

Falmouth & Exeter Students' Union

Board of Trustees Minutes

Date	Tuesday 6 October 2020	Time	10:00-13:00
Location	MS Teams Online – connection via the calendar invitation		
Trustees	Cara Chittenden (CC) President Exeter (Chair) Kevin Werry (KW) Lay Trustee (Deputy Chair) Lizzy Marshall (LM) President Falmouth Amelia Banton (AB) President Student Experience Charlotte Agnew (CA) President Welfare & Inclusivity Rosie Hunnam (RH) Lay Trustee Paul Northmore (PN) Lay Trustee Julian Waring (JW) Lay Trustee		
In attendance	Sarah Davey (SD) Chief Executive Karen Pardoe (KP) Project Officer (minutes)		
Observers	Ellie Ricks (ER) Incoming Student Trustee (Falmouth) Fatuma Mohamud (FM) Incoming Student Trustee (Exeter) Frank Gough (FG) Incoming Student Trustee (Exeter)		
Timed business	Rachel Dower (RD) University of Exeter Accountant (for item 6) Dan Matthews (DM) Director of Central Services (for item 9) Sophie Harrison (SH) Director of Membership Services (Maternity Cover) (for item 9 and 10)		

Item and Minute
<p>1. Welcome (KW / CC)</p> <p>1.1. Noted: that since the last board meeting, CC had been appointed as Chair of the Board of Trustees.</p> <p>1.2. Noted: that no starred/silent papers were to be discussed so these were taken as read.</p> <p>1.3. Noted: that no declaration of Conflict of Interests were made. The register was circulated and board members were reminded to declare interests as and when they occur to add to the register.</p>
<p>2. Minutes from 15 September 2020 (CC)</p> <p>2.1. Noted: there was a typo on minute 7.4 to amend open nominations date to 30/9/20.</p> <p>2.2. Approved: apart from the typo as noted above, the minutes of the meeting held on the 15 September 2020 were confirmed as a true and accurate record.</p>

3. Matters Arising from 15 September 2020 (CC)

- 3.1. **Action:** KP to send SV Project Lead a paper for ratification of Student Trustees at the next Student Council. Ongoing – Student Council date is 3 November 2020.
- 3.2. KP to share the Policies Matrix. **Resolved** – (silent paper 1).
- 3.3. KP to share Governance Calendar, **Resolved** – (silent paper 2)

4. Decisions without a meeting

- 4.1. **Noted:** that no trustee board decisions were made outside of a Board Meeting since the last meeting (15 September 2020).

5. Governance Update (KP)

- 5.1. **Received:** *Governance update (KP) (paper 2)* and KP talked through the report.
- 5.2. **Approved:** the timeline and approach to the recruitment of the new Student Trustee (Falmouth).
- 5.3. **Noted:** following the recent Charity Commission's guidance on hosting Annual General Meetings (AGM) as an Unincorporated Association, it was noted that The SU's current Constitution does not have the provision to host it online. It was noted that as The SU is currently in the process of incorporation and creating a new governing document, it would not be able to amend its current constitution to allow this to happen.
- 5.4. **Approved:** In light of the above, it was agreed that an AGM in the current charity will be cancelled this year and an online *Student Members Meeting* would take place on 21 January 2021 which would cover the same content as an AGM - this meeting would be for information only and no business could be transacted. It was also agreed that if incorporation does happen within this academic year, a Student Members' Meeting would occur in accordance with the new constitution.
- 5.5. **Noted:** that clear communications to students would be needed to fully explain this decision.

6. Finance Report and Accounts (RD)

- 6.1. **Received:** *Finance Report, 20/21 Business Plan (22/09/2020) (additional papers circulated on 30/09/20 and 2/10/20)* and RD talked through the report.
- 6.2. **Noted:** further to the report, RD reported that Lang Bennetts (auditors) have been conducting an audit of year ending 31 August 2019 accounts and had a query as to whether The SU is a going concern due to the uncertainty of next year's budget and the consequences of the Covid-19 pandemic on charities more widely. To mitigate this concern, The SU has already received the cash for the first 6 months of this academic year from the universities. The Statutory Accounts have not been finalised, but no other concerns have been raised at the moment.
- 6.3. **Noted:** that the Senior Management Team are moving forward as if it were a 5% reduction from both universities.
- 6.4. **Noted:** that the receptionist role has been moved out of the Advice and Welfare budget and that the welfare part of this budget has been moved out of here as historically there has been an underspend.
- 6.5. **Noted:** that the University of Exeter (UoE) prefers not to separate out the different services available to students, rather than all students can receive a similar experience from The SU regardless of which university students are studying at.

