

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY  
 TRUSTEE BOARD MEETING  
 FRIDAY 30<sup>TH</sup> OCTOBER 2015 | 1-6PM  
 SC504 – STUDENT CENTRE BOARD ROOM | TALBOT CAMPUS  
 CONFIRMED MINUTES



**PRESENT**

Aaron Newbury (AN) *Student Trustee*  
 Adam Trimby (AT) *Student Trustee*  
 Alexis Drayson (AD) *Staff Trustee*  
 Chloe Schendel-Wilson (CSW) *Trustee – Chair*  
 Chris Buckley (CB) *External Trustee*  
 Graham Briscoe (GB) *External Trustee*  
 Ian Catley (IC) *External Trustee*  
 Kate Little (KL) *External Trustee*  
 Scott Morgan (SM) *Student Trustee*  
 Vivien Lebbon (VL) *Student Trustee*

**APOLOGIES**

None received.

**IN ATTENDANCE**

Alan Dove (ADo) *Commercial Manager*  
 Alan James (AJ) *Non-Trustee*  
 Jane De Vekey (JDV) *Research Manager*  
 Sarah Newland (SN) *Non-Trustee*  
 Emma Pentecost (EP) *minute taker*  
 Gillie Lewis (GL) *minute taker*

AGENDA ITEM	DISCUSSION POINT	ACTION(S)
1  WELCOME & INTRODUCTIONS	CSW welcomed all present and everyone introduced themselves.	
2  CONFLICTS OF INTEREST	GB declared he is an independent trustee of Bath Spa and Gloucester Students' Unions.	
3  CHAIR'S ACTIONS	Budget to be approved – this is agenda item 16.	
4  PREVIOUS MINUTES	<i>i) 26th March 2015</i> The minutes were approved as an accurate record of the meeting.	
	<i>ii) 3rd June 2015</i> The minutes were approved as an accurate record of the meeting.	
5  MATTERS ARISING	<u>VAT HMRC ISSUE</u> : AJ mentioned that a barrister may be needed but that one would not be employed without consulting the Trustee Board. Ongoing matter.  AJ confirmed that the overarching VAT issue is ongoing, but the matter relating to a barrister is closed as they will employ one if	Closed.

	necessary.	
	<u>SPONSORSHIP FOR CLUBS AND SOCIETIES</u> : CSW confirmed that she has been in touch with CB regarding this matter but that she needs to chase it up.  CSW stated that this was still ongoing.	Ongoing.
	<u>PATERNITY LEAVE</u> : AJ & SN to review paternity leave during the policy and procedure review.  AJ mentioned that the policy is still to be reviewed, and will be done so using the BU policy as a guideline.	Ongoing.
	<u>COMMUNITY WEBSITES</u> : AT to send links to CSW regarding community websites.  CSW confirmed that this is still ongoing.	Ongoing.
	<u>CAFÉ SIGNAGE IN STUDENT CENTRE</u> : AN to speak to Alan Dove.  AN stated that he has met with AD and the action is completed.	Completed.
	<u>GENERAL MANAGER'S 360 APPRAISAL FEEDBACK</u> : AJ to query with Colleen Harding about write up from session.  AJ explained that there is slight awkwardness around asking Colleen for this as it was a while ago so he has asked some SUBU staff for their written feedback and will chase it.	Ongoing.  AJ to chase SUBU staff for written feedback.
	<u>CAPITAL EXPENDITURE PROPOSALS FOR 2015/16</u> : AJ to investigate advertising on minibuses.  AJ mentioned that Endsleigh will provide financial support for up to £1000, but at this time it is not looking likely that the minibuses will be replaced.	Closed.
	<u>SUBU IN THE PRESS</u> : CSW to liaise with Comms team with regards to installing noticeboard to display latest news on Echo website.  CSW noted that she has taken on-board the idea and will be looking at how to implement this into the Student Centre.	Closed
<b>6   PRESIDENT'S REPORT</b>	CSW apologised for the change in format with no pictures. She explained some highlights from the report, which included that she is currently working closely with the Community Wardens to increase engagement with students. She is also working on recruiting a SUBU promo team with regards to campaigns, and mentioned that there were more than double the votes than ever before for the recent Part Time Officer elections, which engaged more diverse groups such as mature and post-grad students.  She went on to note that Jon (VP Activities) is working on academic societies along with working with the Sustainability	

