

STUDENTS' UNION AT BOURNEMOUTH UNIVERSITY
TRUSTEE BOARD MEETING
THURSDAY 4TH FEBRUARY 2016 | 12-3PM
SC504 – STUDENT CENTRE BOARD ROOM | TALBOT CAMPUS
CONFIRMED MINUTES



PRESENT

Aaron Newbury* (AN) *Student Trustee*
Alexis Drayson (AD) *Staff Trustee*
Chloe Schendel-Wilson (CSW) *Trustee – Chair*
Graham Briscoe (GB) *External Trustee*
Ian Catley (IC) *External Trustee*
Kate Little (KL) *External Trustee (via Skype)*
Scott Morgan (SM) *Student Trustee*

APOLOGIES

Adam Trimby (AT) *Student Trustee*
Chris Buckley (CB) *External Trustee*
Vivien Lebbon (VL) *Student Trustee*
* AN will be in attendance after 2pm.

IN ATTENDANCE

Alan James (AJ) *Non-Trustee*
Ellie Mayo-Ward (EMW) *SU VP Education*
Emma Pentecost (EP) *minute taker*
Gillie Lewis (GL) *minute taker*
Lucy Filer (LF) *External Auditor, Filer Knapper*
Sarah Newland (SN) *Non-Trustee*

1. WELCOME

CSW welcomed all present to the meeting. She explained a few changes to the order of the agenda to allow for EMW's and LF's needs to leave the meeting early.

2. CONFLICTS OF INTEREST

None were declared. CSW advised that if any conflicts do arise during the course of the meeting then to raise them at the time.

3. CHAIR'S ACTIONS

5TH SABBATICAL ROLE – FOR RATIFICATION BY THE BOARD.

CSW explained that, due to the budget allowing for an extra member of staff, the decision has been made by the Executive Committee to introduce a fifth Full-Time Officer for the next academic year, but that the decision needs ratification by the Board. She went on to explain what the role of Vice President Community will have a focus on improving relationships with local residents, and also focus on student housing, as it is one of the biggest issues that students face. They will take housing and bus issues from the role of VP Welfare to allow that role to have more focus on Democracy and Equality, especially at Lansdowne. They will also take some of the President's community and Lansdowne focus to allow that role to better represent students as a whole, which will also free up the VP Education to have a better focus on education. CSW then sought ratification from the Trustee Board for the decision and opened up for questions.

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IC queried if there is a job specification, to which CSW confirmed that there is, and apologised for not bringing it to the meeting. She added that it is on the website.

AD commented that the change was originally noted for 2017/18 so she asked how it fits in now, to which CSW reported that it makes sense to do it now due to the knowledge that three second year Sabbs could pass on confidently to the next team.

GB expressed that he was comfortable with the decision as long as it's allowed for in the budget and agreed that it would be good if the new role allows the President's role to be more rounded.

AD asked if the role is available for students to apply for now, to which CSW confirmed that it is. SN added that the role wouldn't start until June and that the impact of the new building has been a contributor into the decision.

IC asked AJ for his thoughts on the decision, to which AJ confirmed that he completely supports the decision and is feeling very optimistic. He added that that the knowledge of three second year Sabbs to implement the change should be utilised.

SM queried whether all Sabb roles have been assessed to fit with the new role, to which CSW confirmed that all job specs for all Sabb roles for the current elections have been adapted to take it into consideration.

IC questioned whether student housing is a major issue at a particular time of year, to which CSW noted that housing issues, such as noise and community relations, are all year round and not just when students are looking for accommodation for the next academic year.

All present support the proposal and approve the new role of Vice President Community.

4. PREVIOUS MINUTES

The minutes were approved as an accurate record of the meeting.

5. MATTERS ARISING

ITEM 2: AT TO SEND CSW LINKS TO COMMUNITY WEBSITES.

CSW mentioned that AT has not sent her any links so the matter is still ongoing.

ITEM 8: AJ TO REVIEW TITLE OF COMMUNITY WARDENS.

AJ noted that the review of their title will tie in with the review of the recruitment process of the Wardens for the next academic year.

ITEM 24: CSW TO LOOK INTO COMMUNITY NEWSLETTER.

CSW noted that this matter is still ongoing.

ITEM 25: CSW TO LOOK INTO AND DEVELOP A COMMS MEDIA PLAN.

