

Falmouth & Exeter Students' Union

Board of Trustees Minutes

Date	Tuesday 19 January 2021	Time	10:00-14:00
Location	MS Teams Online – connection via the calendar invitation		
Trustees	<div> <div>Cara Chittenden (CC)</div> <div>Kevin Werry (KW)</div> <div>Lizzy Marshall (LM)</div> <div>Charlotte Agnew (CA)</div> <div>Amelia Banton (AB)</div> <div>Rosie Hunnam (RH)</div> <div>Paul Northmore (PN)</div> <div>Julian Waring (JW)</div> <div>Sajjad Hossain (SH)</div> <div>Ellie Ricks (ER)</div> <div>Frank Gough (FG)</div> <div>Fatuma Mohamud (FM)</div> </div> <div> <div>President Exeter (Chair)</div> <div>Lay Trustee (Deputy Chair)</div> <div>President Falmouth</div> <div>President Welfare & Inclusivity</div> <div>President Student Experience</div> <div>Lay Trustee</div> <div>Lay Trustee</div> <div>Lay Trustee</div> <div>Student Trustee (Falmouth)</div> <div>Student Trustee (Falmouth)</div> <div>Student Trustee (Exeter)</div> <div>Student Trustee (Exeter)</div> </div>		
In attendance	<div> <div>Sarah Davey (SD)</div> <div>Karen Pardoe (KP)</div> </div> <div> <div>Chief Executive</div> <div>Project Officer (minutes)</div> </div>		
Timed business	<div> <div>Rachel Dower (RD)</div> <div>George Williams (GW)</div> <div>Peter Cox (PC)</div> <div>Prof David Hosken (DH)</div> <div>Sophie Harrison (SH)</div> </div> <div> <div>Cornwall Accountant (University of Exeter) (Item 4)</div> <div>Chair Student Council (Item 8)</div> <div>Chief Operating Officer (Falmouth University) (Item 9)</div> <div>Pro-Vice Chancellor Cornwall (University of Exeter) (Item 10)</div> <div>Director of Membership Services (Maternity Cover) (for item 9 and 10)</div> </div>		

Item and Minute
<p>1. Welcome (CC)</p> <p>1.1. Noted: that this was SH first meeting – all attendees introduced themselves.</p> <p>1.2. Approved: Silent Papers: Report of the Trustees and Financial Statements for the Year Ending 31 July 2020 for Falmouth & Exeter Students' Union, H&S Policy, Guest Speaker Policy and Safeguarding Policy.</p> <p>1.3. Noted: that the Register of Interests was circulated. CC reminded trustees of the importance and process of raising conflict of interests. SD has a conflict of interest on item 11 and will leave discussion. No other conflicts were raised.</p>
<p>2. Minutes from 6 October 2020 (Paper 1) (CC)</p>

<p>2.1. Noted: the minutes of the meeting held on the 6 October 2020 were confirmed as a true and accurate record.</p> <p>2.2. Noted: the following matters arising were all resolved:</p> <p>2.2.1. KP to send SV Project Lead a paper for ratification of Student Trustees at the next Student Council. Ongoing – Student Council date is 3 November 2020.</p> <p>2.2.2. that it would be useful to have a Trustee at the December Finance meeting with the two universities. KP to refer to Finance Committee.</p> <p>2.2.3. SD to inform DM to incorporate into HR policies and procedures</p> <p>2.2.4. that the link between Student Council and the Board of Trustees needed to be strengthened and this would be taken to the Appointments Committee to further discuss the best way. KP to include in agenda.</p>
<p>3. Decisions without a meeting (CC)</p> <p>3.1. Noted: that there were 3 trustee decisions taken without a meeting between the last board (6 October 2020 and this meeting). These include:</p> <p>3.1.1. 27 October 2020 – The SU Audit. It was confirmed via an email from KP to all Trustees that a majority decision had been made to approve the audited accounts and management letter.</p> <p>3.1.2. 17 November – CoLab Budget approval.</p> <p>3.1.3. 17 November – Student Trustee Appointment (Sajjad Hossain – 4 December).</p>
<p>4. Finance Report and Budget to date (RD)</p> <p>4.1. Received: <i>Finance Report (paper 2 – RD) and August – December 2020 budget (paper 3 – RD)</i> and RD talked through these papers.</p> <p>4.2. Noted: that due to the current situation regarding Covid, the budget has changed from its original and the revised budget will be taken to the February Finance Committee.</p> <p>4.3. Confidential minute</p> <p>4.4. Noted: that the biggest challenge which the auditors pointed out is to remain sustainable and not to depend on the reserves for operational costs.</p> <p>4.5. Confidential minute</p>
<p>5. Scheme of Delegation (SD)</p> <p>5.1. Received: <i>Scheme of Delegation (paper 4 – SD)</i> and SD talked through the paper.</p> <p>5.2. Noted: that this document was produced using NCVO national good practice for charities and looking at other SUs. The Scheme of Delegation is important: it adds clarity and a framework for the CEO, board members and senior staff members. It will be useful for the subcommittees and be aligned with the Terms of Reference for the committees.</p> <p>5.3. Noted: that there was a query on the Health, Safety & Wellbeing Management row around where the annual report and plan on health and safety management and H&S Policy should go. It was agreed that the Operational H&S Group would develop these types of documents/policies and then they could go to the HR and Remuneration for ratification instead of Board.</p> <p>5.4. Noted: that the Scheme of Delegation would be renewed annually.</p>

- 5.5. Noted:** that the Board of Trustees column would be added to the Democratic Authority structure on the last page.
- 5.6. Noted:** that the scheme would reflect the Constitution and Bye-Laws to make sure there are no contradictions.
- 5.7. Action and Approved:** with the minor amendments listed above, the Scheme of Delegation was approved.

