

Falmouth & Exeter Students' Union

Board of Trustees Minutes

Date	Tuesday 20 February 2024	Time	10:30 – 11:45
Location	The Churchill Suite, The Carlyon Bay Hotel / hybrid Teams Link		
Trustees	Hannah de Oliveira Whitlock (HOW) Falmouth President (Chair) Kevin Werry (KW) Lay Trustee (Deputy Chair) Phil Green (PG) Vice President Paul Northmore (PN) Lay Trustee Connie Chilcott (CC) President Exeter Orestis Collins-Alamanos (OCA) Vice President Reece Ward (RW) Student Trustee Nabil Ghnewa (NG) Student Trustee Neo Stansby (NS) Student Trustee Candice von Memerty (CM) Lay Trustee (via Hybrid Link) Georgi Griškevičienė (GG) Student Trustee (via Hybrid Link)		
In attendance	Sarah Davey (SD) Chief Executive Karen Draycott (KD) Head of People & Governance (minutes)		
Apologies	Kate Reynolds (KR) Lay Trustee		

Item and Minute
<p>1. Welcome (HOW)</p> <p>1.1. Noted: the apologies as listed above.</p> <p>1.2. Received and Noted: that the <i>Register of Interests (Paper 1)</i> was circulated, and no further interests were declared.</p> <p>1.3. Received and Approved: <i>Health and Safety Policy 2024 (Silent Paper 2)</i> was approved.</p> <p>1.4. Received and Noted: all other silent papers were noted:</p> <ul style="list-style-type: none"> • Minutes and papers to all Trustee meetings (Link to MS Teams folder). • Scheme of delegation / ToR Sub-Committees 2024. • Letters from Universities: <ol style="list-style-type: none"> a. The SU letter out to Falmouth University (11/12/23). b. The SU letter out to UoE (11/12/23). c. Falmouth University response (19/12/23). d. University of Exeter response (20/12/23). e. Joint response from both Universities (18/01/24).
<p>2. Minutes from 6 December 2023 (HOW)</p> <p>2.1. Received and Approved: the minutes of the meetings held on the 6 December 2023 (<i>Paper 2</i>) were confirmed as a true and accurate record.</p>

2.2. Noted: that all matters arising were resolved.

3. Decisions without a meeting (HOW)

3.1. Noted: that there were no decisions without a meeting since the last Board of Trustees.

4. January 2024 Management Accounts (via video recording – Rhian Robertson)

4.1. Received: *January 2024 Management Accounts (paper 3).*

4.2. Noted and ACTION: that RR provided a verbal update via a video recording. Further to the notes, RR reported that the University of Exeter have paid their remaining part of their block grant whereas Falmouth University have not yet. RR has sent a reminder email to Falmouth. KD to ask RR to copy in HOW to any further reminder emails regarding Falmouth Block Grant.

4.3. Noted: that Non-Payroll Central costs are over budget by £3253. This is mainly due to the added depreciation in relation to the SU Space refurbishment. RR spoke with SD about this and as originally planned last year, these costs would be covered by the Reserves. This means at Year End, the cost for the depreciation of the SU Space will be transferred from the reserves and into the depreciation accounts.

4.4. Noted: that RR has emailed WorldPay advising them that the SU wishes to terminate the account with them. They confirmed that the email is the 30-day notice required for them to close the account. This means that the CAF bank accounts can also be closed once this has been dealt with.

4.5. Approved: the January 2024 Management Accounts were approved.

5. Next steps re. CEO Recruitment (HOW)

5.1. Confidential Note

5.2. Confidential note

5.3. Confidential Note

5.4. Noted: that the SU do not have a preferred supplier in terms of Recruitment Consultants. It was discussed whether they would need to go out to get three quotes as per the financial regulations. SD had spoken to recruitment consultants and had been able to identify a possible interim CEO via Atkinson HR. This candidate would be available in March and comes highly recommended in the SU Sector. It was agreed that the risk of not having a senior leader in place soon was higher than gaining three quotes from agencies.

5.5. Noted: that trustees discussed three possible recruitment options:

- Appoint an interim CEO for 1 year;
- Recruit a permanent CEO;
- Appoint an interim CEO for 6 months whilst recruiting a permanent CEO.

5.6. Approved: the board agreed that it was of upmost importance to appoint an interim CEO as soon as possible due to the risk associated without having a Senior Leader in-place. It was discussed that it was likely that there would be at least a 3-month resignation notice which may have to be observed for an

incoming CEO. It was agreed that further to this, the recruitment of a permanent CEO should also commence as the option of 'no-change' was a possibility.

6. Subcommittees stepping-up

6.1. Approved and ACTION: that whilst there are no senior leaders in place, the sub-committees (RHR and Appointment Committee) would increase in frequency and remit. For example, RHR would now approve Annual Leave requests from Heads and Sabbatical officers as well as Training Requests. Appointments would step-up to cover the CEO recruitment process including the interim CEO recruitment. KD to schedule in meetings.

6.2. Noted: that the Finance Committee already meets regularly (monthly) and the PN as Chair of the FC has taken on additional responsibilities such as approvals of purchases over £1k.

7. Any other decisions confirmation following the Away Day (19 February 2024)

7.1. Confidential Note

8. CEO Report (SD)

8.1. Received: *CEO Report and Appendices (Paper 4, Appendix 1,2,3,4).*

8.2. Noted: that SD talked through some of the key points in the CEO report. No further questions.

9. Any other business

Sports Bursaries

9.1. Noted: that last year whilst reprofiling the SU Budgets, individual sports bursaries were removed. This is because it is unusual for an SU to provide individual sports bursaries – this is usually done via their university. The Sports Coordinator flagged that three individuals who were awarded individual bursaries last year had come back to the Community Team to request additional funds this year (as they were expecting the funds to be made available again).

9.2. Approved: it was agreed that the three students who had come forward asking for sports bursaries can be permitted up to £200 each.

10. End of meeting