGISTER

AJ confirms the addition of venerable students. Consider aspects to monitor the mental health intuitive. What level of support provided from non-professionals. We have a duty of care to support those giving the support. This initiative is mainly signposting, peer to peer support.

GB is this under the Vice President?

SN managed by SU VP Welfare

GB commented that it is not mentioned in key roles, why not used in the term sabb?

AJ stated that was under pressure to submit, lack of admin support

20. SUBUS KPI'S 2016/17 AND 2017/18

AJ Updated annual target from last year's balance score card, providing resources to enable others to do their jobs Incoming generating to be completed by Feb 2018.

Approved

20.1 TRUSTEE BOARD KPI'S

GB and AJ met during summer to discuss KPIs for board

GB gone to audit committee, a new code of governance coming to charities KPIs for the board itself renew through the audit and risk committee. Recommended that we comply and improve, Review annually, and complete an external audit every 3 years.

DA raises point on student trustees

AJ recounting we currently have 6 student trustees.

GB comments that so many different models of trustee board

AJ no plans to move the number of student trustees. SN we are achieving a good level of quoracy.

GB it is unusual for the chair to be on the audit and risk committee, and this is a conflict of interest.

AJ this is mainly due to convenience.

< KC leaves >

Due to board members needing to leave it has been suggested that some points will need to be continued by email.

21. BUSINESS CONTINUITY PLAN

GB has been involved in desktop piloting.

AJ confirms that the principal desktop scenarios in disaster management is really only the summer ball

Approved

22. LEASE OF THE OLD FIRE STATION

AJ in summary EWB to check that we approving the design, AD comfortable going forward.

IC asks what the length of the lease?

AJ forever essentially, however the student centre is 5 years.

Approved

23. DECLARATION OF INTEREST REGISTER

SN advises that the auditors need to include trustees' spouses and their employers to the register. If everyone is happy to, SN supplied new forms to be completed, returned and submitted .GB states this is standard practice

Approved

Action: SN compile completed forms for Auditors

24-27. OTHER NOTES:

AJ Note of gratitude to GB for the nudge towards the green gown initiative

DA on previous item, single members of board do not need to sign the form SN supplied

28. ANY OTHER BUSINESS

GB discussion with AJ advertising for a new trustee. Timing means that it will be next year before anyone is appointed. What process moving forward?

AJ we are waiting for applications to come in. DA notes that is the end of term for CB and GB. Should we extend?

CB suggested extending until trustees are replaced

GB next committee meeting make the proposal.

DA states this is the end of the term for GB and CB.

AJ proposed that we extend positions until end of the academic year to facilitate replacement.

SN the by-laws would need to change to accommodate this.

AJ when the trustee board was originally set up, we didn't realise that we would be losing trustees 6 years down the line, propose that we ask them to see out the year. We weren't anxious about this would play out back then when they were created.

< GB , CB leave room >

IC I'd like to hear people's views.

MS supports, stating we don't want to rush into recruiting and panic appoint someone unsuitable.

GB addresses chair to say that it is risky to have them leave now.

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DA worried that by-law says that we can't extend appointment.

GB can't why do it anyway, if we can do as we please

SN timely fashion to have a one off expectation, this is assuming that they are available to extend.

IC lose them and lose their experience, think of all the experience they have offered Immense help, CB has exemplified all that is good, helped and steered with great skill. GB has been there and done that but his immense experience is fantastic. Horrified that a by-law issue that can be modified prevents keeping them for SUBU's benefit when they can be legitimately extended.

DA bylaw should be repeated, don't disagree with their experience, but it's the bylaw and should up held.

GG keep them on until you find a replacement

IC we are actively looking for a replacement, on a day to day support basis it would be very remiss not to take advantage of them to stay - they must stay. We would be robbing ourselves off experience and skill

MS agree s, new trustees are needed, correct, but there's no reason why they can't be used until we are prepared.

IC apart from the bylaw what reservations have you have DA?

DA it is important, finalise recruitment, we need fresh ideas and diversity, currently not diverse enough

IC diversity?

