

Meeting Minutes

Meeting title:	Trustee Board		
Date:	04/07/2016		
Time:	10:00 - 13:00		
Location:	Room HC010		
Chair:	Megan Maddex		
Note taker:	Lisa Matthews		
Trustee Members:	Megan Maddex	MM	Sabbatical Officer Trustee and Chair of the Board
	Hanna Head	HH	Sabbatical Officer Trustee
	Lewis Clemison	LC	Sabbatical Officer Trustee
	Marko Qiaochu Tse	MQ	Sabbatical Officer Trustee
	Sam Perry	SP	External Trustee
	Andrew Gameson	AG	External Trustee
	Mike Platten	MP	External Trustee
	Bonnie Amato Southcott	BAS	External Trustee
In attendance:	Naomi Oiku	NO	Former Sabbatical Officer
	Sam Spencer	SS	Former Sabbatical Officer
	Charlotte Winfield	CW	Former Sabbatical Officer
	Jasmine Barton	JB	Former Sabbatical Officer
	Naomi Fry	NF	Student Trustee Nominee
	Adam Powney	AP	Student Trustee Nominee
	Lorna Reavley	LR	Chief Executive
	Judith Strike	JS	Finance Manager

Minutes		
Item	Topic	Action/W ho
1	MM opened the meeting and welcomed all the new Sabbatical Officers, External Trustees and potential Student Trustees. LR explained NF and AP will only be observing in this meeting to see what it is like to sit on the Trustee Board as a Student Trustee.	
2	Apologies for absence: Gergana Tacheva.	
3	Conflict of interests expressions: None, however LR explained what conflict of interests meant as there were a number of new members.	
4	Minutes of the last meeting: Committee agreed to sign off the minutes from last meeting - 11/05/2016, however the below was noted and needs to be checked: LR commented that the page numbers have gone wrong and not sure what happens. On the screen they are fine but once printed out this is how it prints. LR will look into the setup of the page numbers.	NO to sign off minutes. LR to check page number setup.
5	Matters arising: Committee went through the matters arising and the below was noted: <ul style="list-style-type: none"> Prevent duty update - LR to brief staff on what is expected of them with regards to extremism and terrorism - On-going: the University are developing online training modules for staff which we will implement. Draft Budget - On agenda. 	

	<ul style="list-style-type: none"> • November Graduation Ball: confidential item discussed • Draft Budget 2016-2017 • VP Education Bye Election: LR mentioned that two on-going investigations were in progress. AG asked if the demographics of the elections had been compared to the demographics of the University. • Advice Service Report – On agenda. • Sabbatical Handover and Induction to the Board: 	<p>JS sending letter out 04/07/2016.</p> <p>On agenda. On-going: Investigation has been concluded and will be taken further.</p> <p>Date postponed until September.</p>
6	<p>Officer Annual Reports:</p> <ul style="list-style-type: none"> • President: NO went through her end of year report. • VP Education: CW went through her end of year report. • VP Employability & Engagement: JB went through her end of year report. • VP Welfare & Community: SS went through his end of year report. <p>After all the reports had been given the below was noted:</p> <ul style="list-style-type: none"> • The Trustee Board all agreed the Sabbatical Officers had done a good job over the year and thanked them. • The Trustee board all agreed the Summer Ball was a huge success. 	
7	<p>Report from Officer Committee:</p> <ul style="list-style-type: none"> • NO updated the Trustee Board that since the Chair of the committee stepped down these meetings have not been taken place. 	
8	<p>Report from Student Council: Minutes for the Trustee Board information.</p>	
9	<p>Report from Societies Council: Minutes within the pack for information.</p>	
10	<p>Report from Finance Committee: Minutes within the pack for information.</p>	
11	<p>Report from Risk and Control Committee: Minutes in the pack for information however the below was noted:</p> <ul style="list-style-type: none"> • LR updated the Trustee Board that a Risk and Control meeting would take place in the next couple months to analyse the effects of the EU Referendum. 	
12	<p>Chief Executive Report: LR gave an overview of the report and the below was noted:</p> <ul style="list-style-type: none"> • The society numbers within the report are incorrect and will be checked after this meeting. • The additional funding amount is incorrect and will be checked after this meeting. LR commented that the figure should be around £4,100. • Child Reach has confirmed that our students have raised £19,078.95 for their Kilimanjaro Trip. • Solent University held its first ever varsity with Bournemouth University with around 20 different sports at the same venue. Two members of communications staff attended the event reporting on every match and live tweeted throughout the day. This was successful in engaging with previously non-engaged students and allowed a fun 'party atmosphere' frame for social media. • Summer Ball feedback from students on Social Media has been very positive. Two complaints were received which were about the after event at Oceana outside of our control. • I am delighted that we have been shortlisted for two NUS awards 	<p>LR to update society numbers in report. LR to update additional funding figure.</p>