	<p>Team; Ellie (VP Education) is working on the GOAT (Go Out and Talk) research team, and she has also achieved the matter of anonymous marking being approved within the University. Reece (VP Welfare) is working on housing issued and with Alan Dove on Alcohol Impact.</p> <p>The Representation department have recently trained nearly 500 reps. The Democracy and Equality department have recently celebrated Black History Month.</p> <p>CSW expressed that it is going well with all four Sabbs being involved at Lansdowne, as opposed to just one. SportBU are offering classes at Lansdowne. Ally Hanks (SUBU's Lansdowne Campus Manager) is arranging meetings with HSS students with regards to NSS scores for specific courses.</p> <p>Kim Appleton has recently left SUBU Volunteering and will soon be replaced by GL, who will also be focusing on Green Impact. RAG have won some national awards, which are run by NUS. Clubs and Societies are starting to use the Engine Room and The Old Fire Station (TOFS) for their activities and socials.</p> <p>Freshers' Fair was really successful and there will now be monthly food markets set up on campus. Nerve have been nominated for some national awards, including Best Student Radio Station. CSW went on to mention that Jump TV, which was previously led by BU, is merging with Nerve.</p> <p>Admin and Accounts are currently working out staffing in relation to the new Student Centre as there has been 60% more footfall to SUBU Reception since opening.</p> <p>GB congratulated CSW on the report and thanked her for the readability of it. He went on to seek assurance from AJ for the matter on page 6 relating to overseas challenges that vetting takes place on the companies. AJ confirmed that the Activities Manager scrutinises them alongside him.</p> <p>GB mentioned that he has recently been a judge on some sustainability awards and will share some sustainability ideas from other HE and FE institutions with GL for her new role.</p> <p>IC explained a tragic event that occurred during a trip abroad when he previously worked with Macmillan when someone drowned.</p> <p>AJ asked VL for her thoughts regarding anonymous marking, to</p>	<p>GB to share ideas with GL.</p>
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	<p>which she asked for clarification. CSW explained that anonymous marking removes unconscious bias and protects academics. AJ noted that it is a big step forward. KL explained that it is an issue that has been looked at by NUS and went on to express that it shows excellent work from Ellie.</p> <p>AN asked for clarification on the difference between Community Wardens and Community Champions. CSW explained that the students from Widening Participation (WP) backgrounds are the Community Champions, and that the aim for them was to increase WP students' involvement and engagement with SUBU. Community Wardens are paid to go out into the community to help with community relationships and issues. AN noted that the title of "warden" has connotations of negativity and suggested that the name could be changed, to which AJ agreed that a new name should be thought of. It was queried how they are funded, and it was confirmed that they are half funded by the council and half by SUBU.</p> <p>GB questioned if there has been a post implementation review of Freshers' and went on to recommend that there should be a report on how it went. ADo noted that the research hasn't been done yet. It was agreed that it will be put onto the agenda for the next meeting and also onto the agenda schedule document.</p>	<p>AJ to review title for Community Wardens.</p> <p>EP to ensure on next agenda, and to add onto agenda schedule document.</p>
<p><b>7   REPORT FROM COMMERCIAL SERVICES</b></p>	<p>ADo opened his report by explaining that BU changed the 2015 arrivals period from two weeks to one week. The impact of this on SUBU's Commercial Services will be known more when the research is completed. He explained that, in terms of revenue, TOFS is slightly ahead of this time last year, despite the one week reduction in the Arrivals period, which is good. He went on to note that, despite the brutally competitive market, where 50% of nightclubs have closed in the past 10 years, there have been some really encouraging developments, including having a student on placement and having two new events per week. Some old events have also now gone. He mentioned that TOFS is currently in a reasonably good position and is playing with daytime and earlier evening opening, and HSS students are taking advantage of it. Clubs and Societies events are a good way of bringing trade, and birthdays are being captured electronically and promotions are being offered for celebrations.</p> <p>ADo went on to comment that BU and SUBU communications went well over the arrivals period. Needs to work carefully to get solidity over commercial services.</p> <p>The Summer Ball was a particularly strong Ball, with no major problems.</p>	

