

# Falmouth & Exeter Students' Union

## Board of Trustees Minutes

Date	Tuesday 28 June 2022	Time	10:00-13:00
Location	Online		
Trustees	Steven Preece (SP) Kevin Werry (KW) Ben Statham-Wilkins (BSW) Charlotte Agnew (CA) Ellie Ricks (ER) Paul Northmore (PN) Fatuma Mohamud (FM) Mika Carney (MC) Kate Reynolds (KR) Candice von Memerty (CM)	President Exeter (Chair) Lay Trustee (Deputy Chair) President Falmouth President Welfare & Inclusivity President Student Experience Lay Trustee Student Trustee (Exeter) Student Trustee (Falmouth) Lay Trustee Lay Trustee	
In attendance	Sarah Davey (SD) Karen Draycott (KD) Georgi Griškevičienė (GG) Luke Court (LC) Kira Orchard (KO) Lauren Taylor (LT) Jordan McClelland (JM)	Chief Executive Project Officer (minutes) Incoming President Exeter Incoming President Falmouth Incoming President Welfare & Inclusivity Incoming President Student Experience Incoming Student Trustee (Falmouth)	
Timed business	Brenda McLennan (BM) Hayley Rowley (HR)	Director of Finance & Resources Director of Membership Services	
Apologies	Lauren Burnett (LB) Rachel Fearn (RF)	Incoming Student Trustee (Falmouth) Incoming Student Trustee (Exeter)	

Item and Minute
<p><b>1. Welcome (SP)</b></p> <p><b>1.1. Noted:</b> apologies from LB and RF. This is the last Board of Trustees meeting for CA, SP, ER, BSW and FM. Their last day as trustees will be 1 July 2022. GG,LC,KO and LT to become trustees on 1 July 2022.</p> <p><b>1.2. Noted:</b> that the Register of Interests was circulated, and no further interests were declared.</p>
<p><b>2. Minutes from 10 March 2022 (SP)</b></p> <p><b>2.1. Approved:</b> the minutes of the meetings held on the 10 March 2022 (<i>Paper 1</i>) were confirmed as a true and accurate record.</p> <p><b>2.2. Noted:</b> that all matters arising were resolved.</p>
<p><b>3. Decisions without a meeting (SP)</b></p>

**3.1. Noted and Action:** that the Appointments Committee approved the recommendation to appoint Student Trustees Lauren Burnett (Falmouth), Jordan McClelland (Falmouth) and Rachel Fearn (Exeter) on the 26 May 2022. KD to progress appointment so that they become trustees on the 1 July 2022.

#### **4. Finance (BM)**

**4.1. Received:** *May 2022 Management Accounts (paper 2).*

**4.2. Noted:** that an underspend is expected. Payroll is still showing an underspend although all roles have now been filled apart from one outstanding position. Payroll accounts for 72% of The SU's expenditure. New purchases including six laptops and two mac books have recently occurred.

**4.3. Noted:** that the financial End of Year is the end of July, and the audit has been scheduled.

**4.4. Noted:** that the main thing BM is currently working on is next year's budget. BM now has two years' worth of financial information to help identify trends and will be working with SLT to confirm next year's budget.

**4.5. Noted:** that FU have not confirmed next year's funding, but The SU have been told a decision will be made on the 8 July.

**4.6. Noted:** that The SU is two years into its 5-year cycle. These projections were based on a 2.5% inflation increase. BM will look again at this next year once payroll and insurances costs have been confirmed. The SU has robust reserves for the time being.

**4.7. Noted:** that The SU follows the universities cost of living allowances, and these have not been announced yet although the award is likely to be in the range from 9% for the lower scales to 3% for the higher changes. National insurances changes will also be included.

#### **5. Sustainability Policy (BM)**

**5.1. Received:** *Sustainability Policy (paper 3).*

**5.2. Noted:** that the policy was generally well received by trustees. There were some discussions regarding this policy being staff-led and operational versus supporting students to lead their own sustainable projects or student-led policy. Some trustees have hoped that there would be more ambitious plans for sustainability. BM explained that this is purely an operational policy to support staff in their behaviours to be more environmentally friendly. The SU has limited ability over its office space (as it is owned and run by FX Plus) and part of the plans were focused on procurement for its own resources as well as Clubs and Societies.

**5.3. Noted:** that once this policy and action plan were running, The SU can look at how it come further support its democratic spaces to drive its own sustainability activities. It was acknowledged that the two areas interconnect but are different.

**5.4. Noted:** that there is a Green Impact Award run by NUS which The SU could consider in the future.

**5.5. Action:** BM to add the additional paragraph regarding monitoring and evaluation and bring back to the next Board meeting.

