



**STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
TRUSTEE BOARD MEETING | [2ND NOVEMBER 2018]
[12:00] | [F108] | [TALBOT CAMPUS]
CONFIRMED MINUTES**

Present

Ade Balogun (AB) SU President/Chair
Imuetinya Giwa-Osagie (IG) Student Trustee
Jack Wallis (JWa) Student Trustee
Karen Churchill (KC) Student Trustee
Mark Smith (MS) Student Trustee
Martin James (MJ) External Trustee
Sophie Nott (SNo) Staff Trustee
Devon Biddle (DB) Student Trustee
Jenni Winter (JWi) External Trustee

In Attendance

Alan James (AJ) General Manager
Irfan Zaman (IZ) Head Of Engagement
Debbie D'Silva (DD) Minute Taker
Margaret Eddo (ME) Minute Taker

Part Attendance (to present their reports)

Alan Dove (AD) Commercial Manager
Jane De Vekey (JD) Insight & Policy Manager
Abidemi Abiodun (AA) SU VP Community

Apologies

Lota Nwokolo
Sarah Newland
Arthur Richier – submitted paper comments
Catriona Cannon

1. Welcome /Apologies

As a mark of respect for her passing, a minutes silence for Geneva was held.

Apologies and welcome to new board members and Irfan in his new appointment.

2. Conflicts Of Interest

None reported

3. Chair's Actions

Lease of student Centre

AJ provided a Historical background for TOFS and its lease. Bournemouth University went on to arrange leases for other university areas inhabited by SUBU, mainly the Student Centre and the cafe on ground floor until 2023. The main impact being, that if they choose to take the cafe premises back and with it its annual income for £60,000 we would expect BU to increase the block grant accordingly.

4. Previous Minutes

Confirmed that they are accurate, no amendments required.

APPROVED.

5. Matters Arising – Action Log

Item 13. Accident reporting forms from summer ball will go forward to A&R committee meeting

Item 12ii. SN minibus provision we will continue until clarity over legislation.

ACTION: Item 15. AJ to present the constitution to the next AGM meeting, before bringing it back to board for approval.

Item 9. Task & finish group created for the additional governance tasks, this will continue as a work in progress.

6. President's Report

AB summarises his year to date including his participation with Black History Month and World Mental Health day.

Part -time elections had just been concluded with new exec members now in place.

Ongoing, he is looking forward to the BME Awards 6th December invitations to send to Trustee members.

AR attended nus conference election recently, and was particularly interested in the seminar regarding malpractice. He wished that going forward we improve our election processes, ensuring no candidates faced disqualification in future elections.

ACTION: DD to forward invitations to trustee board members for the BME awards event.

7. Report from SU VP Community

AA summarised his year to date, he currently heads the community council, organising fortnightly meetings to help support community projects.

His efforts included vegan options on campus to be improved. Where he spoke with the catering managers in Chartwells and Dylan's, and as a result there are more vegan alternatives available.

TRUSTEE BOARD MEETING | [2ND NOVEMBER 2018]

CONFIRMED MINUTES

Community champions and wardens are in place, communication with the local areas has improved.

The first SUBU Housing Fair, is being held on 13th Nov, invitations extended to estate agents to participate, delivering the message not to panic there are housing options available.

Supported by the local fire station, council departments and SUBU advice. Volunteers fair this year was hugely successful.

AJ Commented that Bournemouth University has an internal letting agency and would this be issue, the process has been more complicated than previously thought, although it has nurtured a great relationship with SUBU advice.

8. Report from Commercial Services

AD outlined the major commercial services and their objectives, currently in a top quarter for purchasing for a Union of our size. Explains of the breakdown of the net turnover, and the current trends.

Feelprime is vat registered so that takes a large percentage of income, talked through the remainder of the expenses faced such as staffing

Key issues 17 -18 discussed such as strengths of contactless payment and the calendar of events and the negatives contactless payment costs, and the quantity of sales.

Big changes that have impacted commercial services include recent refurbishment and changes of suppliers.

AR complements the report.

9. Research on SUBU Performance

JD presented the How's SUBU for you 2018 research project, highlighting the key results and how the feedback is to be distributed to departments for them to utilise.

MJ is there a correlation to the national student's survey?

JD SUBU was in a great position of 9th, where the university did not achieve the same results, in the low 80's

SNo the questions that have an "other" option, is there the data to support what the other is? JD confirmed that the data is from free text comments, so the responses are themed.

