

Students Union at Bournemouth University
Trustee Board Meeting
Wednesday 18th January 2012

Present:	Apologies:
<ul style="list-style-type: none">• Alan James (non trustee)• Sarah Newland (non trustee)• Joshua Denness• Toby Horner• Lisa Marshall• Kate Jones• Garry Hendry• Will Page• Pat Oakley• Richard Gerrard• Chris Buckley• Graham Briscoe• Minutes taken by Gillie Blood	<ul style="list-style-type: none">• Esta Berry• Courtenay Bayly• Roseanne Blaze

1	<p><u>Apologies</u> Esther, Courtenay, Roseanne</p>	
2&3	<p><u>Notes from the last meeting and 3).matters arising</u></p> <p>Minutes approved as accurate, no amendments (except for date of next meeting, see below).</p> <p>Matters arising</p> <ul style="list-style-type: none"> • Pg. 2 – Remove • Charity Recognition – Alan J stated that SUBU was recognised as a charity officially on 02/12/2012, and has got a charity number which will be added to our stationery. • Read draft of policies – no one gave feedback so conflict of interest policy accepted. • Pat Oakley had previously raised a quoracy issue, now changed to min of 6 including 1 Sabbatical trustee (normally the President), 1 External trustee and 1 student trustee. • Trustees running for the SUBU Executive Committee. Alan J investigated with NUS who advised it was up to the constitution/bye laws. It has now been included in the constitution/bye laws that you cannot do both roles at the same time (other than the trustee elected from the Executive Committee) <p>.</p> <ul style="list-style-type: none"> • Terms of Reference – no feedback received so the Terms of Reference presented at the trustee meeting in July were accepted. 	

	<ul style="list-style-type: none"> • Annual Accounts. The audited accounts were forwarded to BU Audit, Risk and Governance (ARG) Committee for scrutiny under their obligations under the Education Act 1994. March 2012 is their next meeting. • Minutes of Exec Meetings – all have been receiving copies. • Policies developed – agenda item • Hospitality policy – no further comments or actions • Financial Results – All in agenda. • Pat Oakley – Report list done by Sarah. <p>Pg. 7 – date of next meeting recorded as April – its 29th March 2012 – D265. Gillie to amend</p>	<p>Gillie – Before Next Meeting</p>
4	<p>Student Rep System – <u>Progress Update on Rep System</u></p> <p>SU VP Education, Kate Jones gave a progress update on the Representation system at BU, to the Trustees.</p> <p>In summary, Kate emphasised that</p> <ul style="list-style-type: none"> • Changes in the rep system since 2010-11 are in line with the SUBU strategic aims for representation. • The Rep department now has a team of 7 staff members (including a full time officer, the Volunteering Co-ordinator and HUB volunteering site technical support staff member) 	

	<ul style="list-style-type: none"> • There has been a 40% increase in the number of respondents to surveys created by reps. • There was an increase of over 50% more reps trained in one day in October 2011 (350 trained, compared to 160 reps in 2010) • Recognition of reps has increased from a hoody and certificates, to a Rep Society, and a Rep conference attracting the NUS Vice President of Higher Education as well as senior staff at the University. Also “You’re Brilliant Rep” award, which will culminate in an Awards evening on the 16th March. So far 31 Student reps have been nominated. • A database management system for us to collect data on the rep profiles and the number of reps trained. • Social media –over 100% increase in the number of users of the Rep Facebook page in 2011-12 (450 users). • Research/evaluation of the Rep training. 53% of students found being a rep good or very good so far. Booster training planned, for the 36.4% of reps who completed the survey stating that they would like further training opportunities. 	
5	<p><u>Progress Report On Dylan’s/Loft</u></p> <p>Alan Dove gave a presentation on the 20011/12 action plan for Dylan’s and the Loft. <i>(2pm Kate Jones left the meeting.)</i></p> <p>Garry H – feedback, not enough plug sockets in the Loft.</p>	AD to action.