CSW noted that this matter is still ongoing.

GB sought acceptance from all present for the new style of presenting Matters Arising. SM suggested that colouring is changed as it is hard to see. All present approved new style.

ACTION: EP to change colouring.

6. PRESIDENT'S REPORT

CSW presented some key highlights from her report:

Jon Leung (VP Activities) is working hard to divest BU away from fossil fuels; BU are about £3000 away from completely divesting. The Head of Sustainability within the University is encouraging more student support with it and they are very close to achieving the divestment.

She confirmed that the engagement this year with the Lansdowne Campus has been better. Commercial and Communications departments are making better steps and the Engine Room is busy every day.

There is a fortnightly newsletter that is now being sent to students, with a large proportion of HSS students opening the email.

CSW noted that the format of the report has seen some changes and is now more about the impact on students rather than what the Sabbs and each department have been doing.

GB queried whether SUBU has thought about going for the same badge of excellence as Bath Spa for Democracy and Equality, to which AJ confirmed that SUBU has been awarded Investors in Diversity and is now on the path for achieving the next level.

7. REPORT FROM VP EDUCATION

EMW introduced herself, her role and her report and then presented some key highlights from it.

She explained that there have been substantial changes to the Rep System in the past year, in particular with the way feedback is collected from students. Introduced SimOn (Simple Online tool), which allows issues to go directly through the Reps in a face to face conversation, rather than through surveying students. This system means that data capture and reports are much easier. She went on to explain that the ownership of the Rep System has lessened from the role of VP Education role and that all Sabbs are now involved in it.

She explained that the democratic structure of the Councils has been reviewed, and added that the Education Council is now elected for, as the other Councils are. Senior Reps are elected by their faculty Reps and attend a Senior Rep Forum.

She noted that the GOAT (Go Out and Talk) team are now well established and are a good resource to collect student opinion; they work with the Research Department.

She explained that she works closely with CEL (Centre for Excellence in Learning) and TEL (Technology Enhanced Learning).

RepFest 2016 happened yesterday and was really successful.

She is working with the library and the Education Council to develop software for filming lectures.

She is working with BU staff on Assessment and Feedback, which includes revising the generic assessment criteria that BU uses. She added that she is also working with BU on anonymous marking.

She helped to write a response to the sector wide Green Paper, which has encouraged more students to get more involved.

KL asked the status of the GOAT team with regards to whether they are paid student staff, to which EMW confirmed that they volunteer and that the opportunity was open to all students to get involved with.

IC asked if the questions that GOAT team ask are prescriptive questions, and how is the feedback fed back? EMW explained that it is a two week cycle, and that questions are regarding issues that SUBU knows are important to students about the whole student experience during the first week. The GOAT team students are trained and go out in groups to allow them to have a face to face conversation while answers are recorded in Survey Monkey on an iPad, which then goes straight into the database. The database is then looked at during the 2nd week with the intention of targeting the next questions based on the responses. Students then have the opportunity to come back and work with the research department to work on data analysis and reports and then to present the reports in meetings.

GB thanked EMW for the report.

EMW left the meeting.

8. GENERAL MANAGER'S REPORT

AJ highlighted some key points from his report.

AJ noted that item 3.2. refers to contacts with external stakeholders and that CSW is the main player, and the Commercial Manager is also key player. He explained that BU have increased student numbers, and that there is intent to increase them further. SUBU is alert to this and the implications.

AJ confirmed that he feels positive about the fifth Full-Time Officer, and expressed that it is ideal timing due to the increase in student numbers, as more students will live in the local community, so the new role will have a positive focus for this.

IC suggested that, due to the need to communicate and speak well within the community, the fifth Sabb could have this written into the job specification. SN noted that in the nature of elections, SUBU can't guarantee that the person in role will have those skills already, but that training will be available.

GB queried whether BU have a new Vision that SUBU are aware of, and noted that the Bath Spa Vision has increased targets for recruitment of international and post graduate students. AJ mentioned that the Pro Vice Chancellor intimated during a recent discussion that the new BU Vision won't be until 2017. There was then a discussion about the international diversity of BU.

AD declared a conflict as SUBU Advice Manager, and that in her role there is a focus on the needs of international students.

CSW noted that there has been increased engagement with the Democracy and Equality Department for students running in the elections.