6.6. Action: that it would be useful to have a Trustee at the December Finance meeting with the two universities. KP to refer to Finance Committee.

6.7. Noted: that a lot of the 'unknowns' are now 'knowns' including TUPE and pensions. The reserves are good and there is a lot of development work going on which could be pulled back if needed. No inflation has been put on wages as per the sector and the trade unions.

7. CEO Report (SD)

7.1. Received: CEO Report (paper 3) and SD talked through this report.

7.2. Approved: that the 24 December 2020 and employee birthdays will be an additional discretionary day.

7.3. Action: SD to inform DM to incorporate into HR policies and procedures.

7.4. Noted: that GMB has now contacted KW and would like a meeting.

8. President Updates (CA / AB / LM / CC)

8.1. Received: The Students' Union Presidents' Update - Top 3 Priorities (paper 4,5,6,7) and each president took it in turn to talk through their papers.

8.2. Noted: that CA Top 3 Priorities are accessibility on campus and online, diversity and black history month and wellbeing and mental health. Further from CA report, there was a query regarding support for mental health for students. Reslife is working with students in Halls of Residence and there are other projects to support second and third years in private accommodation. CA welcomed trustees to talk further in regard to ideas and other projects.

8.3. Noted: that the UoE had a fund of £100k for students and committees to run online events (open to individual students, The Guild and The SU) which FU students can engage with too.

8.4. Noted: that there was a further discussion around BAME students and more widely around reporting racism and the steps The SU could take to strengthen the support and representation of the students.

8.5. Noted: that the Community Warden project, although successful during its time, has not been funded by the Universities and would pose difficulties during the Covid-19 pandemic.

8.6. Noted: AB top three priorities are Space on Campus, Academic Societies and Opportunities for All. Further to AB report, that she had received confirmation to run academic societies on campus and has a further meeting today to plan how this will run. The sports pitches whereby UoE Council committed to last year has either been paused or were never fully confirmed by Council. AB working to ensure there is student involvement in the revamp of the Falmouth Library.

8.7. Noted: LM top three priorities are collaboration community, improve Falmouth Campus and strengthen student voice. Further to the report, she was pitching to VCEG today to ask for financial backing for the collaborative platform.

8.8. Noted: CC top three priorities are cross campus modules, decolonising education and the black tie graduation ball.

8.9. Noted: further to the report, FM reported that she was part of a departmental review in connection with decolonising the curriculum and produced a report which was available to read.

9. Directors Report (SH/DM)

- 9.1. **Received:** *The "Tell us how it is" Update* (paper 8 and 9) and SH and DM talked through the papers.
- 9.2. *Confidential minute*
- 9.3. **Noted:** that a strategic review is urgent (after incorporation project) to clarify purpose and provide a performance management framework to support staff with expectations.

10. Incorporation Referendum (SD / SH / KP)

- 10.1. **Received:** *Referendum on Incorporation (paper 10)* and SD, KP and SH talked through the paper.
- 10.2. **Approved:** It was resolved by all trustees to call a referendum on the issue of incorporation with the following question being posed to members:

Question: Should the Trustees proceed with the proposal to incorporate Falmouth and Exeter Students' Union? (Yes / No)

- 10.3. **Approved:** the approach and dates were agreed as detailed in the paper – the voting will open on 12 October (12pm) and close on 15 October 2020 (12pm).

11. Any other Business

- 11.1. **Action:** that the link between Student Council and the Board of Trustees needed to be strengthened and this would be taken to the Appointments Committee to further discuss the best way. KP to include in agenda.

12. Date and time of the next meeting

- 12.1. 19 January 2021 (10-1pm)