	<p>No nostalgic feel with regards to Dylan's. Will P gave positive comments on how The Loft space is being used by students and the feel of it.</p>	
<p>6</p>	<p><u>Raise 2 Give and Conflicts of Interest</u></p> <p>Toby explained the recent situation with regards to RAG/RAG President and the conflict of interest that Trustee Board Committee members would have read about in the Executive Committee Meeting minutes and was then subject to email correspondence between the trustees and Alan J.</p> <p>Graham B felt that Lauren should have resigned or returned the £1000 back to the SU, as she should not benefit from this.</p> <p>Pat O stated that this was a most discussed subject. We need to be clear for the future. Sarah N mentioned that normally we get 3 quotes from suppliers.</p> <p>Garry H felt that despite assurances to the contrary the 3% fee was still not clear, also that the card processing fee was not clearly mentioned on the website. He asked whether it was thoroughly investigated that RAG was the cheapest option – Virgin have 2% fee. Vodafone Text giving is completely free – so there are other options. Garry H also felt that she acted improperly and the media would love this. Every event she puts on, as a RAG leader, she will be making profit on. Not comfortable with this.</p> <p>Pat O thought that Executive Committee Minutes meant that changes were up until this meeting. Toby H clarified course of events. Pat O was still unhappy for this to be used.</p> <p>Chris B suggested:-</p> <ol style="list-style-type: none"> 1. How do we feel about the decision to date? 	

<p>2. What is needed going forward for it to be right?</p> <p>3. Conflict of interest should be minimised, so that all satisfied, review rules to avoid recurrence?</p> <p>All trustees discussed this.</p> <p>Garry H felt that this should be reconsidered now that SUBU is a registered charity.</p> <p>Alan J clarified – SUBU has no contract with Raise 2 Give.</p> <p>Graham B – Lauren/R2G should forgo any commission made from RAG events using R2G.</p> <p>Chris B– Asked if there were any rules in any of the constitution, at BU, SUBU, Exec or Trustee, where it is stated that she cannot make a profit?</p> <p>Sarah N – aware of wording that states it should not be Secret or unreasonable. This was not secret, it was declared and debated and discussed at the executive committee of SUBU.</p> <p>Toby H and other members identified following choices:-</p> <p>Continue as is:</p> <p>Lauren remains as RAG President but SUBU don't use R2G</p> <p>Lauren remains as RAG President but put profit back in to RAG</p> <p>Lauren resigns as RAG President.</p> <p>It was agreed that more research should be done and a report produced for the trustee board by the end of January.</p> <p>Alan J mentioned that of course there were already events using R2G to raise sponsorship.</p> <p>Graham B suggested seeing this year out, and putting strategy in to place for next year, including research in to alternatives, and money back on £ made.</p> <p>Action - Report to be provided by the end of January to trustees.</p>	<p>AJ – End January</p>
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Trustee Board Committees

Should trustees decide on the committees and their composition?

Examples, Audit & Risk committee, Remuneration,

Alan J explained what the constitution stated about sub-committees, and summarised hand outs, He also referred to a document from Teesside with regards to the Education Act 1994 and SUBU and BU's obligations under it..

Pat O suggested keeping it as is, and only form a committee if and when required.

Alan J commented that a (Finance and) Remuneration Committee could take the 'finance' out of the standard meetings.

Graham B stated that he felt that there should be two task and finish groups chaired by trustees.

1. Remuneration – salary, performance of Chief Executive/General Manager and general pay policy for SUBU employees.
2. Task and Finish – audit and risk. Checking out VFM (Value for Money) evaluations on audits (both internal and external). Review a risk register – all the things at risk that we need to action.

Not set up as a formal board committee but as a task and finish group needing a chairperson. The group formed from trustees.

Graham offered to volunteer to chair this one.

It would have delegated authority from the Board, to take on task and finish projects, and feed back to the Trustee board, and get formal approvals for process.

	<p><u>PROPOSAL</u></p> <p>Trustees asked to vote for Graham to take on the task and finish group.</p> <ol style="list-style-type: none"> 1. Establishment of risk policy and risk register. 2. Take steps to obtain value for money in retendering the external audit service 3. Develop proposals for some form of internal audit function associated with internal controls within the organisation. <p>Graham was happy to chair, and organise. Pat O, Richard G, Toby H and Gary H all agreed to be on that group.</p> <p>It was also determined that there would be a Task and Finish group for remuneration of CE/GM. Chris B happy to chair and organise. Toby H , Lisa M, and Josh D agreed to be part of that group</p> <p>ACTION – report back at next meeting.</p>	<p>Each Newly Formed Task Group to Report Back for Next Meeting</p>
8	<p>SUBU Strategic Plan</p> <p>At this stage Alan J was sharing with the trustee board the current SUBU strategic plan. He stated that SUBU had not had a formal central strategic plan before and that the managers and staff of the Union were open to advice and help.</p> <p>Members given Strategic Plan draft document to view, (table summarising theme, narrative, goals,</p>	