9. CONFIRMED MINUTES OF THE AUDIT AND RISK COMMITTEE ON 1ST OCTOBER 2015

UNCONFIRMED MINUTES OF THE AUDIT AND RISK COMMITTEE ON 17TH DECEMBER 2015

GB explained that the confirmed minutes are presented for information and noting, and that the unconfirmed minutes are presented because they lead into the next item on the agenda. He explained that the accounts were scrutinised at the December meeting and all the details of this are on the minutes. There were no questions or comments.

10. THE AUDITOR'S MANAGEMENT LETTER

SN explained that the two items on the letter are being worked on, and they will have a better resolution by the end of every year. GB added that the two items have been added on to the outstanding actions list so won't be lost sight of.

11. THE ANNUAL AUDIT & RISK COMMITTEE REPORT TO THE TRUSTEE BOARD 2015

GB explained that the document details the work within SUBU and through the Audit and Risk Committee (ARC). He added that the ARC Terms of Reference are added into the document, along with the ARC Annual Self-Assessment, which is a new document for the committee that includes recommendations and actions.

All present approved the report.

12. THE AUDITED ACCOUNTS & TRUSTEES' REPORT 2014/15

LF explained the document, and highlighted that page 14 is the balance sheet.

SN explained that the reserves allow for 3 months' salary, and that BU now controls 80% of funding. She noted that there is a very high level of certainty about SUBU's funding over the next few years, and that page 17 provides the background.

GB confirmed that the ARC have scrutinised the document, and he flagged the SUSS pension issue. LF added that the pension deficit doesn't currently show in the figures but that it has to from next year, and will be about £1.1m. She noted that it will be cleared by 2032 and that a recovery plan is in place. GB added that, relatively speaking, it is low compared to many other companies. SN noted that she will be attending the SUSS AGM at the end of the month.

LF commented that the Auditors Report is based on information within the accounts and is a true and fair view for a clean audit.

All present approved the Audited Accounts and Trustees Report, and for CSW to sign it on behalf of the Trustee Board.

ACTION: CSW to sign the Audited Accounts and Trustees Report.

13. THE AUDITOR'S LETTER OF REPRESENTATION 2015

GB explained that it is a standard letter to SUBU from the Auditors that indicates responsibility for the accounts. LF added that they can't check everything and have to rely on truth from those interviewed.

All present approved the letter for CSW to sign on behalf of the Trustee Board.

ACTION: CSW to sign the Auditor's Letter of Representation.

14. MANAGEMENT ACCOUNTS:

i) UPDATE FOR 2015/16

SN explained the figures. She highlighted that the differences from last year are due to the Loft closing, and the new outlets in the Student Centre and the Engine Room have caused an increase in demand. She added that figures are better this year with regards to cash generated, as this time last year we were running at a slight loss but this year we are not. There has been an increase in £90k generated from Commercial Services compared to last year. The Student Centre café alone generated £16k in the months March – December 2015. Turnover for Dylan's has gone down, but profitability has gone up. IC asked if the Student Café is on budget. SN explained that there wasn't a figure on what was expected and that it was loosely based on what would be lost from The Loft. She added that the original view of it was to be a service to students and that any profitability was a bonus, so it is doing better than expectations.

AJ mentioned that the Commercial Manager has been spending more time at The Old Fire Station (TOFS) and CSW added that having a student intern based there to run events and provide support for the managers has had a positive impact.

There was a discussion about the Engine Room and how the use of it by HSS students, Clubs and Societies and by those living in Halls is improving.

ii) FORECAST FOR REMAINDER OF 2015/16

SN explained that the future looking quite bright and highlighted Table B in the document, specifically emphasising the £30k turnaround, which is partly due to the increase in Block Grant. GB expressed that it is pleasing to see figures.

LF added that there is an air of positivity and optimism, and that the results to date give a feeling of change.

CSW noted that the positive figures show BU that SUBU is doing all it can to support ourselves.

IC commented on the “dull” appearance of TOFS exterior. CSW noted that it is a listed building, to which IC replied that it doesn’t mean it can’t be made to look better. AJ added that it is a BU building so it’s not SUBU’s to update the exterior, but SUBU has invested a lot on the interior. SM noted that the signage could be improved.