	<p>The revenue through the cafés on Talbot campus is up by about 20%, with the new café in the Student Centre doing much better than the Loft. Dylan’s is trading slightly ahead of this time last year, and the atmosphere has changed for the better. The full time staff head count is less than last year and TOFS is still managing with two.</p> <p>SUBU has lost the shop in Bournemouth House, which is now being run by BU as an out outlet for Chartwells. He confirmed that they are selling SUBU clothing in the space. The retail space at Talbot is slightly behind, which could possibly be due to the Retail Manager being on planned sick leave so attention to detail may have been lost. CB queried if the stock is changed much – to which ADo confirmed that there will be a new fridge display area that will take place at Christmas. There was a discussion about margins, including chilled products, clothing, news and stationary.</p> <p>Sales revenue reached £100k for the first time ever last year, and ADo appreciated and commended the Sales Executive’s achievements.</p> <p>CB commented that the 3<sup>rd</sup> floor café in the Student Centre is a bit quiet. ADo noted that the original idea was to link in with the library bridge, to which AN recommended that a sign is put on library side.</p> <p>There was a discussion about the loyalty system, and ADo confirmed that it hasn’t produced what was expected, but that 2500 people do use it. GB suggested that it is a project for IT department. There was a discussion about contactless payments at TOFS with regards to it being the method of payment for 1/3 of the takings.</p> <p>GB was pleased to note that, operationally this year, the income is matching the budget. He then questioned SUBU’s relationship with BU’s strategic plan/vision and noted that SUBU should be supporting the bodies that BU and local authority are working with to enhance the student living ability in that area.</p> <p>IC queried whether it is open to the public or just students, to which ADo confirmed it is open to the public but the focus is students. GB questioned the links and promotion with Bournemouth and Poole College, to which ADo mentioned that as most students are under 18 they wouldn’t be able to use the building at night. AJ confirmed that it is also marketed to AUB</p>	<p>AJ to organise 3<sup>rd</sup> floor café sign for library side of bridge.</p>
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	<p>students, too, as they are associate members of SUBU.</p> <p>AN noted that he has spoken with Nerve and five societies who hold their socials in venues other than TOFS or Dylan’s. ADo confirmed that he spoke to every Club and Society that was at Freshers’ Fair to promote SUBU’s venues. Following a query from GB, CSW confirmed that SUBU does not fund Clubs and Societies’ social activities. AN suggested targeting the end of exams etc. for each course etc. and to encourage them to attend one of our venues. CSW congratulated ADo the work he’s done to encourage more involvement. There was a discussion regarding drinks prices, and AJ noted that SUBU’s minimum drinks prices are not to be changed.</p> <p>ADr queried if it is possible to purchase hoodies and gifts etc. online, to which ADo confirmed that it is all available online.</p>	
<p><b>8   RESEARCH ON SUBU PERFORMANCE 2014/15</b></p>	<p>JDV introduced her report and explained the trends in the graphs. GB queried whether students could choose one or multiple answers in the “Perceived barriers to involvement in SUBU” question, to which JDV confirmed that they can chose one or more. There was a discussion about whether the trends are linked to the annual Sabb changeover. GB accepts that a percentage of students will always feel unengaged, so he expressed that the focus should be on helping the engaged students to feel even more engaged. JDV confirmed that the “unapproachable” aspect of the answers links to the old building, and perceptions of being “cliquey”. It was expressed that this will hopefully change with the new building. AJ noted that part of one of the SUBU themes is “to be more accessible and approachable to all students”, and that steps are being taken, such as GOAT and Caston’s work, to improve this.</p> <p>GB queried how the results of the surveys get to actions, to which JDV noted that the results get shared at Vision Days, which then trickle into departmental plans.</p> <p>AJ expressed that SUBU doesn’t want to be only known as a commercial union and he worries that it reflects on how students interact with us.</p> <p><i>AT entered the meeting.</i></p> <p>There was a discussion about student feedback; CSW mentioned that there has been lots of changes to the Student Rep training this year to emphasise that. IC questioned if it is possible that Reps don’t feel like that they can make accurate reports, to which JDV confirmed: yes, absolutely, as it depends on the</p>	

