

# Falmouth & Exeter Students' Union

## Board of Trustees Minutes

Date	Tuesday 27 June 2023	Time	10-11:30am
Location	Online meeting		
Trustees	Lauren Taylor (LT) Kevin Werry (KW) Luke Court (LC) Georgi Griškevičienė (GG) Kira Orchard (KO) Paul Northmore (PN) Kate Reynolds (KR) Mika Carney (MC)	President Student Experience (Chair) Lay Trustee (Deputy Chair) President Falmouth President Exeter President Welfare & Inclusivity Lay Trustee Lay Trustee Student Trustee	
Observers	Reece Ward Nabil Ghnewa Neo Stansby Hannah de Oliveira Whitlock Connie Chilcott Phil Green Orestis Collins-Alamanos	Incoming Student Trustee Incoming Student Trustee Incoming Student Trustee Incoming President Falmouth Incoming President Exeter Incoming Vice President Incoming Vice President	
In attendance	Karen Draycott (KD) (minutes)	Head of People & Governance	
Timed business	Rhian Robertson (RR) Hayley Rowley (HR)	Finance Manager (item 4) Deputy Chief Executive (item 5)	
Apologies	Sarah Davey Candice von Memerty Jordan McClelland Rebecca Hunt	Chief Executive Lay Trustee (online attendance) Student Trustee Student Voice Chair (timed business)	

Item and Minute
<p>1. <b>Welcome (LT)</b></p> <p>1.1. <b>Noted:</b> apologies as above.</p> <p>1.2. <b>Noted:</b> that this was a new meeting for observers – everyone introduced themselves. This is the last Board of Trustees for LT, LC, KO, JM, MC and their trusteeship would finish on the 30 June 2023. GG to continue as a Student Trustee for next year.</p> <p>1.3. <b>Received and Noted:</b> that the Register of Interests (<i>Paper 1</i>) was circulated, and no further interests were declared.</p> <p>1.4. <b>Noted:</b> that there were no questions in relation to the silent papers. KO provided a verbal update to the Board in relation to the recruitment of the incoming Student Trustees.</p>

## 2. Minutes from 13 March 2023 (LT)

**2.1. Received and Approved:** the minutes of the meetings held on the 13 March 2023 (*Paper 2*) were confirmed as a true and accurate record.

**2.2. Noted:** that all matters arising were resolved.

## 3. Decisions without a meeting (LT)

**3.1. Noted:** that there were no decisions without a meeting since the last Board of Trustees.

## 4. Finance (RR)

**4.1. Received:** *May 2023 Management Accounts (Paper 3)* were circulated. To note:

**4.1.1.** That all grant funding for year ending 2022/23 has been received.

**4.1.2. Payroll** - All payroll costs apart from Student Engagement are under budget most significant being Student Activities - this is due to change over in staffing throughout this financial year. Also contributing to payroll costs being under budget is the employment allowance that the organisation receives - we receive this from the government as our NI Employers contribution are under £100,000. The amount we receive is £5000 per year.

**4.1.3. Pensions** - It is assumed all employees will choose to contribute towards their pension but some employees do choose to opt out, this also decreases our Employer Pensions contributions by 10% for every employee that chooses to opt out.

**4.1.4. Non-payroll** - New Sabbatical Officer training starts from June so costs will be incurred during this period.

**4.1.5. Communications** - largest variances within website costs and marketing costs. Original costing for these has now been posted to our project Brand Refresh. In the financial year 23/24 the costs will be allocated to original nominals and not Brand Refresh.

**4.1.6. Project Costs** - these are showing on the Profit & Loss (Income & Expenditure) as these costs are ongoing until year end. They will then be moved to the Balance Sheet and depreciated in the correct manner.

**4.1.7.** There is currently a surplus, however in comparison to 2021/22, there has been an increase of 4% in payroll costs and an increase of 32.6% in non-payroll costs making an overspend in total of £56,020.