The results mirror those of the past 3 years, so positive overall.

In the "Start doing" question, the new topic of mental health has appeared. This features in most of the new officer's manifestos.

Trends highlighted are inclusivity and mental health, which have been included for the first time this year

SNo noted the absence of representation in results.

JW what is respondents rate as a percentage of student numbers? JD And AD commented on the slight discrepancies in student numbers.

JWa people saying they have more time but they still prefer not to engage.

Noted there isn't a particular way to find an answer to that.

AR is there a way to get qualitative information rather than free text to be able to get the data?

Action: JD to look into AR comment and feedback to AR

10. General Managers Report

AJ reflects on student numbers and recent news that universities have been made bankrupt. HR update, Kirsty in place to coordinate HR, to allow more consistency in HR documentation, with access to university's resources which allows us to mirror their policies in place.

GDPR reported back to the staff, doesn't seem to be any major issues with data collection, AR any impact to finances due to HR, there is a small increase, ~5/10k JW costs of the training and intangible costs would be more beneficial?

11.ARC Committee minutes

NOTED.

VAT tribunal outcome covered later.

12. Statutory Regulations List

Former board member wanted a list of statutory regulations, a work in progress; however there is a list of compliance created.

MS inspired by code of conduct, attended a seminar and it was an item for good practice. The union is relative low risk, but it will be continued.

Action: Ongoing

13. Finance

13.1/2 Unaudited Accounts for 2017/2018

Trustee Approved budget from last June, commercial areas have performed much better than anticipated creating a surplus. Staffing was reduced; staffing budgets will be tightened up in the future to be more accurate. High legal expenses noted.

JW Communications increase AD due the website migration, print issues and copyright issues and paid for the fresher's mail shot, labour increase meant additional running cost.

KC development costs decreased, if you are not developing the staff, AJ conference attendance dropped in last year. We have allowed a 1% turnover for development.

Reserves have been increasing over the past few years, and we have ring-fenced an amount for the HMRC outcome.

TRUSTEE BOARD MEETING | [2ND NOVEMBER 2018]

CONFIRMED MINUTES

AR HMRC dispute when will the update occur with the correct figure? AJ provided some history to the situation, The tribunal had a view that we should not have the relief, we challenged the decision, but the decision stands.

JW what is the current impact on the summer ball, AD confirms that it is VATable and we will have an impact.

KC if HMRC insists we pay, and then you could claim all the VAT of summer ball invoices for the past 10 years.

MJ no penalty applies? KC stated that interest would apply, but no additional penalties in place.

13.3/4 Accounts 18/19 Reforecast based on 2 months to September 2018

There are a few adjustments to the staffing costs and reserves amount.

APPROVED

13.5 Draft Trustees Report for Audited Accounts 17/18

Created from the annual review, a work in progress, and in preparation for the president to sign off. There is work from the forthcoming vision and some amendments to KPIs.

AR note we that work needs to ensure consistent formatting

Members invited to add comments or challenge any of the content.

NOTED.

ACTION: DD The document will need finalizing for the ARC in November, then to the board in February.

Block grant KC commented that student numbers are down if that is a trend, will our block grant be stagnant or be reduced?

Should this be reflected in the reforecast to be more prudent in the figures?

ACTION SN to adjust the reforecast figure for block grant to a more conservative figure.

MJ suggests contacting the University to have conversation around the likelihood of the impact.

ACTION: AJ to communicate with BU about the position of the block grant if student numbers drop significantly.

13.6/7 Balance Sheet & KPI ratios

AJ summarised that the current assets ratio i.e. key ration regarding short term solvency at 4:1 is fine.

13.8 SUSS Update

Brief background provided around the SUSS pension situation in 2008 the scheme closed, and assets was frozen.

The current deficit cost to SUBU is approximately £80k per year, adjustments have been made, and we have absorbed the costs in staffing figures.

ACTION SN to advice of actual cost of “orphans” in next ARC meeting.

AD Leaves

14. Vision & Strategic Plan

Normally discussed at Easter, but we are working on it a little more to drive it to our strategic plan, with the introduction of Irfan in his new role.

Still challenging the vision statement at it is so would like more time to complete on this.

IZ work with the student engagement managers means that we have challenged a lot of work and it's vital to have this input from the managers to be able to deliver it successfully.

IZ leaves.