	<p>response that they get in the meetings. SM suggested targeting specific framework students by having a bulletin that goes out after every meeting or every other meeting to explain what is going on and happening at the moment. There was a query about Champions within the faculties, and AJ recommended AN to continue going straight to lecturer with issues, before Reps. GL advised that the new “Champion” system is still under construction in some faculties and as soon as the team hears any news then the Reps will be informed.</p> <p>CB expressed that he is surprised that numbers are holding so steady, as generally, the more times you ask the same questions, the numbers would typically reduce. JDV clarified that the NSS survey is only for final year students, so the students participating would change each year. CB would like to see the stated insights and to link outcomes and conclusions next time. GB mentioned that it links in to the accounts paper and suggested a link for next year with the draft Trustee Report.</p>	<p>CSW to look into targeting framework students.</p>
<p><b>9  GENERAL MANAGER'S REPORT</b></p>	<p>AJ detailed his report and explained that the research from “How’s SUBU For You” will find its way into the Vision Days.</p> <p>He explained that there are some internal HR issues with some management styles; these are ongoing issues and are being managed.</p> <p>AJ mentioned that the staff survey will be done.</p> <p>GB appreciated the new style of report.</p> <p>IC asked AJ to generalise the issue regarding management styles referred to in point 1.2. to which he noted that SUBU has a “yes is the answer, now what is the question” ethos.</p>	<p>AJ to ensure staff survey is done.</p>
<p><b>10  ARC UPDATES</b></p>	<p><i>i) Confirmed minutes 1/5/15</i>                  GB explained that the minutes were reported verbally at the last Trustee Board Meeting. There were no questions from the Board.</p> <p><i>ii) Unconfirmed minutes 1/10/15</i>                  GB noted that item 7 (internal review) has been undertaken by auditors. He explained that it was a favourable report, and noted that some actions have been identified and taken. He explained that item 9 shows the 6<sup>th</sup> area for audit, and that this is on today’s agenda to report on. He then explained that item 10 shows that the 3 year internal review programme has come to an end and the process to move to one review a year has been agreed.</p>	

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	<p>No questions were asked by the Board, and it was accepted by the Board for these minutes to not be presented at the next Trustee Board Meeting, unless there is anything that needs to be drawn to the Board's attention.</p> <p>CB appreciated the effort of the ARC.</p>	
<b>11   AUDIT AND RISK COMMITTEE TERMS OF REFERENCE</b>	The Board's approval was sought for the minor wording change within the document. All present approved.	EP to amend document.
<b>12   UNAUDITED ACCOUNTS (FOR YEAR ENDING 31<sup>ST</sup> JULY 2015)</b>	<p>AJ explained the figures, and mentioned that the surplus deficit was not as bad as originally predicted. He noted that the figures were presented to BU's Finance and Resources Committee. He went on to note that operating expenses were over and salaries were less than predicted.</p> <p>GB appreciated that there were no surprises within the accounts, and that the Board have always been made aware of the challenges that the commercial services has faced. There have been no hidden issues, so there is nothing for the Board to challenge. He went on to congratulate AJ and SUBU staff for their achievements, and noted that he expects SUBU to move out of the loss and move forward and to breakeven next year.</p> <p>SN noted that the commercial contribution is normal to be nearer to £400k, so the reduction to £300k shows awareness of decline, but she noted that the seriousness was missed. The total turnover is just under £3m.</p> <p>IC queried whether breakeven would be realistic and if so, if it would be due to contribution from BU, to which AJ confirmed that was correct and the block grant from BU would be discussed later in the agenda.</p>	
<b>13   MANAGEMENT ACCOUNTS</b>	<p>It was mentioned that the new building has led to the employment of an additional part-time Receptionist, and SN appreciated the increase in staffing within the Admin and Accounts team.</p> <p>GB queried when the figures will come to the Board, to which SN confirmed that they will be presented at the next meeting, which will be the Audit and Risk Committee Meeting. SN continued by confirming that at least two months would be presented at the meeting, and the third month will be presented, too, if they are available in time for the meeting.</p>	
<b>14   DRAFT TRUSTEE REPORT FOR SORP</b>	AJ explained that the document is a similar style every year and is created by JDV for strategic planning. He mentioned that page 2 shows a decline in the number of Student Reps being trained	AJ to clarify reason for decline in the number of student

