

TRUSTEE BOARD MEETING | 20.04.2018

CONFIRMED MINUTES

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY

TRUSTEE BOARD MEETING | 20TH APRIL 2018

10AM-2PM | F308 | TALBOT CAMPUS

CONFIRMED MINUTES



**STUDENTS' UNION
AT BOURNEMOUTH
UNIVERSITY**

PRESENT

Daniel Asaya (DA) Sabbatical Trustee – Chair
Karen Churchill (KC) Student Trustee
Mark Smith (MS) Student Trustee
Robert Garza (RG) Student Trustee
Sophie Nott (SN 2) Staff Trustee
Arthur Richier (AR) External Trustee
Alexandra Czacu (AC) Exec Committee Trustee
Jenni Winter (JW) External Trustee
Geneva Guerrieri (GG) Student Trustee

IN ATTENDANCE

Alan James (AJ) General Manager, non-trustee
Sarah Newland (SN) Finance Manager, non-trustee
Kirsty Bailey (KB) Minute Taker PA to Alan James
Debbie D'Silva (DD) Minute Taker
Ade Balogun (AB) SUBU President Elect

PART ATTENDANCE (TO PRESENT THEIR REPORTS)

Charlie Souter- Philips (CS) VP Welfare
Liam Jarnecki – SU Consultant

APOLOGIES

Catriona Cannon (CC) External Trustee
Martin James (MJ) External Trustee
Libby Howe (LH) Student Trustee
Devon Biddle (DB) Student Trustee
Benjamin Jean-Jacque (BJJ) Exec Committee Trustee

1. WELCOME /APOLOGIES

DA welcomed the Board and round table introductions were made.

2. CONFLICTS OF INTEREST

No conflicts were reported.

3. CHAIR'S ACTIONS

No chair actions

PREVIOUS MINUTES

AJ requested that “and this used a survey” be added to item 6.

ACTION: KB to add missing words to previous minutes.

The hire or purchase of an accessible vehicle was discussed. SN made it clear that there are plenty of accessible vehicles available for hire. We generally hire from the same company as the university and as such benefit from already negotiated discount rates. It seems to be more cost effective to hire on an adhoc basis at the moment.

4. MATTERS ARISING

SN discussed fundraising. SN informed the Board that SUBU is contesting claiming VAT with HMRC. SN noted that there was a possible issue of competition which may lead the Tribunal to rule against us. We would strongly contend that the Summer Ball is not in direct competition with anyone.

5. PRESIDENT’S REPORT

DA discussed his report and informed the Board that the Sabbatical Officers continue to work hard on campaigns. Brooke had successfully organised the Annual Activities Awards, Ebony was working on the Community awards. DA added that the Trustees were most welcome to come to this and any event. Alex had completed work for free printing for students. RG requested an update on the situation of recorded lectures. DA is under the impression that this will happen in September. AC requested that all students can be told about the printer. DA to speak to Alex. DA to get updates from any missing departments. KC raised issue of graduation for people that finish in January but who don’t graduate until November. DA commented that he hoped that SUBU would continue to lobby the University on this issue.

ACTION: DA to liaise with other departments and Alex Hancox

6. REPORT FROM VP WELFARE

CSP discussed her report; Chair recruitment has begun. Hate crime work was ongoing and includes workshops with a theatre group to educate students in what a hate crime is and how to report it. Work with Democracy and Equality with campaigns such as LGBT and International Women’s Day.

CSP worked with the Rape Crisis organisation on Sex Crime Awareness Week has led to consent classes and night-time awareness in nightclubs. The One World Festival for International Students to present on their cultures in May. CSP to invite Trustees to this event.

AR suggested that a harassment case be reported to an independent 3rd party. AJ agreed that this should be reviewed.

**ACTION: CSP to invite Trustees to The One World Festival
AJ to review wording on harassment and to include in broader discussions on equal opportunities policy**

7. GENERAL MANAGER'S REPORT

AJ discussed parts of his report. BU vision was highlighted with the Fusion theme to remain predominant. He added that we at SUBU are here to remind them of the fees paid and that the teaching is a high priority, as it should be. Education was listed first in a recent presentation which is pleasing. Students measure their fees against teaching, not buildings.

KC commented that SUBUs values are not promoted well. AJ replied that there are values attached to the Vision statement which is currently under review. SN2 added that the website does have a link at the bottom of the homepage which discusses our values.

8. UNCONFIRMED MINUTES OF THE AUDIT & RISK COMMITTEE HELD 16.03.2018

SN informed the Board in place of Martin James who was not available. The Minutes are unconfirmed. SN discussed the last meeting.

ACTION: SN to research Task and Finish Group Terms of Reference

9. CODE OF GOVERNANCE

The code of governance document checklist is to ensure that the public has greater confidence in charities following recent high profile scandals. It was proposed that a Task and Finish group be set up to explore further. The Board was all in favour. SN sought volunteers for an internal group to be set up. JW, RG, MS and AR indicated an interest. SN to research further and indicated that it could probably all be done by email.

