

Falmouth & Exeter Students' Union

Board of Trustees Minutes

Date	Tuesday 22 June 2021	Time	10:00-13:00
Location	MS Teams Online – connection via the calendar invitation		
Trustees	Cara Chittenden (CC) Kevin Werry (KW) Charlotte Agnew (CA) Amelia Banton (AB) Rosie Hunnam (RH) Paul Northmore (PN) Julian Waring (JW) Sajjad Hossain (SH) Ellie Ricks (ER) Frank Gough (FG) Fatuma Mohamud (FM)	President Exeter (Chair) Lay Trustee (Deputy Chair) President Welfare & Inclusivity President Student Experience Lay Trustee Lay Trustee Lay Trustee Student Trustee (Falmouth) Student Trustee (Falmouth) Student Trustee (Exeter) Student Trustee (Exeter)	
Observers (not trustees)	Ben Statham-Wilkins (BSW) Steven Preece (SP) Michael Carney (MC)	Presidents Falmouth (incoming) President Exeter (incoming) Student Trustee (Falmouth) (incoming)	
In attendance	Sarah Davey (SD) Karen Pardoe (KP)	Chief Executive Project Officer (minutes)	
Apologies	James Francis	Incoming Student Trustee (not trustee)	
Timed business	Brenda McLennan (BM) Sophie Harrison (SH)	Director of Finance & Resources (item 4) Director of Membership Services (Maternity Cover) (item 6)	

Item and Minute
<p>1. Welcome (CC)</p> <p>1.1. Noted: that this was the last meeting for CC and AB. Steven Preece will be taking over as Chair from CC. All trustees introduced themselves.</p> <p>1.2. Noted: that Elizabeth Marshall has left as a President and is no longer a Trustee as of the 5 June 2021.</p> <p>1.3. Confidential minute</p> <p>1.4. Approved: silent papers: CIO Bye-Laws and Governance Update 2021/22.</p> <p>1.5. Action: Trustees to email KP if they would like to put themselves forward as a Chair of a subcommittee by 25 June 2021.</p> <p>1.6. Noted: AOB to include Board Review monitoring.</p>
2. Minutes from 28 April 2021 (Paper 1) (CC)

<p>2.1. Noted: the minutes of the above meeting were confirmed as a true and accurate record.</p> <p>2.2. Noted: that all matters arising were resolved.</p>
<p>3. Decisions without a meeting (CC)</p> <p>3.1. Noted: that there were no decisions without a meeting since the last Board of Trustees.</p>
<p>4. Finance (BM)</p> <p>4.1. Received: <i>Management Accounts (April 2021 Narrative) (paper 2), Management Accounts (April 2021) (paper 3)</i></p> <p>4.2. Noted: that the Finance Committee had received these accounts and papers on the 3 June 2021. BM offered trustees the opportunity to talk through the accounts outside of this meeting if required.</p> <p>4.3. Noted: that with the 5-year business plan, it was anticipated to take 2-3 years to build up the approved Reserves Policy.</p> <p>4.4. Noted: <i>confidential note.</i></p> <p>4.5. Noted: the diversification of the income was not a priority but that charity grant income, for example, could be area to explore in the future.</p>
<p>5. Confidential item</p>
<p>6. CIO Update (SD)</p> <p>6.1. Received: <i>CIO Report Update</i> and SD went through this paper.</p> <p>6.2. Approved: Trustees agreed with option 1: to seek a novation of the letter from Falmouth University so that it covers both the unincorporated union and the incorporated union with Wrigleys preparing the letter.</p>
<p>7. CEO Report (SD)</p> <p>7.1. Received: <i>CEO Report (paper 6)</i> and SD went through this paper.</p>
<p>8. Strategic Review</p> <p>8.1. Received: <i>PowerPoint Presentation from SD, SH and BM.</i></p> <p>8.2. Noted: that Trustees considered the priorities and themes within this presentation and feedback. SH took notes to incorporate in finalising the strategic review.</p>
<p>9. Report from Student Council (GW)</p> <p>9.1. Noted: that AB provided a verbal update.</p>
<p>10. Presidents Updates</p> <p>10.1. Received: <i>Presidents updates from CC, AB and CA</i> and the presidents talked through their papers.</p>
<p>11. AOB – Board Effective Review</p> <p>11.1. Noted: that the board had recently been through a Board Effectiveness Review and had received feedback as well as a report.</p> <p>11.2. Approved: it has been delegated to the Appointments sub-committee to monitor these recommendations and the Chair of the committee to provide an update to the board.</p>

11.3. **Action:** KP to add item as a standing agenda item to Board of Trustees.

12. Date & time of the next meeting

12.1. **Noted and Action:** to be arranged before 1 July 2021.

13. Reserved Business

13.1. **Noted:** SD and KP left at this point.