	<p>and he noted that he was unsure of reason for this. He appreciates some kind of action plan should be made.</p> <p>AT questioned why there are less reps if there are more courses, to which AJ noted that he was unsure and will find out to report back at the next meeting.</p> <p>GB highlighted that this document is the annual report for the Trustees, and that “public benefit” means that the document has to be fully readable by the general public. He asked for all the mnemonics to be made in full at least once, i.e. the first time it is used within the document. All present agreed; SN to action.</p> <p>All present approved the document in line with above amendment.</p>	<p>reps being trained and to look into an action plan. AJ to report back at next meeting.</p> <p>SN to update document with all mnemonics made in full at least once.</p>
<p><b>15   SUSS PENSION REPORT</b></p>	<p>SN explained that the pension scheme was available to all staff but is now closed due to costs. The next review of it is next year, with a re-valued short-fall expected. It has increased at 5% each year, in line with inflation.</p> <p>IC stated that if that rate of increase continues then it will equal over £1m over the 17 years. CB noted that this can be isolated in the balance sheet. It was also noted that many organisations are in a similar position, and many other Students’ Unions are also affected.</p> <p>Following a query from AN, SN explained the background of the issue, with regards to it being an old pension scheme that SUBU was part of through the NUS, but SUBU is no longer part of it.</p>	
<p><b>16   BUDGET APPROVAL (2015/16)</b></p>	<p>AJ explained that the report for approval was discussed at the June (inquorate) Board Meeting and then sent out via email early September.</p> <p>IC questioned if the restrictions in spending are in writing, to which AJ confirmed that nothing is in writing.</p> <p>CB questioned if BU would wear a loss within a percentage, to which AJ confirmed not and that BU would expect SUBU to manage it down to zero. GB added that the Board needs to keep a handle on the monthly expenditure for comfort that budget tolerances are being worked within.</p> <p>GB noted that going into another deficit next year would break trust and confidence with the trustees, and added that, regardless of how small, there must be a positive surplus at the end of the year.</p>	

	<p>AN expressed worry that nothing is in writing from BU, to which is was noted that it is in BU's budget forecast for the following two years. AN went on to note that it relies on SUBU's relationship with BU remaining positive, which will depend on the staff remaining the same. SN added that positive relationships with BU will continue to be built on. CSW added that BU knows they wouldn't be able to run SUBU cheaper.</p> <p>SN noted that the hardest point to control is the commercial contribution. CB agreed with the spirit of wanting a surplus, but appreciated, from a practical approach, the uncertainty aspect of commercial.</p> <p>AJ noted that SUBU's success is BU's reputation.</p> <p>AN questioned if are any more staff being employed, to which AJ confirmed that there has been one more staff member in Advice and one on the main Reception. He went on to explain that he would like to recruit an accounts assistant. AN then queried if the 11% increase in salary budget relates to the living wage increase, to which SN confirmed it is due to the incremental increase for staff each year. AJ added that the salary figures are based on a worse-case scenario.</p> <p>All present ratified the approval from Chair's action.</p>	
<p><b>17   VISION AND STRATEGIC PLAN UPDATE</b></p>	<p>AJ outlined the structure of the Visioning Days that happen at Easter and September. The SUBU Vision is due for review as the current one ends in 2016, and Joff Cooke (Head of Student Engagement) and JDV are investigating this.</p> <p>CB explained that a "5 by 5" approach is popular at the moment, which is five things to do within the next five years.</p>	
<p><b>18   BUSINESS CRITICAL RISK REGISTER</b></p>	<p>AJ explained that the Summer Ball risk has increased slightly and that the primary reason for this is due to the festival season. He also commented that ADo is guarded about changing the price of tickets, which is £37.</p> <p><i>4.30pm – AN left the meeting.</i></p> <p>There was a discussion about other options to reduce the risk. GB suggested having individual yurts for groups. ADr suggested VIP packages. VL suggested changing the timings to bring the start time earlier in the day, in order to reduce noise issues for local residents. CB suggested an Oktoberfest tent. AJ mentioned that Bournemouth 7s do accommodation, too.</p> <p>IC questioned if there are Business Interruption insurances for the event, to which AJ confirmed that they have always been in</p>	