	<p>following our submission of three nominations. These are for HE Union of the year and Campaign of the year in which we submitted two nominations for Charlotte's languages proposal and Naomi's additional costs campaign. Winners will be announced on the 6th July at the awards dinner.</p> <ul style="list-style-type: none"> • MP asked if the language costs are still going ahead. CW updated the Trustee Board that this is still going ahead and the reduce costs of the course will start in September this year. LR also added that the Students' Union are pushing these language courses out to students. 	
13	<p>Management Accounts - May JS gave an overview of the report</p>	
14	<p>Audit Update - Verbal JS gave an overview of what had been happening with the auditors. They had come in on the week commencing the 20th July for two days and it went well. They are currently working on how to present the SUSS pension to show it in our accounts. They are due back in on the 30th August but at present they have not asked JS any further questions. Once they have completed a draft of our accounts this will be brought to the Finance Committee first and then Trustee Board in October.</p>	<p>JS to update on the audit and draft accounts to be submitted at the next Finance Committee and Trustee Board.</p>
15	<p>Draft Budget 2016-2017: JS gave an overview of the draft budget and the below was noted:</p> <ul style="list-style-type: none"> • JS explained this is a very tight budget and there are a lot of unknowns. • JS confirmed this budget had gone out already to the Trustees and no issues have been raised. • MP commented that they had spoken about the budget at the last Finance Committee and JS was tasked with putting this budget together and she has done it well and it looks like an achievable budget. • Discussions were held around the table about the conversion costs for the Café/Bar merge and Welcome Centre. LR commented that the cost of both these should not be much and but hopefully it will be minimal and hopefully we will recoup the costs within a year. • SP asked what income will be generated from the Welcome Centre. LR confirmed the income will come from clothing sales, ticket sales and NUS cards. <p>The Trustee Board agreed and approved the budget.</p>	
16	<p>Trading Subsidiary Update - Verbal JS gave overview of the trading subsidiary and the below was noted:</p> <ul style="list-style-type: none"> • Solent Students' Union will be setting up and trading subsidiary and the money taken within there will be donated to the Students' Union. This will avoid us paying corporation tax. • We need to decide who the Directors are going to be. The Trustee Board agreed the following to be the Directors: AG, HH & MM • JS will now go back to Blue Spire to update them and continue with setting up the trading subsidiary which will be called SSUT • LR commented that the reason for this is to minimise the tax we pay within the law. 	
17	<p>Commercial Services Report: LR gave an overview of the report and the below was noted:</p> <ul style="list-style-type: none"> • LR confirmed it was not great news. The Café came in under budget. NUS card sales are way down, however we are looking into how we boost those sales. The summer ball went really well and the relationship with Original Sin worked well and we will be looking to 	

	do it again with them next year and maybe after that we will go it alone.	
Meeting adjourned at 11:40 Meeting reconvened at 11:50		
18	<p>Welcome Centre Business Plan: LR gave an overview of the business plan and the below was noted:</p> <ul style="list-style-type: none"> • This is the first draft. <p>The main recommendations are to:</p> <ul style="list-style-type: none"> • Incorporate a Welcome Desk to provide a first point of contact and information service for Students and visitors during term time. • Incorporate a small retail offer including clothing which can be ordered online reducing the need for financial outlay on stock. • Remove all food sales. • Retain a smaller range of stationary and course related items. • Incorporate ticket sales from the Welcome Centre desk. • Install hot desks and computers to support Student Officers and Committee members in their volunteer positions. • Investigate the possibility of installing a small letting agency office in partnership with the University of Southampton Students Union letting agency. <p>In order for this to happen the shop needs revamping and rearranging. The panels off the windows, the shelving from the shop, the till point removed, the IT and cabling and the purchase of a desk. LR would like the Trustee Board to agree for AB to go away and get some quotes for the work to be done. We are keen to get this open for September when the students return.</p> <p>SP asked if we were getting allocated some space within the new building. LR informed him no, there is no plan for the Students' Union to be within the new building. The current plan is for the Students' Union to move into the old building but that will not be until 2018 at the earliest.</p> <p>Trustee Board agreed and approved for AB to go away and research quotes for the work that needs to be carried out to change the shop to a welcome centre.</p>	
19	<p>Café Bar Business Plan: LR gave an overview of the report and the below was noted:</p> <p>The main recommendations are to:</p> <ul style="list-style-type: none"> • Decrease the alcohol offer • Decrease the opening times of the venue in line with core trading times from 10 – 7 Monday to Friday • Increase the hot drinks retail space in line with growing sales • Establish a partnership with a branded coffee retailer in year 2. • Introduce a “grab and go” food and meal deal offer • Incorporate themed food offers throughout the academic year • Combine the Café and Bar staffing to operate as one team • Explore hiring the venue for external functions outside of trade time <p>Trustees are asked to consider the initial ideas presented to allow the Business & Commercial Manager to gain quotes for the proposed works including:</p> <ul style="list-style-type: none"> • Removal of Draft beer pumps • Increase the space for coffee/hot drinks • Relocate the fridges from the shop downstairs to the Café • New products to be entered on back office system 	

