

# Falmouth & Exeter Students' Union

## Board of Trustees Minutes

|               |   |  |            |
|---------------|---|--|------------|
| Date          | Tuesday 23 June 2020  | Time   | 9:30-12:30 |
| Location      | MS Teams Online   |  |            |
| Trustees      | Callie Edwards (CE)<br>Kevin Werry (KW)<br>Joe Rigby (JR)<br>Allie Guy (AG)<br>Rosie Hunnam (RH)<br>Paul Northmore (PN)<br>Julian Waring (JW) | President Falmouth (Chair)<br>Lay Trustee (Deputy Chair)<br>President Exeter<br>President Welfare & Inclusivity<br>Lay Trustee<br>Lay Trustee<br>Lay Trustee   |            |
| In attendance | Sarah Davey (SD)<br>Rachel Dower (RD)<br>Karen Pardoe (KP)  | Chief Executive<br>Cornwall Campus Accountant, University of Exeter (to present item 5)<br>Project Officer (minutes)   |            |
| Observers     | Cara Chittenden (CC)<br>Lizzy Marshall (LM)<br>Amelia Banton (AB)<br>Ellie Ricks (ER)<br>Frank Gough (FG)<br>Fatuma Mohamud (FM)              | Incoming President Exeter<br>Incoming President Falmouth<br>Incoming President Student Experience<br>Incoming Student Trustee (Falmouth)<br>Incoming Student Trustee (Exeter)<br>Incoming Student Trustee (Exeter) |            |
| Apologies     | Christopher Bigland<br>Charlotte Agnew  | Falmouth Student Trustee<br>Incoming President Welfare & Inclusivity   |            |

| Item and Minute  |
|--|
| <p><b>1. Welcome (CE)</b></p> <p><b>1.1. Noted:</b> that CE thanked everyone for attending this meeting. Noted the observers and encouraged engagement from incoming Trustees.</p> <p><b>1.2. Noted:</b> that FG would be joining later in the meeting and AG has to leave for part of the meeting.</p> <p><b>1.3. Noted:</b> that all attendees introduced themselves.</p> <p><b>1.4. Noted:</b> thanks to Chris Bigland for his commitment to the board for the year as Student Trustee.</p> |

**1.5. Noted:** the Presidents are hosting an online leaving event on Friday and welcomed all members to come.

**1.6. Noted:** that the Chair and Sub Committee memberships will be announced at the October Trustee Board. The process to appointment the Chair will start now and will be concluded before the October board however if not agreed, Presidents will have an opportunity to nominate themselves and Trustees vote. KW will chair the next meeting regardless.

**1.7. Noted:** that there were no conflict of interests declared.

## **2. Minutes from 27 May 2020 (CE)**

**2.1. Action:** a correction on Matters Arising from *28 April 2020* and not *31 January 2020*. KP to amend.

**2.2. Approved:** Apart from note above, the minutes of the meeting held on the 27 May 2020 were confirmed as a true and accurate record.

## **3. Matters Arising from 27 May 2020 (CE)**

**3.1.** KP to update the Charity Commission of new Lay Trustee appointments. *Resolved*

**3.2. Action:** KP to invite new Student Trustees as Observers to the June 2020 Board with the ambition to have them as full members at the October 2020 Board meeting. *Resolved and KP to send SV Project Lead a paper for approval at the next Student Council.*

**3.3.** KP to include new Student Trustees to any Trustee training which is being run for the new Officers. *Resolved.*

**3.4.** KP to schedule informal, shorter meetings to allow SD to feedback on projects to the Trustees. *Resolved.*

**3.5.** RH to circulate publication of minutes emails from staff to board members. *Picked up in Any Other Business.*

## **4. Governance Update (CE)**

**4.1. Received:** *Governance Update* paper outlining Trustees who will be joining and leaving as well as a proposal for Trustee Support Groups.

**4.2. Action:** the Trustees support groups were agreed. KP to schedule meetings.

*AG left at this point*

## **5. Finance update (RD just for this item)**

**5.1. Received:** *Finance Update and Accounts* – RD talked through this report with the Trustees.

**5.2. Noted:** that there was a Finance Meeting yesterday with both Universities. Although not fully confirmed, it is anticipated that there will be a 5% reduction in the 20/21 budget previously agreed due to COVID 19. Falmouth University have confirmed this and awaiting confirmation from Exeter. This results in a £42k cut to the previously agreed budget.

**5.3. Noted:** that the 5% reduction was part of a request from the Universities in a scenario planning exercise, whereby The SU was asked to provide details for scenarios including no change, 5% reduction and 20% reduction. The SU provided information based on the first two as the reduction of 20% would result in a significant cut whereby The SU would have to come back to the Universities to see how they could proceed in its entirety.