	<p>place for SUBU. With regards to the Summer Ball, specifically, the move in insurance cover was towards weather insurance, which is now taken out.</p>	
<p><b>19  GENERAL MANAGER'S KPIs</b></p>	<p>AJ explained that this document was presented at the June Board Meeting, and is being presented again due to that meeting being inquorate. GB noted that they are organisational KPIs, not personal KPIs for the General Manager, therefore the title of the document should to be changed. It was clarified that AJ takes the lead on the KPIs and is supported on them by management. CB questioned what happens with regards to the Sabbs if the KPIs are not achieved, to which AJ confirmed that he would take the responsibility.</p> <p>GB suggested that “revisit SUBU values” on page 2 should be removed from the row regarding HR/SUBU Culture, as there will be new SUBU Values in 2016 in line with the new Vision. All present agreed.</p> <p>There was a discussion about the Vision Days and what ideas stem from them.</p>	<p>AJ/EP to amend title of document.</p> <p>AJ/EP to amend document.</p>
<p><b>20  POLICY AND PROCEDURE TRACKER</b></p>	<p>GB explained that the document has been produced due to the recommendation from ARC, and that its purpose is to identify when policies should be reviewed and where the approval authority lies.</p> <p>All present approved the document. AJ thanked GB for his help with the document over the summer.</p>	
<p><b>21  SUBU BUSINESS CONTINUITY PLAN</b></p>	<p>AJ introduced the document by explaining that the only edits are due to the change of SUBU’s locations since the move into the Student Centre.</p> <p>GB reminded AJ and the Board that it is a highly confidential document due to the personal details within it (i.e. personal mobile phone numbers). GB recommended that everyone who is mentioned within the plan has a hard copy of the document at home and an electronic copy saved onto their computer. AJ assured that he will ensure this happens.</p> <p>GB queried SUBU’s battle box situation, to which AJ agreed that it is needed and should be wherever BU’s is.</p> <p>IC sought clarification on behalf of the staff of SUBU and the trustees with regards to the press protocol. AJ confirmed that staff would refrain from discussing information, and that there are Major Incident Group protocols that would be enforced.</p> <p>IC sought clarification on page 10 with regards to “key individual</p>	<p>AJ to ensure that all SUBU staff mentioned personally in the document has relevant copies.</p> <p>AJ to ensure battle box situation is sorted.</p>

