***Trustee Board Meeting*** TB10/MD/1

***Friday 11th December 2020***

***2pm***

***Virtual Board Meeting***

***facilitated on Microsoft Teams***

**MINUTES *(Approved)***

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Invites extended to: Lauren Edwards (Marjon SU President & Trustee Board Chair), Joe Lynch (Marjon SU Deputy President), Graham Briscoe (External Trustee), Daniel Tinkler (External Trustee), Dev Aditya (External Trustee), Olivia Nicholson (Student Trustee), Luke Overthrow (Student Trustee), Bethany Plumpton (Student Trustee), Mick Davies (Marjon SU GM).

**Present by Teams:**

Lauren Edwards (Marjon SU President &Trustee Board Chair) LE

Joe Lynch (Marjon SU Deputy President) JL

 Graham Briscoe (External Trustee) GB

Daniel Tinkler (External Trustee) DT

Dev Aditya (External Trustee) DA

Olivia Nicholson (Student Trustee) ON

Luke Overthrow (Student Trustee) LO

Bethany Plumpton (Student Trustee) BP

Mick Davies (Marjon SU GM – in attendance) MD

This meeting was conducted virtually using Microsoft Teams. All papers had been previously circulated by MD.

1. **Welcome from the Chair and introduction of new trustees:** LE

LE welcomed all to the board meeting, and introduced Mr Dev Aditya as our new external trustee. She also welcomed Luke Overthrow, Bethany Plumpton and Olivia Nicholson in their roles as student trustees.

1. Minutes from the September meeting: LE

LE invited the board to read the draft minutes from Septembers’ meeting (TB/9/MD1).

The board were happy to pass the minutes.

1. Matters arising: Action Grid attached (TB/10/MD1) LE

*b) Sickness and all policies need a version number, date of approval and a front page section MD*

 MD and LE confirmed that this has been actioned*.*

 *c) Task and finish group to look at by- election rules and officer job descriptions*

 *(on going)*

 MD to circulate updated descriptions before the next meeting.

 GB asked a question if the election by-laws were to be reviewed.

 MD responded that a small addition was required to clarify the action should a

 non-sabbatical candidate withdraws from the election.

 MD said he would also circulate this with a highlighted section*.*

1. **Appoint a Deputy Chair to the Trustee Board**: LE

The chair asked for nominations for the post of Deputy Chair of MSU’s trustee board.

DA and DT registered their candidacy and were given a moment to make their arguments to the board. Following this and, in accordance with the constitution, a “simple show of hands vote” was taken and DT was elected to the role.

1. **Report from the officers including:** LE/JL

 A) Report on AGM and minutes (AGM/2020/MD1) (AGM/2020/MD2)

 LE introduced an update

 B) Update from SEC (TB/10/SEC2)

JL delivered an update on items raised at SEC

DT queried who owns SEC and the student rep system.

JL Stated that he was very much of the opinion that the university see this as an MSU function.

DT proposed that the board put together a business plan to outline how they would facilitate course reps and the funds needed to resource it.

 C) Constitution (TB/10/CON2020FINAL) LE/JL

The 2020 constitution that was passed at the AGM was formally accepted by the MSU board.

**6. Report from the GM:** MD

MD Presented the Performance against Budget (TB/10/MD3)

Queried by DT, MD confirmed that we were still exploring further sponsorship opportunities and that the campaigns budget provision that had not been utilised at this time will remain available.

MD also confirmed that the officers had embarked on much campaign work but so far have avoided any spending.

JL confirmed that he had been working with Student Support, Marjon Chaplaincy and external organisations regarding supporting students and helping them avoid substance abuse and alcoholism.

GB Commented that he did a lot of work with Multi Academy Trusts (MATS) of which Marjon is a member. He asked if there were any student groups in particular related to teaching.

LE responded that there none she knew of as such.

GB proposed a meeting with LE to discuss further. Acton LE

**7. Approval 19/20 accounts**

 The board approved the 19/20 accounts.

 **8. Meeting with the university Registrar and KPMG**

MD informed the board that he, LE and DT had met with the university’s registrar, Stephen Plant and KMPG.

This was a belated meeting that had originally been arranged with the previous meeting.

The university had become concerned after they were informed that MSU had not held an AGM throughout the turnaround process, they were seeking to ensure that MSU was “on top of its governance”.

Because the meeting was much delayed we were able to prove that all of their concerns had already been addressed and in fact MSU’s own governance review self-assessment was far more comprehensive than the university concerns. Following a brief discussion as to the university’s objectives with this, GB made the

 The following actions were agreed:

1. MD To tidy up the language in the self-assessment document and forward to GB for a possible further meeting.

 **9. Chair to lead a general discussion on sector wide issues** LE

DA Asked if there was any work ongoing on the union finding further streams of income as this was a particular interest of his.

LE informed the board that we have a business student placement that was tasked with this very role.

DA followed his question by enquiring who would make any grant applications should the opportunity arise. MD confirmed that in the absence of anyone else it would probably fall on home, although he was not particularly experienced in this area.

MD also discussed the reduction in MSU income from TOTUM cards which have reduced to negligible amounts. DT commented that this was the same for most unions and in his view the farming out of the old NUS card had been a huge mistake.

DA commented that he felt this was a time when student politics had overridden the operation of the organisation.

GB asked if any member of the board had been attending NUS’s Strategic Conversation. He had, and he felt the numbers were low.

AOB

There was no further business and the meeting closed at 3.45pm

 (TB/10/MD1)

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| --- | --- | --- | --- |
|  | **Action** | **By whom** | **Date** |
| **3 Matters arising** |
| 1. | c) circulate updated officer job descriptions | MD | Before Feb 2021 TB meeting |
| 2. | c) circulate highlighted election by-law addition | MD | Before Feb 2021 TB meeting |
| **6 Report from the GM** |
| 1. | Arrange meeting with GB to discuss MATS | LE | a.s.a.p. |
| **8 Meeting with the university Registrar and KMPG**  |
| 1. | Inform TB of any further KMPG communications | MD | immediately |
| 2. | Tidy self-assessment document and forward to GB | MD | a.s.a.p. |
| 3. | Check university audit committee minutes if MSU are on work plan of universities internal audit | LE | a.s.a.p. |