	<p>measure and future effect). And given opportunity to comment.</p> <p>Graham B asked for the document to be developed into a diagram rather than just words on a page.</p> <p>Will P suggested a cover sheet (diagram as point of reference). He also noted that Post grad Research students should also be considered as 'hard to reach'. It was seen generally as a good document</p>	
9	<p>Audited Accounts</p> <p>Alan J ran through summary of SUBU audited accounts for 10/11 He felt that there were no surprises.</p> <p>The positive comments of the auditors were brought to the attention of the Board by Sarah N</p>	
10	<p>Re-forecasted Accounts for 11/12</p> <p>There was discussion and about the January reforecast and the staffing implications.</p> <p>Sarah N presented Excel sheet on projector with Traffic Light system, green, amber, and red re budget forecast.</p> <p>(Graham B recommended in future for documents to be circulated a week before the meeting, and always to have documents in advance and not tabled as at this meeting–Sarah N apologised and will ensure this happens next meeting.)</p> <p>Sarah N reported Fire Station had exceedingly good first term.</p> <p>Alan J will review department structure. Members discussed dynamics, recruitment strategy etc</p>	
11	<p>Job Evaluation</p> <p>May fall to Risk Group – last one 2005, encouraged by Will. Hay job evaluation system used. Link put to staff satisfaction survey where significant majority felt that they were receiving a fair day's pay for a fair day's work.</p>	

	<p>BU grade and spinal point salary used for SUBU, as affiliated body to BU. Will suggested evaluation sample of at least three jobs every year</p>	
12	<p>SUBU Policies Date and frequency of policy reviews. AJ talked through this as was raised in previous meeting. Trustees provided with hand out listing each policy, previous review date and subsequent due review date. Graham suggested some policies being given to Exec to review. Action - AJ to revise this and find suitable review dates and who they will be reviewed by.</p>	AJ – Next meeting
13	<p>Risk Register Approval of risk register – to be deferred. Risk Assessment not the true remit. Action - AJ to do some work on an organisational risk register with Graham’s task and finish group.</p>	AJ and GB – Feed back next meeting
14	<p>Charity registration and Education Act '94 compliance update SUBU was formally registered as a charity on 2nd Dec 2011, BU shown more interest in SUBU than ever before from compliance point of view to ensure risks managed. NUS and Universities UK put together Code of Practice for compliance with Education Act '94. Alan J working recently with BU legal services department on the constitution and bye-laws, the BU</p>	

	<p>legal services will then report to BU board.</p> <p>Alan J will ensure no substantive changes to the SUBU bye laws without bringing it to The Trustee Board.</p> <p>Graham B suggested completing the governance check list and formulating an action plan to put forward to Trustee Board for approval.</p> <p>Will pointed out that SUEI had booklet with gives good guidelines for running effective unions, including governance.</p>	<p>AJ to complete the governance checklist and formulate a checklist.</p>
15	<p>Feelprime Ltd</p> <p>This part of the meeting discussed the impact of charity registration on the private limited subsidiary of SUBU, Feelprime Ltd. Alan J talked through how this operated historically, and reasons why the limited company was formed, in order to permit trading with the public. As Feelprime Ltd is a wholly owned subsidiary of SUBU it gift aids its profits back to the charity</p>	
16	<p>Any other Business</p> <p>Ensure papers given 1 week before meeting.</p> <p>Graham B – personal thanks and much learning from meeting and commented that we are all on a mutual journey.</p> <p>Alan J – Liaise with Chris with regards to Task and Finish group</p> <p style="text-align: center;">Meeting closed 5.40pm.</p>	<p>AJ – 1 week before next meeting</p> <p>AJ/Chris feedback next meeting</p>
17	<p>Dates for next meeting</p> <p>The next meeting will be held between 1300 and 1800 on Thursday March 29th 2012 in D 265 (meet</p>	

	at reception as usual at 1245) Alan J proposed – Friday 19 th October 2012 for the October meeting.	
18	Expense Claim Form and Barclays form and passport details were handed out (or previously supplied)	