	<p>lost permanently”, to which AJ confirmed it meant death.</p> <p>All present approved the document.</p>	
<p><b>22   SUBU HUMAN RESOURCES POLICY</b></p>	<p>KL suggested that there is more clarity in the policy with regards to what volunteers do and what paid staff do, and that paid staff won’t get replaced by volunteers.</p> <p><i>5.10pm – KL and CB left the meeting. The meeting remained quorate.</i></p> <p>AJ noted that the only update to the document is 3.2. and GB agreed with KL that the statement regarding volunteers needs to be clarified. GB queried why the volunteer section of the policy was needed, to which SN confirmed it is a requirement with the Charity Commission website.</p> <p>ADr queried whether anything regarding personal development and appraisal process for staff should be added into the document – all present agreed.</p> <p>Subject to Chairs Actions to make the changes, all present approved the document.</p>	<p>AJ/CSW/EP to clarify volunteer section of document.</p> <p>AJ/CSW/EP to make addition to document.</p>
<p><b>23   SUBU CONFLICTS OF INTEREST POLICY</b></p>	<p>AJ confirmed that nothing has been changed within the document but that it comes to the Board annually.</p> <p>All present approved the document.</p>	
<p><b>24   SUBU RESERVES POLICY</b></p>	<p>AJ explained the background of the reserves policy. SN confirmed that the current level of reserves (£295k) is the lowest it’s ever been.</p> <p>CB explained how TUPE could work.</p> <p>IC expressed a three month policy feels a bit slim. SN mentioned that she and AJ will be working with BU this year to ensure that the block grant is a monthly instalment.</p> <p>All present approved the policy.</p>	
<p><b>25   TRUSTEE BOARD AGENDA SCHEDULE</b></p>	<p>AJ detailed the document that has been reviewed with GB over the summer. GB added that if anything additional should be added to the document after each TBM.</p> <p>CSW suggested that the Student Engagement report could be split between the Sabbs, and also suggested adding a report in from Ally Hanks, with regards to Lansdowne.</p> <p>GB suggested that the reports from SUBU Staff/ Departments/ Sabbs are limited to 10 minutes and recommended that the</p>	

	<p>Chair is strict with the timings and works to a timetable to sharpen the meetings.</p> <p>SM felt that the March meeting seemed report-heavy, so it was suggested that some of them are merged.</p> <p>All approve the document, with CSW's amendments.</p>	<p>AJ/EP to add CSW's suggestions into document.</p>
<p><b>26   GOVERNANCE REVIEW</b></p>	<p>AJ explained the document and the proposed review process. He went on to explain that Jackie Hunt will begin the process in early 2016. He also noted that two student trustees still need to be recruited.</p> <p>IC questioned if Jackie Hunt is managed by a group, which GB confirmed that she is not.</p> <p>All present approved Jackie Hunt's proposed governance review process.</p>	<p>AJ to go ahead with review.</p>
<p><b>27   CONFLICTS OF INTEREST REGISTER FOR UPDATING</b></p>		
<p><b>28   SUBU IN THE PRESS</b></p>	<p>CSW detailed the document.</p> <p>VL suggested a community newsletter, which may reduce conflicts within the community. CSW agreed this was a good idea and would look into it. SN added that SUBU's Sales Executive made may be able to get some sales/promotions through the newsletter, too.</p> <p>IC questioned if CSW/Sabbs/staff are free to say what you like, to which CSW confirmed it's best practice to liaise with SUBU Comms department and the PR department at BU.</p> <p>AT queried what "student relevant crimes" meant in the Echo article, to which CSW clarified in meant crimes on students.</p> <p><i>5.25pm – ADr left the meeting. The meeting remained quorate.</i></p> <p>SM expressed that it is good to have such a positive report, and questioned if there is a media plan for this, which GB followed with querying if SUBU issues press releases. CSW confirmed no to both but that she would look into it. AJ added that this will be written into the job description of the Comms Coordinator role. AT suggested not focusing solely on the Echo and to investigate other local and national papers. GB suggested that this could be a project for a student, to which VL added that it is hard for national papers to pick up stories but that she would be happy to support if a student was recruited for this. She agrees that a</p>	<p>CSW to look into community newsletter, and to liaise with Sales Exec regarding opportunities.</p> <p>CSW to look into and develop a media plan with the Comms department.</p>

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	<p>media plan for this is important.</p> <p>IC mentioned that he sometimes reviews papers on BBC Radio Solent and would welcome CSW to review them with him. IC and CSW to liaise offline.</p>	
<p><b>29   ANY OTHER BUSINESS</b></p>	<p>GB noted that there has been a lot in the press recently regarding mental health issues and suggested that it could be included in the VP Welfare report in March.</p> <p>IC thanked all for the welcome to the SUBU Trustee Board.</p>	<p>AJ/CSW to ensure mental health issues are a focus within VP Welfare's report.</p>
<p><b>30   DATES FOR NEXT MEETINGS AND OTHER SUBU EVENTS</b></p>		

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

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

Confirmed