AJ added that, with reference to Table C, the decision of the 5th Sabb was made after the papers went out.

LF left the meeting.

iii) EARLY BUDGET PROJECTION FOR 2016/17

AJ commented that we are less risk averse, and that the Sabbs can be more demanding.

15. THE AUDITOR'S RE-APPOINTMENT

GB noted that in the ARC meeting in December 2015 it was mentioned that the SORP is changing and that the ARC has recommended that, due to this and despite being due to go to tender this year, the External Auditors are reappointed for another year. SN confirmed that she has enquired about the fee but it is yet to be confirmed, but it is likely to be an increase with inflation.

All present approved the reappointment of the External Auditors for another year, subject to the fee being in line with inflation.

BREAK 1400-1420. AN joined the meeting during the break.

16. VISION AND STRATEGIC PLAN UPDATE

AJ presented the update. He highlighted that the dates for the next Vision Days are 7th and 8th April, but he explained that there is a possibility of a change of these so he will inform the Trustees when the dates are confirmed. AJ encouraged Trustees to be involved if they wanted to be.

AJ added that a condensed staff group will meet in May to drive SUBU’s next Vision.

17. BUSINESS CRITICAL RISK REGISTER CX

AJ explained that this is a standard item taken to the Board and is also presented at the ARC.

He highlighted a new risk on that has been added with regards to noise complaints from residents in a new apartment block at the back of TOFS, which the worst case scenario would result in needing to close TOFS. He added that the Commercial Manager has close links with council. AN mentioned that he had seen an advert for the properties stating “there is a nightclub behind it”; he added that a friend works for the estate agency that was selling the properties. AJ asked AN to see if he can track back any evidence of this, to which AN agreed he would try.

ACTION: AN to try and find the advert stating that there is a nightclub in close proximity.

IC questioned the risk of volunteer numbers dropping as stated on page 8, to which GL responded that the time of year would impact on numbers, i.e. in the summer when no students. SN added that it’s why there is a department that focuses on this, with GL managing it.

i) ACTION PLAN

It was clarified that the Action Plan will be updated for each Trustee Board Meeting, with the Business Critical Risk Register being presented annually or when there is a change.

All present approved the Action Plan for 2015/16.

18. SUBU ANNUAL TARGETS/KPIS: PROGRESS REPORT

All present noted the report. GB expressed that there is a conflict as reports about items cannot be made until the year is complete, and that overlapping discussions need to happen to project for the next year’s targets. AJ commented that, operationally, he is thinking about it all the time.

19. HEALTH & SAFETY POLICY

AJ commented that SUBU has a Health and Safety Audit next week, which GB asked for the report of.

ACTION: AJ to forward on the Health and Safety Audit report to Trustees when available.

AD suggested that the Policy could reference other relevant SUBU Policies and Procedures.

ACTION – EP to add reference list to other relevant Policies and Procedures into the Policy.

All present approved the document.

20. ELECTION REPORT: PART-TIME OFFICERS

CSW summarised the report and stated that it was written by the Democracy and Equality Manager. The highlights of it were there were 50 candidates, which was a 90% increase in last year's figures; there were no complaints; 35% of candidates were from diverse backgrounds. She added that there are many more international students on the Councils now, along with more mature students and more student parents.

AN suggested that the aim is for a higher proportion of students to vote, and to set aside a week where Sabbs go into every lecture to emphasise the importance of voting. CSW agreed it was a good idea and noted the idea.

ACTION – CSW to look into the possibility of Sabbs going into every lecture in a week.

GB queried the cause of the 90% increase and wondered if it was because students are becoming more political, or if it's good for their CV or if it's due to better promotion. CSW mentioned that it is more to do with number of candidates, and AN added that more candidates means more votes due to a wider circle of voters. CSW also added that more students know what SUBU does and want to be more involved, and that more students understand the Rep System. GB commented that this could impact on the results of the NSS Question 23.

All present noted the report.

21. LEASE FOR THE OLD FIRE STATION

AJ explained that BU is looking at the lease of TOFS, and SUBU have been looking at their legal responsibility. The SU President may be required to sign a document but AJ confirmed that nothing will be done without the approval from the Trustee Board.