DA we are not diverse enough, we have good people , however we need to show willingness to diversify.

IC when the new trustees on come board they would be happy to step aside.

DA reiterates that bylaws say we can't extend terms.

SN maybe introduce a caveat for them to stay until new appointments are in place?

AJ the end of the academic year was suggested to give time, awkward due to timing

MS are you confident that you can find appropriate replacements in time for the next meeting?

DA it's a reflection of the union moving forward.

MS there's no harm in agreeing to keep them in position until the post filled.

GG is seems so short notice .

AJ comments that he has been distracted Mar-Aug, so the recruitment has taken a back seat, now this would be GB And CB last meeting .

DA bylaw can be changed in exceptional circumstances.

IC indecently quick to replace them, certainly invite them to stay until such time they are replaced, not just focusing on diversity.

DA but we aren't diverse enough, we haven't had a women external trustee for example.

SN providing that this is available in the applicants.

IC if this is their last meeting then they cease to be members as of today .

AJ confirms that the appoint would end in January

SN first set of by laws are a work in progress, they may need fine tuning to be workable. IC not confident that this is the right approach, and it makes me consider my own application position .

AJ allow them to stay on

<SN AJ SM leave CB states he needs to leave>

DA the point is that we recognise their contributions made, wider picture going forward, and we need to actively, practice what we preach. Don't cease to be trustees until January, this is a good opportunity for SUBU to work on diversity it is important that we practice it. Diversity doesn't just mean putting people in place, but we need them to be able to do the job.

AJ CB wants to be able to vote on GB position and vice versa.

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DA Importantly the bylaw say that we can't do this, and continuing undermines them, I would find this hard to explain to students why they were ignored.

IC if the student body could listen to what a difference they have made, it is a great risk.

<CB enters>

CB because this is taking longer than expected I what to offer an explanation. We are happy to continue in role until new trustees are in place, this could simply be one more meeting, it's good for continuity, the experience, especially from GB is abundant. It's in the best interest of the charity, despite a light change in the bylaw. If it goes to vote then i need to be present to vote on GB's position, as he needs to be present to vote on mine.

DA if it goes to vote.yes.

DA Important that they know their stance, are wehappy to allow them to stay until next meeting?

MS confidence that you will find the correct applicants in time for that next meeting?

DA AJ wants to extend until the end of the academic year.

IC limit it then, and allow them to stand down when there are replacements.

DA limit it until the next meeting.

MS yes, providing you get the correct applicants

DA Proposed to allow 2 external trustees to continue in post until we get replacements with a time limit of February meeting. If the recruitment process is not successful , extend further.

IC that's not fair to keep them hanging on a string as a back up to suit us.

MS suggested we don't have the timescale, we need to get the correct people for the position .

IC Need to invite them back in to vote.

MS request them to stay until replacement found, but only if they are strong replacements. It's important to find the right person for the position, take time to do that, not rush the process just to get someone in place

<CB left>

<GB SN returns>

DA decision made to keep..

IC invite.. Invite to stay on until a replacements recruited.

DA timeline is for replacements to be recruited, failing that, in the next meeting discussion to extend further.

GB decision for made to continue to the end of the year should not have been conducted without us present. We should have been invited to vote on this. It is illegal for this to take place without us present.

GG this was a discussion with us together.

GB we should not have been removed, we should have been part of the discussion. It is illegal to discuss and make decisions without us present as current trustee members.

<GB needs to leave> This is a serious breach of governance and I should complain to the charity commission.

IC apologies that he hasn't the experience in trying to steer this. Unsatisfactory.

GB will follow up as appropriate.

You have taken a decision without GB and CB available and it affects them both equally. This should not have been done.

DA explains that this wasn't the intention.

IC immature in governance, good as president but not in this, hasn't the experience to deal with this matter.

SN proposed to bring meeting to a close.

DA thanked all for attendance.

Trustee Board Meeting Friday 20th October 2017
Unconfirmed Minutes

SN next trustee meeting in February, ARC meeting 24/11/2017.