

Falmouth & Exeter Students' Union

Extraordinary Board of Trustees Minutes

Date	Tuesday 15 September 2020	Time	13:00-14:00
Location	MS Teams Online – connection via the calendar invitation		
Trustees	Kevin Werry Lizzy Marshall Cara Chittenden Amelia Banton Charlotte Agnew Rosie Hunnam Paul Northmore Julian Waring	Lay Trustee (Deputy Chair) President Falmouth President Exeter President Student Experience President Welfare & Inclusivity Lay Trustee Lay Trustee Lay Trustee	
In attendance	Sarah Davey Karen Pardoe	Chief Executive Project Officer (minutes)	
Observers	Ellie Ricks Fatuma Mohamud	Incoming Student Trustee (Falmouth) Incoming Student Trustee (Exeter)	
Apologies	Frank Gough	Incoming Student Trustee (Exeter)	

Item and Minute
<p>1. Welcome (KW)</p> <p>1.1. Noted: that is was an Extraordinary Board of Trustees to primarily formalise the two pension decisions made over the summer and provide the Board with some other operational updates which occurred over the summer.</p> <p>1.2. Noted: that no declaration of Conflict of Interests were made.</p>
<p>2. Minutes from 23 June 2020 (KW)</p> <p>2.1. Approved: the minutes of the meeting held on the 23 June 2020 were confirmed as a true and accurate record.</p>
<p>3. Matters Arising from 23 June 2020 (KW)</p> <p>3.1. Action 3.2 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. KP to send SV Project Lead a paper for approval at the next Student Council. Ongoing – Student Council date is 3 November 2020.</p> <p>3.2. 4.2 the Trustees support groups were agreed. KP to schedule meetings. Resolved.</p> <p>3.3. Action: 7.5 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</p>

have in place with their renewal dates. **Ongoing** – to be received at the October Board as planned.

3.4. Action: 7.6 KP to ensure a yearly log of formal complaints were reported to the board. **Ongoing** – draft Governance Calendar to be received at the October Board as planned.

3.5. 9.2 CE to send a reply to the staff member. **Resolved.**

4. Decisions without a meeting

Pension provision

4.1. Noted: that SD sent an email to Trustees on 12 August explaining that a situation had arisen whereby she was made aware that Falmouth University has the same Scottish Widows pension product as approved by the Board of Trustees but with preferential contribution rates. This product was not disclosed to The SU before now.

4.2. Noted: that the contribution rates are:

The contribution rates in the Falmouth scheme are:

- Employee 3% Employer 6%
- Employee 5% Employer 10%
- Employee 7% Employer 12%

And with the Exeter / FxPlus Scheme: (this is what has been approved by the Board)

- Employee 3% Employer 5%
- Employee 4% Employer 6%
- Employee 6% Employer 10%
- Temporary one time only band for those staff transferring as part of TUPE – Employee 8% and Employer 12%

4.3. Noted: that The SU:

- can now gain access to the Falmouth University scheme.
- cannot change the bands to match Falmouth University's within the Exeter scheme.
- that there is a possible time implication as a new Scottish Widows Scheme would need to be set up (approximately 4 – 6 weeks although it could be quicker) and then would need to transfer from one Scottish Widows product to the other. Falmouth University will do this as well as cover admin costs and the administration of this.
- Falmouth University would rather progress TUPE to the delayed date of the 1 September 2020 (delayed due to the collective grievance and appeal) and pick up admin costs, than continue the prospect of covering the VAT or charging that to The SU.

4.4. Approved: following SD's email, on the 14 August, the majority of trustees (7 trustees) agreed that:

1. They would match the more preferential contribution bands.
2. They are happy to proceed with the setup of the pension.
3. They do not want to wait for the product to be ready before the TUPE transfer.

5. Pensions Update

5.1. Approved: that a sub-group of the Board of Trustees would be set up to respond to any Trade Union (GMB) correspondences or hearings. This sub-group would lead by KW and PN with KW as the main contact.

- 5.2. Noted:** that staff had a pensions session with Falmouth University about the pension product on 11 September 2020 and were provided with a form to fill out to return with their contribution options and whether to use a salary sacrifice option or not.
- 5.3. Approved:** further to a question posed by a staff member, it was agreed that the SU would not pay the employer NI saving to the employee's pension.
- 5.4. Noted:** that Falmouth University do circulate a staff survey although these have never been tailored towards any Students' Union staff nor in relation to pensions. This information is sent to The SU.
- 5.5. Noted:** that now that The SU is its own employer, it will start to develop a People Strategy which forms part of a meeting that SD is having with KW and RH this week. Any data collected about staff will be fit for purpose and meaningful.
- 5.6. Noted:** that The SU had not been able to access any IT accounts following the transfer last Wednesday as well as being unable to access building. These issues were being worked through.

6. CEO Report

- 6.1. Received:** *CEO Report for Extraordinary Board* - SD talked through this report.
- 6.2. Noted:** further to the report, it was noted that SD was now in the process of having one to one meetings, following the TUPE transfer, with all members of staff.
- 6.3. Noted:** there had been a fully comprehensive plan for staff returning to the campus with student facing roles being encouraged to return.
- 6.4. Noted:** that the Student Opportunities Team were working with the sports teams and with guidance available to see whether they can return to play.
- 6.5. Noted:** that the new Director of Membership Services has been fantastic since starting and has been supporting the teams.
- 6.6. Noted:** that the Communication's Team were progressing well, with a hugely impressive website development.
- 6.7. Noted:** that the SMT team had enabled SD to have more capacity to focus on development however SD was still in a crisis management mode and managing by risk rather than proactivity. RH and KW are meeting with SD to further support the next phase of development.

7. Elections

- 7.1. Received:** *The Students' Union Elections* - SD talked through this report which focuses on part-time and executive officers' elections.
- 7.2. Approved:** the approach as outlined in the paper.
- 7.3. Approved:** that the Returning Officer is NUS and the Deputy Returning Officer is Sophie Harrison.
- 7.4. Approved:** the timeline for these elections:
- Open nominations: 30/9/20 (12pm)
 - Close nominations: 7/10/20 (12am)

- Open elections: 12/10/20 (12pm)
- Close elections 15/10/20 (12pm)

7.5. Action: SD will clarify whether the close nominations is 12am or 12pm.

8. Any other business

8.1. Noted: there is still a vacancy for a Falmouth Student Trustee and recruitment for this trustee will restart again soon.

9. Date and time of the next meeting

9.1. Noted: 6 October 2020.