JW suggested that Senior Management Staff Members retiring should be added onto the risk register as a risk e.g. AJ retiring and succession planning in general. AJ informed the Board that there is no action currently being taken and that other Senior Staff are covering a vacant senior post at the moment. JW added that 'AJ Recruitment' be added to all future agendas. JW explained that the replacement should perhaps not be viewed in a skills and competency manner, more than the General Manager has influenced the culture and that his management is what continues to make SUBU special. The biggest part of recruitment is the 'fit'. RG echoed this and added that although this was potentially 18 months away, the process would be lengthy and should be commenced sooner rather than later.

ACTION: KB to add AJ Recruitment to future agendas

10. MANAGEMENT ACCOUNTS

- i. FORECAST AND BUDGET 18/19**
- ii. FORECAST AND COMMENTARY**
- iii. MANAGEMENT ACCOUNTS – CAPITAL EXPENDITURE 2017-18 UPDATE**

SN discussed the forecast and budgets. SN reported that the numbers were dependant on the Summer Ball sales which to date were already at 40%. The total income is where we expected it to be and the revised figure is due to legal and professional costs. Staff costs were lower due to leavers. All Trustees happy going forward, with final approval being given at the June Trustee Board Meeting.

JW asked if SUBU conducts exit interviews. AJ replied that there isn't a formal process as the working relationships are close but that in any case the Manager would be aware of the reason for leaving. AJ also explained that in many cases we hire graduates and then encourage them to move on and develop in a couple of years. SN added that as the University is growing and therefore recruiting, we would be doing the same.

SN explained that the forecast is looking more positive than we first thought. The reserves are getting quite high.

(KC AND GG LEAVE MEETING)

11. STRATEGIC PLAN

- i. VISION AND STRATEGIC PLAN UPDATE**

AJ gave an update on the Visioning Days recently attended by all staff. There will be more ongoing work to come up with a new vision. The strengths and weaknesses were

completed by staff along with a PESTLE analysis. Further work will be done to get the theme and then figure out how each department will go about achieving it. We must also reflect the student population as it is now. AC suggested having a month focused on the 17 sustainable goals from the UN document.

The University have already been championing the UN Goals. Hannah Wiseman's presentation was discussed and this will be made available to the Trustees. RG suggested that 17 items is a lot to deal with so maybe just a few could be chosen to focus on.

ACTION: KB to forward goals document and video link to Trustees

RG noted that it was unfortunate that the new Sabbatical Officers were unable to attend the second of the Vision Days. He added that it was a very good opportunity to be a part of the staff discussions and team building for the future. SN suggested that the next election should take in these dates and other crucial dates that would benefit the incumbent officers to attend. SN reminded everyone that there is often a follow up day held in September which would give the new officers an opportunity to catch up and take part in further deliberations.

ii. PROGRESS REPORT OF SUBU ANNUAL TARGETS, BUDGET AND KPI'S

The progress report was presented. JW asked about increasing numbers of trained reps – how many did this mean? It was accepted that any increase is helpful. SN2 noted that rep training has increased and that there is no excuse not to be trained. SN2 also explained that the aim is to train 100% of reps because without training they aren't really reps.

12. HEALTH & SAFETY REPORT

DD presented the Health & Safety report and highlighted the high risk sports and also that the drinking numbers are higher due to students drinking prior to going out. DD also informed the Board that first aid was needed for a number of non-students. AJ noted that we needed AD to provide more info on Summer Ball incidents in future. Drug use was discussed and the zero tolerance policy is widely advertised. AJ added that the Police will always be called. JW added that students should always be reporting incidents of drug use that they witness.

ACTION: AD to provide more information on Summer Ball incidents

13. ELECTION REPORT: FULL-TIME OFFICERS

LJ discussed his report. AC asked if the vote was lower and if last year's circumstances had an impact on how many voted as a result. LJ informed the Board that it was a reasonable assumption but it wasn't possible to confirm. AR enquired how we might get more engagement from students in future. JW asked what percentage of the student body voted. It is about 10 % and about standard for other unions. LJ added that candidates were given training prior to campaigning and that they were clear with candidates to ensure that all briefings were focused on talking to and engaging with students at all times. Candidates received guidance on presentation skills to help give more of a level playing field. MS requested further information about candidate that wouldn't sign fair play commitment document. LJ explained that it was because the candidate felt that it wasn't fair as a Society had been endorsing a candidate. It had been put on Facebook and although it was taken down, it was subsequently clear that it had appeared on another page. Finally, LJ paid tribute to Caston Matewu and Sarah Newland who assisted him as DRO's in running the election. The report was approved.

14. REVIEW OF 2017 ANNUAL GENERAL MEETING (AGM)

The Trustees to be informed of the date.

ACTION: KB to forward date to Trustees

15. SUBU IN THE PRESS

16. ANY OTHER BUSINESS

AR asked if Trustee's email addresses can be shared, all agreed.

ACTION: KB to forward email addresses to Trustees

KC and MS to continue as trustees all agreed.

Dates for next meetings and SUBU events:

Trustee Board:

6th June 2018, 10.00am – 2.00pm

Audit and Risk Committee:

5th October 2018 11:30am

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Annual Review:

6th June 2018

Summer Ball:

Saturday 2nd June 2018

Big Student Meeting:

TBC

APPROVED: _____

DATE: _____