***Trustee Board Meeting*** TB24/SB/1

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***Wednesday 8th May 2024***

***1300 - 1500***

***Meeting facilitated on Teams***

**MINUTES *(Approved)***

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**Invites extended to:** Sarah Boyd (Marjon SU President & Trustee Board Chair), Daniel Tinkler (External Trustee & Trustee Board Vice Chair), Liam Williams (Marjon SU Deputy President & Trustee), Graham Briscoe (External Trustee), Dev Aditya (External Trustee), Paul Guildford (External Trustee), Ania Jackowska (Student Trustee), Chloe Lewis (Student Trustee), Emily Chipperfield (Student Trustee),

Mick Davies (Marjon SU GM), Abigail Bevan (Observer).

**Present:**

Sarah Boyd (President & Trustee Board Chair) SB

Daniel Tinkler (External Trustee & Trustee Board Vice Chair) DT

Liam Williams (Marjon SU Deputy President & Trustee) LW

Dev Aditya (External Trustee) DA

Graham Briscoe (External Trustee) GB

Paul Guildford (External Trustee) PG

Ania Jackowska (Student Trustee) AJ

Emily Chipperfield (Student Trustee) EC

Chloe Lewis (Student Trustee) CL

Mick Davies (Marjon SU GM - in attendance) MD

Edmund Jacoby (in attendance – Deputy President elect) EJ

All papers had been previously circulated by MD.

**1. Welcome and introductions from the Chair:**                               SB

SB welcomed all to the meeting and introduced EJ as Deputy President for the year 24/25, trustees in turn introduced themselves to EJ.

**2. Apologies:**  SB Apologies received from AB; GB noted the board of potential later attendance.

**3. Declaration of Interest:**  SB Declaration of interest from LW and EJ regarding the election report.

GB declared that he has been appointed as an Independent Trustee of Christchurch SU.

**4. Update from the** **VC:**

CT reported orally covering the topics of:

* Reflecting on her year since she has been appointed as Vice-Chancelor referring to the sector instability, cost of living crisis, and student’s struggle to engage with course content as well as studying and completing placement.
* Justification of ‘short-term decisions’ made surrounding digital and academic change – how they influence the long-term strategy.
* Key priority stakeholder interactions with externals around the city.
* Staffing change with the loss of a DVC (Deputy Vice-Chancelor) and CFOO (Chief Financial Operating Officer) as well as the appointment of a new role CDDTO (Chief Digital Data and Technology Officer).
* An update on the Marjon 2030 strategy process, including the discovery and writing phases. Placing emphasis on ‘Place and Social Purpose’ as an area of core business.
* A financial update, touching on organisational change and staff resignations. Noted that contact with SB and LW was maintained throughout course closures.
* The importance of community and embedding humanity in our practice – the fact that community at Marjon is ‘Tangible’.
* CT reflected on her time working with SB and LW, grateful for her time working with SB and looking forward to continuity working with LW in the coming year.

GB asked for a memorandum of understanding between the University and MSU – CT reported that there is a partnership agreement being finalised.

CL asked how CT views the new ‘typical’ student experience to look in line with the new strategy – CT responded saying she envisages work placements and apprenticeships becoming more popular, the availability and provision of facilities on campus will need to be reactive and ‘wraps around the student body’. Partnership with the SU will be key in helping maintain a positively engaged student body.

EC raised concerns for a hypothetical future for the school of health and wellbeing courses given the current lack of talent recruitment and income generation – CT mentions the PAHC building conversion for a hub of delivery of health and wellbeing courses as well as serving the community.

PG raised concerns that the university does not have a sustainable business plan – CT responded that it is infused within the Marjon 2030 strategy and the digital transformation looking at generating more efficiencies and scalable economy within the workforce.

**5. Minutes from February meeting (TB23/SB/1)**  SB The board considered and approved the minutes from the February meeting.
These were circulated by email to the entire board on 1st May 2024 for approval.

**6. Matters arising:** (Action grid attached). SB

SB continues to explore the possibility of additional grants for project work within the SU.

SB awaiting approval of the budget proposal submitted to ELT.

LW explored the potential for use of SharePoint in officers report.

Arrange a meeting with Devon Mind to explore a solution to counselling wait times.

Action PG/SB

**7. Nomination Notes: (TB24/PG/1)** PG/DA

It was agreed by the board that these notes could be reported on orally to the board in conjunction with DA as they both were putting themselves forward for the role of Deputy Chair.

PG welcomed any questions about his statement.

AJ raised concerns about how PG will ensure diversity of voices in a heterosexual-male dominant board – PG is unsure on how he would handle it.

DA pulled on his knowledge and experiences gained by working as a sabbatical and a trustee of an SU for 4 years as well as deputy chair of UWE; he would use this experience as a mentor to the chair.

DT asks PG and DA as to how they would both handle providing support to the student chair, in order to ensure the student chair can develop – PG responded with the suggestion of providing a dedicated clerk to the SU. DA would offer quarterly meetings and pull sector experience from his other roles to inform the chair of current issues.

**8. Election of Trustee Board Vice Chair 24/25** SB PG and DA left the meeting, and CL shared her thoughts and recommendations.

DT asked to hear opinions of LW as incoming chair – LW responded, outlining the importance for having continuity in a period of significant change for the board. Experience within the sector is important. DT echoed these concerns.

Those in the room were unanimous in appointing DA as Deputy-Chair.

PG and DA were invited back to the meeting where SB announced DA as the new Deputy-Chair.

**9. Report from Officers: (TB/24/SB/LW/1)** SB/LWSB and LW reported orally and paper TB24/SB/LW/1 (Agenda Item 9). Covering topics of:

* A strategy update – reporting a good number of responses from the strategy questionnaire released. The writing phase was due to begin w/c 13th May.
* Cost of living crisis update – LW reported that 80% of students are working part-time, of those a further 50% are working over 16 hours. Free contraception, free sanitary products and clothes, a partnership with a local food charity for the Marjon community larder continues.
* LW in early conversations with the Director of Sport about the use of their membership systems.
* SharePoint update – LW provided research that proved SharePoint was an ineffective use of MSU funding to provide a cloud-based service for papers but is open to exploring an alternative.
* AGM was unsuccessful in reaching quorum for the first meeting, the board was updated with the new AGM time.
* SB closed with her personal thanks to members of the trustee board for their support.

GB questioned the quorum requirements of the AGM and any proxy votes – SB and LW reported the quorum number of 60 which failed to be met, and that proxy votes were not common practice for MSU. DA also raised concerns about the potential for vote tarnishing and advised against proxy voting.

DA questioned why the external trustees do not have dedicated staff emails – LW and MD responded quoting the reluctancy of the University to create staff emails for members not directly employed by the university.

PG raised the potential to use a software for board documents – DT advised it to be sent to MD.
Action PG.

**10. Report from GM:** MD

* Presented: the previously circulated election report (TB24/MD/1) which was approved. This was circulated by email to the entire board on 1st May.
* Performance against budget Q3 23/24 9TB24/MD/2) which was approved. This was circulated by email to the entire board on 1st May.
* MSU cash flow projection (TB24/MD/2) which was approved. This was circulated by email to the entire board on 1st May.
* Financial Risk Register (TB24/MD/3) which was approved. This was circulated by email to the entire board on 1st May.

MD reported that elections received a greater number of votes than the year previous. He informed the board that LW was retained as President and that EJ – in attendance, was Deputy President elect. There were no issues reported to the elections committee regarding the elections process

DT asked for the election report to be sent to the University Board of Governors – MD confirmed the report had been sent.

MD reported that performance against budget is forecast to finish in a small surplus.

MD noted that this is due to the sell-out May Ball scheduled to take place (which was due to bring in a £5000 surplus) as well as scrutinizing the non-fixed spends; he assured the board that he was confident there would not be a big deficit. MD advised that the May Ball surplus was forecasted later in the cash flow for May.

DT commended MD for his work on ensuring financial sustainability for the SU in a challenging year.

DT advised MD to protect areas of our budget susceptible to cuts such as societies and campaigns funding.

MD presented the risk register, suggesting that some risks identified would be better worked on by smaller working groups of the board.

MD assured the board that the financial risk reported is being carefully managed and is stable based on the good university relationship and the creation of the partnership agreement.

MD reported that work is required on reputation and relationships – specifically the inclusion of himself in relevant meetings and committees regarding the relationship between the two organisations.

MD noted an error in the ‘management section’ regarding the general manager job description being rated ‘Red.’

MD reported there is no succession plan for the management for the organisation if that member of staff becomes long term absent or resigns.

MD noted training is rated ‘Red’ but can be updated due to trustee onboarding,

Training and appraisals being carried out. The main issue pertains to lack of funding available for training.

No risks on social media have been identified but requires an action plan to be followed in instances of libel or slander.

DT suggested MD update them as well as a ‘Freedom of Speech’ section as this is needed as of August – MD responded that he was already carrying out work on it.

**10. AOB**

DT notified that trustee recruitment is in hand and there is a potential applicant for an external trustee – MD followed up mentioning there is a student trustee applicant as well.

**11. RESERVED BUSINESS**

Close16:00

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| **Action                                                                By Whom       Date** |
| 5. | Continue to explore additional grants for project work | SB | ongoing |
|  | Contact Devon Mind to arrange a meeting | SB/PG | ASAP |
| 9. | Explore use of software for board documents, to send to MD | PG | ASAP |