**5.4. Noted:** that there were conversations within the finance meeting which demonstrated that the priority of the Student Experience wasn't necessarily protected by Falmouth University which led to further discussions in this meeting about how The SU needs to strategically tell its story at all levels.

**5.5. Noted:** that the TEF funding from Exeter has been spent in year.

*FG joins the meeting at this point.*

**5.6. Noted:** that the board would be kept up to date in the informal sessions scheduled with SD over the summer regarding the 20/21 budget.

## **6. Chief Executive Report**

**6.1. Received:** *Chief Executive Report* which SD talked the trustees through.

**6.2. Confidential minute**

**6.3. Confidential minute**

**6.4. Confidential minute**

**6.5. Approved:** that the new Maternity Cover – Membership Services Director will be given this remit to address these challenges and lead in this area, including an audit of the Advice Service.

**6.6. Noted:** that after TUPE all staff will be reinforce values, look at performance and management as well as be clear about expectations and KPIs.

*AG returned to the meeting at this point.*

**6.7. Noted:** the SU Space issue in the report. The board had a general conversation agreeing that the current space isn't student friendly and a change would be welcomed. It was noted that this should be done in consultation with both staff and students, finding out what they might like. It was further noted that there may be some resistance from the universities. A consultation about this space with students along with the referendum might have more engagement

**6.8. Approved:** for SD to explore the future use of the SU space.

**6.9. Confidential item**

**6.10. Noted:** that there were discussions in regards to Equality, Diversity and Inclusivity (EDI) and how this fits with the CEO objectives. It was discussed that although EDI wasn't explicit in the objectives, it was part of the delivery of other objectives – i.e. the creation of the Student Voice Coordinator (Welfare and Liberation) during the Staff Restructure. The current CEO objectives reflect the issues which the organisation faced when SD joined in September and there was still significant challenges which have taken time to get through however EDI, in an explicit way, could form part of future objectives.

**6.11. Noted:** that there was discussion around recording Advice Service telephone call interviews as a means of ensuring quality standards. The area of work ensuring quality standards would now form part of the new Mat Leave Director post – possibly something for the future if deemed appropriate.

## **7. Code of Conduct / Complaints and Disciplinary & Appeals**

**7.1. Received:** *The Code of Conduct, Complaints and Disciplinary & Appeals Bye-Laws* and KP/SD introduced these documents.

- 7.2. Noted:** that there was a discussion around whether informal complaints required recording – it was agreed that along as staff were trained in understanding how to deal with informal complaints there was no need to log them.
- 7.3. Noted:** that the Code of Conduct and Bye-Laws should be in line with each other and not contradict. Student Groups training and understand and sign up to them.
- 7.4. Noted:** that staff issues go through separate HR polices.
- 7.5. Action:** that KP will share the Policies Matrix document with new Trustees and it can form part of the trustee induction process – this document shows what policies we have in place with their renewal dates.
- 7.6. Action:** KP to ensure a yearly log of formal complaints were reported to the board.
- 7.7. Approved:** all documents.

## **8. President Updates**

- 8.1. Noted:** that the presidents gave a verbal update to the board.
- 8.2. Noted:** that there is now a Voices Society and Harry Bishop is no longer interested in pursuing the Voices project as proposed in previous meetings.

*FG left at this point*

## **9. Any other business**

### **Publication of Minutes**

- 9.1. Received:** *the Matters Arising note* regarding the publication of minutes, it was agreed that KP will start to publish minutes, starting from this meeting. Minutes are published for the benefit of members, rather than staff. It was noted that minutes haven't been published previously and SD provides a summary for staff after each meeting since she started as Chief Executive.
- 9.2. Action:** CE to send a reply to the staff member.

### **KP reducing hours**

- 9.3. Noted:** that KP is reducing her hours to 2 days per week, focusing on board and incorporation issues.

### **External mentoring support for incoming presidents**

- 9.4. Noted:** that SD is looking at external mentoring and personal development options for the incoming Presidents. The cost of this for the year is approximately £6.5k and it has already been budgeted for.
- 9.5. Approval:** for the mentoring programme for the Presidents. Noted that a CV/proof of expertise as well as a clear consultancy agreement will to be in place.

### **Silent papers**

- 9.6. Noted:** that there were no questions in regards to the silent papers.

## **10. Date and time of the next meeting**

- 6 October 2020 (10-1pm)
- 19 January 2021 (10-1pm)
- 28 April 2021 (10-4pm) plus evening meal
- 22 June 2021

**11. Reserved Business**

*KP and SD left the meeting at this point.*