## 6. Sabbatical Officers – Roles (SP)

- 6.1. Received:** *Sabbatical Officer Roles 23 24 change proposal (paper 4).*
- 6.2. Noted:** that SP explained the current sabbatical officer roles; that there are four equal 'President' roles with four separate titles – i.e. Falmouth, Exeter, Student Experience and Welfare & Inclusivity. There are several challenges with this model as explained in the paper. The recommendation is for the President Falmouth and President Exeter to remain and two additional Vice President roles be created to replace the President Student Experience & President Welfare & Inclusivity.
- 6.3. Noted:** that student experience, welfare and inclusivity topics are heavily considered in the academic meetings and this proposed model would allow flexibility and spreading out some of the meetings in which the two academic Presidents currently attend. It was further noted that Falmouth students make up 60% of the membership. The University of Exeter over-invite the president to meetings whereas The SU needs to be more proactive to engage with Falmouth University.
- 6.4. Noted:** that once the board approve the paper, the next steps would be to shape a clear communications strategy and role descriptors. The SU is currently conducting a brand review and this work would align to the strategy.
- 6.5. Approved:** The Sabbatical Officer Roles recommendation was approved.

## 7. CEO Report (SD)

- 7.1. Received:** *June Board Report 2022 (paper 5).*
- 7.2. Noted:** that SD has been writing the reports highlighting priority updates and is now looking to develop her reports to link with The SU strategy. SD is happy to receive further feedback from trustees if there is a preference.
- 7.3. Noted:** that regarding staffing resource priority, all exiting staff are offered an informal or formal exit interview. All managers are aware of the reasons for leaving.
- 7.4. Noted:** that The SU follow Falmouth University's framework for benchmarking salaries. A future project could be to decide whether this is the right tool.
- 7.5. Noted:** that FM asked for an update regarding the Flying Flag event postponement and subsequent student protest that occurred. For transparency FM disclosed that she had been part of these discussion with the students.
- 7.6. Noted:** that SD had asked the Director of Membership Services to conduct an internal review, speaking to individuals, looking at the systems and processes in place to gain a better understanding of how decisions were made and what support the societies had. In addition to this, looking at the barriers and space challenges when working with FX Plus. On a strategic level, feedback was provided at the Student Experience Committee whereby senior members of both universities and FX Plus sit to seek an approach across campus and the partnership. The incident was further mentioned at the FX Plus board meeting. CA and Ellie Howell (Student Voice Coordinator) were working with the societies to look at a grass roots approach and there is a meeting next week to look at this.

## 8. Draft EDI Statement of Intent (SD)

**8.1. Received:** *Draft EDI Board Statement of Intent June 22 (paper 6).*

**8.2. Noted:** that SD had taken the feedback from the last meeting and these were the actual words that the board used – this was to ensure that this was truly representative of the board.

**8.3. Noted and Action:** that CA felt that more detail needed to be added to the statement. CA to forward this to SD to discuss with SP/KW.

**8.4. Noted:** that this item should be a standing agenda item.

## 9. Elections Update: Report from the Deputy Returning Officer (DRO) (HR)

**9.1. Received:** *Election 22 Board Report June Board (paper 7).*

**9.2. Noted:** there was an amendment to the paper – page 3, *The Officer handover period will be 20<sup>th</sup> June to 1<sup>st</sup> June to 20<sup>th</sup> June to 1<sup>st</sup> July.*

**9.3. Noted:** that the dates for campaigning and voting next year are 27 February to 2 March 2023.

**9.4. Noted:** that HR is awaiting the results of the NUS survey to see the benchmark of the percentage of students who voted during the elections. Historically The SU have scored higher than the national average.

**9.5. Noted:** capturing EDI measurements for the next election is important.

## 10. NUS Trustee Tour (SD)

**10.1. Received:** *NUS Trustee Tour June 22 (paper 8)*

**10.2. Noted:** that NUS sent an email to SD asking whether the Trustee Board would like the Membership Team to attend a meeting for 30 minutes to talk about NUS work and in particular the current Independent Investigation. Trustees thought it would be useful to hear from NUS and voted in favour of allowing them to come in.

**10.3. Approved:** it was agreed to allow NUS to come in for timed business at the next Board of Trustees.

## 11. Student Council chair update (BSW)

**11.1. Noted:** that Amelia Banton sent her apologies and BSW gave the update. Rebecca Hunt is the new Chair of Council for 2022/23.

**11.2. Noted:** that Council seek to adopt a fossil free careers stance as proposed in Make-A-Change. This will not impact mining due to CSM. Further to this, Council voted to look at reforming The SU's Activities Committee and Society Affiliation process as proposed in Make-A-Change. Finally, Council voted to look at a potential referendum on NUS after dissatisfaction with them.

## 12. Trustee Allocation (SD/KD)

**12.1. Noted:** that there are three sub-committees to the Board. KD has asked current trustees to state whether they are interested in attending any and/or whether they would want to be a Chair.

**12.2. Noted:** that PN would remain the Chair of the Finance Committee.

**12.3. Noted and Action:** that KD will send out a Skills Audit and EDI monitoring form to Board Members to help better inform the make-up of the sub-committees.

**12.4. Confidential item**

**13. Meeting closed**