

Falmouth & Exeter Students' Union

Board of Trustees Minutes

Date	Monday 13 March 2023	Time	15:00-16:00
Location	Seminar F (Treetops), Falmouth Campus		
Trustees	Lauren Taylor (LT) Luke Court (LC) Kira Orchard (KO) Paul Northmore (PN) Candice von Memerty(CM) Kate Reynolds (KR) Jordan McClelland (JM) Mika Carney (MC)	President Student Experience (Chair) President Falmouth President Welfare & Inclusivity Lay Trustee Lay Trustee (online attendance) Lay Trustee Student Trustee Student Trustee	
In attendance	Sarah Davey (SD) Karen Draycott (KD) (minutes)	Chief Executive Head of People & Governance	
Timed business	Rhian Robertson (RR) Rebecca Hunt (RH)	Finance Manager (item 4) Student Council Chair (item 8)	
Apologies	Kevin Werry (KW) Georgi Griškevičienė (GG) Hayley Rowley (HR)	Lay Trustee (Deputy Chair) President Exeter Deputy Chief Executive	

Item and Minute
<p>1. Welcome (LT)</p> <p>1.1. Noted: apologies from KW, GG and HR.</p> <p>1.2. Received and Noted: that the Register of Interests (<i>Paper 1</i>) was circulated, and no further interests were declared.</p> <p>1.3. Noted: that there were no questions in relation to the silent papers (Risk Management Policy and link to the Sub-Committee papers) or to Chairs of the Sub-Committees.</p>
<p>2. Minutes from 5 December 2022 (LT)</p> <p>2.1. Received and Approved: the minutes of the meetings held on the 5 December 2022 (<i>Paper 2</i>) 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 (LT/LC)</p> <p>3.1. Noted: that there was a majority decision without a meeting on 16 February 2023 in relation to endorsing the Cornwall Council devolution deal. This was related to Student Council voting in favour of endorsing the deal on 3 February 2023 and requirement from the Board of Trustees to also endorse the decision.</p>

3.2. Noted: that the decision was to publicly endorse the Devolution Deal which would see Falmouth & Exeter SU write a letter of support to Cornwall Council ahead of Cornwall Council members voting on the matter.

3.3. Noted: that LT (as Chair of the Board of Trustees) wrote to confirm to trustees on the 16 February 2023 that the majority decision was to approve the endorsement of the Cornwall Council devolution deal.

4. Finance (RR/KD)

4.1. Received: *January 2023 Management Accounts (Paper 3)* were circulated. These accounts had been approved in the last Finance Committee (20 February 2023). To note:

4.1.1. that since the department budgets were revised in January, there is an on-budget prediction. Further to this, there had been a £300 reimbursement in governance due to travel.

4.1.2. that the debtors are high - this figure includes the remainder of the block grant, which both universities have been invoiced for.

4.1.3. that the underspend has improved since last year.

4.2. Noted: that RR provided a verbal update of the February Accounts. To note:

4.2.1. Debtors Control has decreased as the organisation received block grant from the University of Exeter (UoE) - reminder email sent to Falmouth University (still outstanding in February accounts).

4.2.2. Sale of RIB resulted in £1000 profit.

4.2.3. Prepayments increased by £4500 due to two insurance renewal policies.

4.2.4. Accruals also increased due to Griffins Accountancy invoice due August 2023.

4.3. Received: *Proposed Audit Dates (Paper 4)*

4.4. Approved: trustees approved the dates as outlined in the paper requesting confirmation of dates ASAP.

5. CEO Report (SD)

5.1. Received: CEO Report and appendices (*Paper 5*).

5.2. Noted: that SD gave priority updates on:

5.2.1. Here Together Priorities

5.2.2. Here Together: Our People

5.2.3. Developing Leadership Competencies

5.2.4. SU Space - further noted that KD/SD had been liaising with FX Plus in relation to the costs. It is expected to be in the region of £80-85k with approval already achieved by the Board (£50k out of reserves) and Finance Committee (£23,307 from mid-year budget review underspend). The remaining amount coming out of Income & Expenditure, for details to be taken to the Finance Committee.

5.2.5. Stakeholder engagement and impacts upon the SU

5.2.6. Block Grant Funding paper

5.2.7. Risk

5.3. **Noted:** that there was a request for future papers to include a key to the colour code used in the paper with clarification on date format.

6. Elections (SD)

6.1. **Noted:** a verbal update from SD in HR absence.

6.2. **Noted:** that the aim is to elect representatives in a free and fair manner, taking an impartial view, promoting the elections nominations period, voting period and elections generally.

6.3. **Noted:** that this was an overall good election from nominations period to results. There were 18 candidates initially and nine by campaigning week. There were 1176 votes representing 13.5% of the populations (increased from last year). There were no complaints during the elections.

6.4. **Noted:** that a review and report will be prepared for the Board of Trustees in June.

6.5. **Noted:** that the new Sabbatical Trustees, from the 1 July 2023, will be:

6.5.1. President Falmouth: Hannah De Oliveria Whitlock

6.5.2. President Exeter: Connie Chilcott

6.5.3. Vice Presidents: Orestis Collins-Alamanos and Phil Green

7. Risk Management (SD/KD)

7.1. **Noted and Action:** that during the Trustee Development Day held today, Risk Management was a topic of discussion whereby the recently approved Risk Management Policy was shared with all trustees as well as a discussion around board appetite for risk. The next steps are for SD, HR and KD to consider all the feedback from trustees and managers to create a refreshed Risk Register, Business Critical Risks and Action Plan for the Board of Trustees meeting in June.

8. Bank Mandate update (KD)

8.1. **Received:** the updated Bank Mandate (*Paper 6*).

8.2. **Noted:** that since the recently approved Financial Regulations, which saw the addition of KD, the new Head of Membership Engagement and Managers being added to the approval list, the bank mandate has been updated.

8.3. **Approved:** the bank mandate was approved.

8.4. **Noted:** that LC left the meeting at this point.

9. Update from Student Council (RH)

9.1. **Noted:** verbal update from Rebecca Hunt from Student Council. Update items included:

9.1.1. Student members asked Student Council for help improving the bike facilities on campus. Student Council asked them to do a little more research on what they would need and articulate a proposal for financing it.

9.1.2. Student Council are discussing whether to stay affiliated with NUS given its antisemitism investigation. At the last meeting they talked through their initial reactions and decided, being a complex issue, that they would delay any decision until our next meeting and think on it individually.

9.1.3. Student Council voted to support the devolution of the Cornwall council, agreeing that any outcomes should benefit the university community even if only indirectly.

9.1.4. Student Council passed a motion to make it compulsory for all society presidents or at least a committee member to undergo EDI training. This training needs to be updated first, so that is being investigated.

9.1.5. Student members asked Student Council to debate making the Sustainability Cafe fully plant based. They decided that there were sufficient plant-based options on campus and that passing this would likely raise the cost of food/drink options on campus (and compete with cost-of-living campaigns) and limit the freedoms of other students to make their own choices about food and drink. Student Council expressed support for the students who brought the motion to investigate the produce sold at the Sustainability Cafe and look for better versions of the same things if they were concerned.

10. Reserved Business (Trustees only)

10.1. Noted: that SD and KD left for this item.

11. Meeting closed.