6. CEO Report (SD)

- 6.1. Received:** *CEO Report (paper 5 – SD)* and SD talked through the paper.
- 6.2. Noted:** that the Strategic Review (which is detailed in the CEO Objectives Table silent paper) is to have a new Strategic Plan developed by July 2021. External support has been appointed to support this process along with the other strand of cultural change. There is a lot of pressure now especially with Dan Matthews recently resigning as Director of Central Services.
- 6.3. Noted:** that Dan Matthews resignation put additional risk on payroll, H&S, HR and incorporation timelines. In addition, staff are under pressure with home schooling – progress is slower than hoped. Capacity and ability to attract good people to the union is a key concern.
- 6.4. Noted:** that the new website has been a big success as well as how the President team have responded to the HE pandemic issues since January.
- 6.5. Action:** for SD to pass on the Board congratulations to the SU team for all the work they have done on the creation of the website.
- 6.6. Noted:** following the approval at the last Board meeting of the overall approach to Elections the Deputy Returning Officer has progressed a full review of the SUs approach which is currently being implemented in readiness for the voting period. More information on the elections will become available on Friday 22 January.
- 6.7. Noted:** following the approval at the last Board meeting for the cancellation of the AGM and approval of the Students' Members Meeting will occur on the 21 January 2021 whereby Student Members will receive the Trustee Report and Statutory Accounts year ending July 2020.

7. Presidents Updates (LC, CC, AB, CA)

- 7.1. Received:** *President Updates (paper 6,7,8,9)* – taken as read.
- 7.2. Noted:** that all Presidents gave a further update from their papers including working on issues such as:
- Rent rebates with university owned accommodation and wider community accommodation.
 - No detriment policies for both universities – FU has a policy and UoE does not currently, as per the Russell Group stance.
 - Exeter do have a “no-disadvantage policy” in place, but students are not satisfied with it at the moment.
 - Supporting students with tuition fees.
 - Employability.
 - Digital accessibility.

<ul style="list-style-type: none"> • EDI. • Student wellbeing and mental health.
<p>8. Report from Student Council</p> <p>8.1. Noted: that GW joined the meeting for this item to give a verbal update.</p> <p>8.2. Noted: that the first motion has been passed in the last meeting focusing on support for students during the pandemic.</p> <p>8.3. Noted: that the elections for Student Council will happen in March 2021.</p>
<p>9. Strategic Update from Falmouth University</p> <p>9.1. Noted: that PC joined the meeting for this item to give a verbal update.</p> <p>9.2. Noted: that the FU 2030 Strategy focuses on what Falmouth University (FU) teach and how it is taught with the academic experience at the heart of everything. FU are heavy focuses on the employability of their students, closely aligned with current creative businesses as well as supporting students to create their own new businesses.</p> <p>9.3. Noted: FU also has “2020 Challenges” which outlined FU Year of Transition – a mechanism to deliver key elements of their 2030 strategy. Key elements include “doing it for real”, tran-disciplinarity working, diversification of the portfolio and learning environments and ensuring graduates are highly employable and have the skills needed for the future economy. This process went through a Green Paper phase which is now complete with the creation of a White Paper detailing a roadmap and implementation plan. This plan will start in September 2022.</p> <p>9.4. Noted: that EDI, environmental sustainability, and student wellbeing will in this roadmap and across all institutes ensuring that these areas are meaningful with governance accountability.</p> <p>9.5. Noted: that the SU supports two different types of student bodies with FU students broadly seeking subject-linked societies rather than, for example, sports clubs. The SU facilitates and demonstrates that the two student bodies do enjoy the shared joint experience, and this is an important feature of the students experience in Cornwall.</p>
<p>10. Strategic Update from the University of Exeter</p> <p>10.1. Noted: that DH joined the meeting for this item to give a verbal update.</p> <p>10.2. Noted: that the UoE has been in Cornwall since the 1980’s with the Camborne School of Mines and since 2004 in Penryn. Operations in Cornwall represents around 14% of staff and students and around 20% of research income of UoE. STEM heavy in Cornwall including the Truro campus (medical students) with plans to increase the size of the student body. The UoE has award winning, high performing researchers which is attractive to students.</p> <p>10.3. Noted: that the student experience and student voice is very important to UoE with The SU playing an important role in this. Partnership working with the Guild for students in Truro is especially important.</p> <p>10.4. Noted: that the UoE would like to grow its International students in Cornwall and they have set up a group to better inform them of the expectations and needs of this type of student.</p>
<p><i>Confidential item</i></p>

11. Date and time of the next meeting
11.1. 28 April 2021 (10-4pm) plus evening meal
11.2. 22 June 2021
12. Reserved Business