	<ul style="list-style-type: none"> • Make room in store room for any additional stock • New menu to be created for new offers • Prepare staff rota to encompass the changes that have been made to opening times • Explore and agree a branded coffee partnership to be introduced in 2017 - 2018 <p>SP raised a concern about the impact on the sandwich sales from the shop to the bar and the cost of moving the fridges. LR responded by saying they are still figuring out where the fridges will go and how they are monitored and with regards to the impact on the sales it is unknown and we will have to wait and see.</p> <p>Trustee Board approved the Café Bar Business Plan.</p>	
20	<p>Branded Coffee Proposal: LR gave an overview of the proposal and the below was noted:</p> <ul style="list-style-type: none"> • There would be an initial cost of £10K for the equipment but with the increase in sales we would look to make this back in the first year. • BAS would like to know what the limitations are with their contract. • LR confirmed that this is something to come in next academic year as AB would like to concentrate on the Welcome Centre and Café/Bar merge. <p>Trustee Board agreed to revisit this proposal in the Summer.</p>	<p>AB to speak with company and find out what limitations are with having a contract with them.</p>
21	<p>Advice Service Report: BM joined the meeting and gave an overview of the report he had produced, how his role has evolved since being in it and it being made into a full time position and how his figures are calculated.</p> <ul style="list-style-type: none"> • BM asked the Trustee Board if there is any more information they would like him to report on. BAS requested if his report could incorporate a gender split. • SP asked about what data protection he has in place? BM responded by stating all the information he requests is their student number and contact details. BAS asked if BM can access the student's details through the University using their student number. BM responded saying that he is unable to do this and would have to seek writing consent from the student to do this. • BAS suggested putting the question "is English your first language" into BM's questions. • MP asked BM is he has access to other Unions. BM replied stating he does but it is only with local Union and not national. 	<p>BM to start reporting on the gender split.</p> <p>BM to add to his questions "is English your first language"</p>
22	<p>Bye Law Amendments: LR went through what the Bye Laws are and how they are approved.</p> <ul style="list-style-type: none"> • Two points need to be approved by the Trustee Board, section 6.11 restrictions on Campaigning and section 12.3 Special Status Societies. • SS commented that the wording in 6.11 Restrictions on Campaigning is incorrect. LR will go away and check the new wording. <p>Trustee Board agreed and approved the changes to section 12.3 Special</p>	<p>LR to check the wording of section 6.11</p>

	Status Societies.	
23	<p>Draft Staff Volunteering Policy:</p> <p>LR gave an overview of the policy and the below was noted:</p> <ul style="list-style-type: none"> AG commented the policy needs to say there hours our pro rata if the employee works part time. AG commented section 3.5 should be worded as misconduct instead of gross misconduct. <p>Trustee Board agreed and approved the policy, providing the above are changed.</p>	<p>LR to update policy to incorporate part timers. LR to change the wording in section 3.5 from gross misconduct to misconduct.</p>
24	<p>Proposed Election Dates 2016 - 2017</p> <p>LR gave an overview of the proposed election dates and the below was noted:</p> <ul style="list-style-type: none"> HH mentioned the dates for the NUS referendum dates and these may clash with exams. LR to check the dates. <p>Trustee Board agreed and approved the election dates for 2016 - 2017 providing the NUS referendum dates are checked.</p>	<p>LR to check NUS referendum dates.</p>
25	<p>IIP Accreditation Plan:</p> <p>LR gave an overview and asked the Trustee Board that we do not undertake the IIP accreditation this year due the following reasons; we have no budget for it and we have a lot going on this year.</p> <p>Trustee Board agreed and that this will be looked at again next year.</p>	
26	<p>Operational Targets Update:</p> <p>LR gave an overview and went through the operational targets.</p>	
27	<p>Committee Meeting Membership Discussion:</p> <p>LR gave an overview and asked the Trustee Board who would like to put themselves forward to be on the committees and the below was agreed:</p> <p>Risk & Control Committee: LC, MQT, SP & LR (Student Trustee to be confirmed)</p> <p>Finance Committee: MM, HH, MP & JS (Student Trustee to be confirmed)</p>	
28	<p>Board Meeting Dates 2016-2017:</p> <ul style="list-style-type: none"> Trustee Board agreed all dates apart from the Board Development Day, which will be held on the 14th September. JS to arrange a meeting for the trading subsidiary Directors. 	<p>LR to update date of the Board Development day to 14th September 2016 JS to arrange Trading Subsidiary meeting.</p>
29	<p>AOB:</p> <ul style="list-style-type: none"> Confidential staff item discussed. 	<p>LR to update at the next Trustee Board Meeting.</p>
<p>Next Meeting - Wednesday 19th October 2016 - 2pm -5 pm</p> <p>Meeting close 13:00</p>		