Action: AJ/ IZ to present completed Vision to February Trustee board

15. Business Critical Risk Register

Brought forward all of the items for review, AJ summarised that there isn't a lot of red items, most of the items are under scrutiny but in a comfortable place going forward.

Noise at The Old Fire Station will be an ongoing issue purely due to its location, which we will always mitigate the risks.

Bournemouth University may procure the Chapel Gate Sports site which will help with some of the issues at the summer ball.

JWi noted that there is an "Active" entry on the status column of the document. AJ explains that this is due to reluctance with the peer to peer advice, rather this says as a professional service.

16. Staff Satisfaction Survey

AJ presents the report as it was delivered to staff in the recent staff meeting.

Action: AJ to provide an action plan for next board meeting.

TRUSTEE BOARD MEETING | [2ND NOVEMBER 2018]

CONFIRMED MINUTES

Highlighted the conclusions from the staff satisfaction survey, noting that mental health and stress and its effects were introduced this year. The perceived lack of HR function was mentioned, and the lack of time and energy to this, which is being looked at with the new admin position. Training and development has been a problem with the increase in staff numbers and increased activity and the lack of development, although there has always been the investment and scope in place to accommodate this.

The administration role will help going forward, but still can't see the need for a full time role in the future.

IG is there a staff turnover report? Would this indicate staff satisfaction amongst the student and sabbatical staff?

AJ notes that the staff turnover figures are influenced by the student staff, the full time staff doesn't have much churn, although this is not always the case. Especially within the Comms team, but this is almost deliberate as a training and development opportunity.

SNo commented that lots of sideways moves but not a lot of upwards progression. Due to the way that we use the BU model of grading system, once you are at the top of a spinal point, you would need to seek an alternative employment role as there aren't enough of the opportunities internally as we are a small organisation.

APPROVED

17. Business Continuity Plan

ARC no substantial changes, Irfan's name added.

APPROVED

ACTION: DD to update policy dates and tracker

18. Reserves policy

SN has made it less general and has made some adjustment to the HMRC vat provision, kept it as a 3 month full time salary provision.

KC VAT should be on the Profit & Loss account, not on the reserves policy. It should be strictly a provision on the accounts and cash flow.

ACTION: SN to remove HMRC provision from reserves policy. ARC approval for revision.

19. Fraud Policy

No significant changes.

APPROVED

ACTION: DD to update policy dates and tracker

20. Travel & Subsistence Policy

AA comments if it is more than a certain distance or length of journey then air travel could be offered?

DB states that the limit is set at 400 miles so this would be included anyways so no review would be required.

JW are you going to include the individual offsetting the carbon emission?

ACTION: DD to be added to next ARC meeting to be reviewed.

21. Hospitality & Gift Policy

No significant changes.

APPROVED

ACTION: DD to update policy dates and tracker

22. Conflicts of Interest policy

No significant changes.

APPROVED

ACTION: DD to update policy dates and tracker

23. Annual Re-signing of conflict of Interest Documents

Completed

24. SUBU in the press

Noted.

25. Any Other Business

Meeting of the 6th Feb 2019 maybe moved to the 13th - TBC

KC will no longer be a student at the time of the next meeting due to being a February intake student. Would the board be happy to allow her to sit on the next meeting?

Board agrees for KC attending next Trustee Board meeting.

Action: AJ arrange an evening meal as thanks to KC and confirm next meeting date.

BME awards at 6th December at City Gate all trustees invited to attend.

Formal meeting dates to be circulated. A schedule of Key dates to be created. Other events to be forwarded, with as much notice as possible to all board members.

Action: DD to forward any key dates in the interim, plus calendar of events to be circulated.

KC submitted a proposal for a policy based on student mental health issues, students should be encouraged to be compassionate and be able to signpost to services. Offered the suggestion that an opportunity for a discussion amongst the Trustees to find an appropriate way to do should be on the agenda.

SNo Coming from the risk register, this could be potentially be too much pressure for a peer led service, a policy should be in place to ensure that this would not be appropriate and it needs to be professionally led.

KC stated that this a safeguarding issue and needs addressing.

ACTION:AJ/DD draft a policy to go forward to next meeting

Recruitment of General manager / Chief Executive discussed (in camera).

<SUBU staff left meeting for this discussion>

<Meeting resumed>

Next meeting subject to change but currently 06.02.19 but TBC

ACTION: DD confirm next meeting date and circulate.

End.

Approved:

Date: