***Trustee Board Meeting*** TB23/SB/1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***21st February 2024***

***1600-1800***

***Meeting facilitated on Teams***

**MINUTES *(Approved)***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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

Paul Guildford (External Trustee) PG

Ania Jackowska (Student Trustee) AJ

Emily Chipperfield (Student Trustee) EC

Mick Davies (Marjon SU GM - in attendance) MD

All papers had been previously circulated by MD.

**1. Welcome and introductions from the Chair:**                               SB SB welcomed all to the meeting.

**2. Apologies:**  SB Apologies were received from GB (External Trustee), DA (External Trustee), CL (Student Trustee) and AB (Observer).

**3. Declaration of Interest:** SBThere were no further declarations of interest other than those previously recorded.

**4. Minutes from December meeting (TB22/SB/1)**  SB  
The board considered and approved the minutes from the December meeting.  
   
**5. Matters arising:** (Action grid attached). SB

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

within the SU.

**6. Update from the VC:**

SBconfirmed that the VC was unavailable to join the meeting. However, DT had met with her in an informal setting and conveyed to the board that he had a very productive meeting and that she shares much the same values and aims of the MSU board. He felt that this would certainly make the writing and development of a strategy a much clearer objective.

**7. Report from Officers:** SB/LW

SB and LW presented the written report (TB23/SB/LW/1) previously circulated to the board. They then invite the board to ask questions and partake in discussions.

DT picked up on the subject of Board appraisal meetings, commenting that it had been a worthwhile process and that he felt it revealed that MSU had a very open board culture compared to his experience of other organisations. He had particularly been pleased to hear from student trustees that they had felt confident to voice their opinions. GB stated that he had completed DT’s appraisal, and that he had taken part in SB’s appraisal. He reported that he had used some questions from Canterbury SU sabbatical exits process.

GB brought to the attention that Sarah Davey the new CEO of Plymouth University Student Union was a former trustee at MSU. The board all agreed that this was likely to help re-establish a constructive relationship with them, and MD confirmed he had already requested a meeting.

**8. Business Plan and funding request 24/25:** (TB23/MD/SB/LW/1) The previously circulated comprehensive business plan, budget and grant request was discussed and consequently approved by the board.

The Plan would now be submitted to the university.

Action SB

**9. Report from GM:** MD

Performance against Budget, Half Year 23/24 and Cashflow Projection (TB23/MD/1)

MD delivered his budget report and cashflow, he forecasted a deficit by the end of the year. The amount would be determined by the success of the may ball.

The board commended MD on his astute management of MSU finances.

DT commented that the situation was dire at some unions especially those with extensive commercial services.

MD presented the formally circulated excerpt from the Marjon Student Union risk register. He went on to explain that he considered the risk higher if insufficient funding for next year, on the basis of, the reported university’s financial position. The board had a short conversation about what actions would be taken if there was a significant drop in funding. It was agreed that if MD or the officers were alerted to underfunding for the forthcoming academic year there would be the need to call an EGM for the board to consider a deficit budget. If this was the case DT recommended that MD brought such a budget to the meeting.

**10. AOB**

DT requested that as in previous years an election committee is formed and MD requested volunteers.

Action MD

DT went on to announce to the board that he would be leaving MSU at the end of this academic year. He felt that he had achieved much during his time and that MSU was in a much stronger position than when he had joined.

PG asked if there had been any update regarding SharePoint.

MD apologised that he had not had a chance to look at this yet but would be on to it. Action MD

He also asked SB for an update regarding counselling wait times that had previously been reported at 12 weeks. SB said she wasn’t sure of the current position.

PG recommended a meeting with his contacts at Devon Mind.

SB stated she would be happy to take the lead on this.

PG reiterated that he wants to ensure that MSU are seen as the driver of this if possible.

Action SB

**11. RESERVED BUSINESS**

Close 18:00

|  |  |  |  |
| --- | --- | --- | --- |
| **Action                                                                By Whom       Date** | | | |
| **5.** | Continue to explore additional grants for project work | SB | ongoing |
| **8.** | Business Plan and funding request 24/25 to be submitted to the University | SB | asap |
| **10.** | Formation of an election committee | MD | asap |
|  | Explore SharePoint | MD | asap |
|  | Contact Devon Mind to arrange a meeting | SB | asap |