22. REPORT ON TRUSTEE BOARD SUB-COMMITTEES

AJ explained the thoughts and process of the formation of the SUBU Trustee Board. GB stated that he is very comfortable with how it is run within SUBU. AJ added that the Sub-Committees of the Board and the Task and Finish Groups have improved the way SUBU has worked.

GB expressed that he was uncomfortable with the Executive Committee and the Clubs and Societies Committee being part of the Trustee Board structure, and suggested that they form part of the operations and management for SUBU instead. AJ agreed that the Executive Committee is currently sat in limbo due to how the Trustee Board was originally formed, and he agreed that removing them from the Board structure is a good idea.

All approve that the Executive Committee and Clubs and Societies Committee are not committees of the Board.

ACTION: AJ to ensure that the Executive Committee and Clubs and Societies Committee are not seen as Sub-Committees of the Trustee Board.

GB stated that he still wants to understand the operations and management of the organisation, so he would like to see Executive Committee minutes.

ACTION: AJ to ensure that Trustees receive the Executive Committee meeting minutes.

CSW clarified that the Executive Committee is made up of elected students, and that the Clubs and Societies Committee is where funding and new Clubs and Societies are approved. AN suggested that this forms part of the Activities Council instead, and added that if it was student dominated then there would be risk of bias. AJ and CSW agreed that the process should be reviewed.

ACTION: AJ and CSW to review if the Clubs and Societies Committee could form part of the Activities Council.

There was a discussion about financial contributions to each Club and Society, and AJ stated that apart from staff salaries, any student can ask any question about any SUBU activity at any time.

23. TIMELINES

AJ presented the documents.

i) GENERAL MANAGER'S ANNUAL APPRAISAL

AJ has started his appraisal process and has asked if someone in BU can facilitate the process again. It was suggested that the Trustee Board meeting agenda schedule is updated with the addition of appraisal review dates.

ACTION: EP to add dates into the agenda schedule for Trustee Board Meetings.

ii) SUBU ANNUAL TARGETS/KPIs

GB stated that there is some detail missing, and that the wording should include budget, so should be changed to "approval of op plan, budget and KPIs" throughout the document.

ACTION: EP to include "budget" throughout document.

24. REPORT: POST IMPLEMENTATION REVIEW OF FRESHERS'

AJ explained that turnover fell compared to previous years due to Freshers' being reduced from a two week period to only one week. It was noted that the Student Centre helped engagement with the new students over that week.

CSW explained that daytime activities could be expanded during the daytime and to not just focus on the evenings.

AD asked if SUBU Advice should have a section in the document, to which AJ responded that it should be included in future, and apologised for missing it this time.

CSW confirmed that it will be branded as “Freshers” again, and that there is already a Freshers’ Facebook page and website set up for 2016/17.

25. SUBU IN THE PRESS

IC confirmed that, further to mentioning it in the previous Trustee Board meeting, he has liaised with BBC Radio Solent and they have contacted CSW to review the newspapers on air.

AD asked if CSW has been approached by BU to be an “expert” for the press, to which CSW noted that she hadn’t. AD mentioned that she would forward the email that she received.

ACTION: AD to forward email to CSW.

CSW added that the new Communications Coordinator, Libby Watt, started at SUBU just before Christmas.

26. ANY OTHER BUSINESS

GB noted that there has been an issue at Gloucester regarding the end of semester, to which CSW mentioned that there have been some issues flagged too. GB noted that he will suggest that Gloucester gets in touch with CSW to discuss.

ACTION: GB to liaise with Gloucester Students’ Union to get in touch with CSW.

IC explained that he and AD recently went on Governance Training in London, and thanked SUBU for this as they enjoyed it. AD added that she found it really interesting.

AJ thanked GL for helping with the minutes while in new role.

AJ noted that the AGM will be on 1st March and expressed that all Trustees are welcome to attend.

Advanced apologies were received from AN for the Trustee Board Meeting on 15th April, and from AD for meetings when on maternity leave from March. IC added that he may be unable to attend the appraisal process in May, but that he would be happy to discuss on the phone.

AJ commented that the National Living Wage will be coming into action in April and will be shared at the next Trustee Board meeting.

CSW noted that one student put themselves forward at the recent elections for the Executive Trustee, and added that this should be confirmed at the next meeting.

ACTION: CSW to report back to Trustee Board on recruitment of Executive Trustee.

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APPROVED: _____

DATE: _____