**4.2. Approved:** trustees approved the May Management Accounts.

## 5. Deputy Returning Officer (HR)

**5.1. Noted:** this item was moved before CEO Report item in the agenda. HR joined the meeting for timed business.

**5.2. Received:** Deputy Returning Officer Report (*Paper 5*).

**5.3. Noted:** that SD provided a verbal update in the last meeting. This report provides the full details of the Elections and the Referendum which occurred this year.

**5.4. Noted:** that SD will be the Deputy Returning Officer for 2023/24 during HR maternity leave.

<p><b>5.5. Noted:</b> that there was an error in the paper in relation to the incoming Sabbatical Officers degrees. Below is the correction;</p> <p><b>5.5.1.</b> Hannah de Oliveira Whitlock – BA (Hons) Graphic Design (completed)</p> <p><b>5.5.2.</b> Orestis Collins-Alamanos – BA (Hons) Fashion Marketing (completed)</p> <p><b>5.5.3.</b> Phil Green – BA (Hons) Marine and Natural History Photography (completed)</p> <p><b>5.5.4.</b> Connie Chilcott – BA Politics and International Relations (2<sup>nd</sup> year)</p>
<p><b>6. CEO Report (HR/LT)</b></p> <p><b>6.1. Noted:</b> this item was moved to after DRO Report. HR provided the first part of this update and then left for LT to provide the second part.</p> <p><b>6.2. Received:</b> CEO Report (<i>Paper 4 and appendices</i>).</p> <p><b>6.3. Noted:</b> that HR provided an update in SD absence. The update included the Here Together Priorities, Here Together Our People, the SU Space and Stakeholder engagement and impacts upon The SU as well as the Block Grant Funding for 2023/24. The block grant is not yet confirmed from Falmouth University. The EDI review is on-going with an external consultant working with Trustees and Staff – a report is expected soon.</p> <p><b>6.4. Noted:</b> that HR left at this point and LT provided the next verbal update.</p> <p><b>6.5. Confidential Note</b></p> <p><b>6.6. Confidential Note</b></p> <p><b>6.7. Confidential Note</b></p> <p><b>6.8. Confidential Note</b></p>
<p><b>7. Risk Management (KD)</b></p> <p><b>7.1. Received:</b> Risk Register (<i>Paper 6</i>).</p> <p><b>7.2. Noted:</b> that following the approval of the Risk Management Policy and feedback from staff and trustees, a revised Risk Register has been created. The amendments include different categories, in line with Charity Commission recommendations, and the risks have been reordered so that the Business-Critical Risks are at the top. As per the Risk Management Policy, Business Critical Risk will be reviewed quarterly at the Finance Committee.</p>
<p><b>8. Allocation of Sub-Committees 2023/24 (KD)</b></p> <p><b>8.1. Received and approved:</b> Allocation of Sub-Committees 2023/24 (<i>paper 7</i>) and the Board approved this.</p>
<p><b>9. Bye-Laws (KD)</b></p> <p><b>9.1. Received:</b> CIO Bye-Laws (tracked June 2023) (<i>Paper 8</i>).</p> <p><b>9.2. Noted:</b> that the main changes in the Bye-Laws were in relation to the changing of the roles from President Student Experience and Presidents Welfare &amp; Inclusively roles to the Vice President(s).</p> <p><b>9.3. Approved:</b> CIO Bye-Laws were approved by the Board.</p>
<p><b>10. Update from Student Council (GG)</b></p>

**10.1. Noted:** the GG provided a verbal update in the absence of Rebecca Hunt. The update included:

**10.1.1.** The motion from Student Council to trigger a referendum on disaffiliate from NUS UK. This was passed but did not reach quoracy in the referendum.

**10.1.2.** The motion to oppose the UCU's marking and assessment boycott. This motion was passed.

**10.1.3.** The motion to lobby Falmouth University to allow students who have applied for extenuating circumstances to graduate. This motion was passed.

**10.1.4.** A motion from 'Make a change' to make AMATA room bookings for societies free. This motion did not pass.

**10.1.5.** President Updates

**10.1.6.** Democracy Review update.

**10.2. Noted:** that minutes of the meeting can be found on The SU's website.

**11. Reserved Business (Trustees only)**

**11.1. Noted:** KD left for this item.

**12. Meeting closed.**