

Board of Trustees Minutes

Monday 3 October 2022 - 4.00pm

Via Zoom and in person, Room 8, 2nd Floor Gateway, City Campus, Sunderland

Present:

Officers Trustees: **Chair** - Victoria Ayedofe (VA), Oladimeji Adepoju (Prince) (OA), Chelsea Mogwo (CM)

Student Trustees: Ameze Odia (AO), Omar Mentesh (OM)

External Trustees: Al-Lawley Powell (ALP), Andrew Murtough (AM), Lisa Kearney (LK), Peter O'Brien (PO), Rose Guy (RG),

In Attendance:

CEO: Katherine Cooper (KC), CEO

Finance Director: Phil Benton (PB) Counterculture

University: Abigail Moriarty (AbM)

Others: Jim Dickinson - WonkHE

Minute taker: Donna Thompson (DT)

1. Welcome and apologies for absence	VA welcomed all present. Apologies were received from Andrew Murtough (AM), Georgios Vasilakis (GV), Cass Winlow (CW).
2. Declaration of interest	None.
3. Minutes of Board of Trustee Meeting – 20 June 2022	Ameze Odia (AO) stated her surname was missing on the minutes. The Board agreed the minutes to be a true and accurate record of the meeting. DECISION: All agreed.
4. Jim Dickinson, WonkHE – Sector update	JW gave a presentation 'It's all coming up.' What will happen in the year ahead and why (and how) should we respond? Representing students: <ul style="list-style-type: none"> ○ UCU Strikes ○ Quality arrangements ○ The TEF will happen ○ Money will get very tight for unis ○ There will be major housing reform ○ Big issues around Disability and M/H

	<ul style="list-style-type: none"> ○ Free speech bill ○ Harassment and sexual misconduct ○ Decol will hit the buffers ○ A new deal for PGRs ○ Plus ○ How to prep... <p>JD left the meeting at 5.03pm</p>
5. Committee Minutes a. Finance Risk and Resources Committee – 30 September, 11.30am	<p>Due to the Queens funeral, the FRR committee meeting was rescheduled to 30 September 2022; the minutes are to follow.</p>
6. Students' Union update a. Overview of each department sent in advance, questions from the Board to be sent prior to the start of the meeting b. President's updates and questions	<p>There were no questions from the papers.</p> <p>VA, President London, gave a verbal overview of the documentation previously circulated:</p> <ul style="list-style-type: none"> • London campus development • Two new members of staff • Events • London bus • Induction week, welcome new students • Focusing on the new space <p>CM, President Education, gave a verbal overview of the documentation previously circulated:</p> <ul style="list-style-type: none"> • Integrate projects • Academic integrity • Looking at policies – what needs changing to best benefit the students • Focusing on PATs • Ensure lectures are taking place <p>OA, President Wellbeing, gave a verbal overview of the documentation previously circulated:</p> <ul style="list-style-type: none"> • More engagement with students • Wellbeing committee • Introducing more activities • Looking at progress on inclusion, EDI, looking at the challenge of not being inclusive

<p>c. CEO update and questions</p>	<p>GV, President Activities – currently on holiday</p> <ul style="list-style-type: none"> • A fantastic Freshers’ week • Engagement from lots of students to watch the Queens funeral at the new space in City Space, also joined by the VC • Really active with societies and much more <p>KC gave an update.</p> <ul style="list-style-type: none"> • Space on campus working really well, tripling attendance. A lot of students are just showing up and not booking. People are staying after the event to chill • Biggest challenge, Elinor, catering provision, problems with opening hours • TEF submission (Presidents have been working on this). Also working towards student panels • Vacancies – External Trustee and Student Trustee positions live on SU website, all to share with networks and promote • Successfully recruited internally following on from their interim roles, Marketing and Communications Manager, Frank Sverha and Student Opportunities Manager, Vicki Okatch from 1 Sept 2022. <p>RG commented we are moving quickly through the officer updates. The trustees would like to liaise and know what the officers are working on, help and support and build the relationship. She asked OA & CM, are you hearing things from students about the cost of living and accommodation, what is it looking like?</p> <p>OA replied they have been liaising with the University and elaborated on this topic. There are also talks around transport, expanding this to SR2 area. VA stated all presidents are focusing big time on cost of living crisis and she has signed a petition with NUS. All presidents are all ready to support NUS with the cost of living crisis. From a London perspective, there is a focus group with Ben Dale for international students, this is being reviewed tomorrow.</p> <p>KC stated VA and Dan Fow (London Manager) attended a NUS session on ‘Cost of Living’ in Birmingham; we are part of the journey with NUS.</p> <p>AbM spoke. The university have invested an additional million pound into the hardship fund; it is massively underutilised. There has been a meeting with DF and VA to discuss the opportunity of promoting the hardship fund from the SU being the voice to access. There are barriers and perceptions from students to access the hardship fund.</p>
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	<p>There is work the university can do, equal applicably in London and Sunderland. OM commented it is really difficult and long to fill out the hardship fund form as well as to get all the documents, it adds to the stress. ALP stated the process needs to be streamlined.</p> <p>OM, works within the city. There are a lot of organisations and companies in London that would be happy to support the university with the crisis. He is happy to arrange some meetings. A further discussion took place to be aware of the risks of students who are homeless, safeguarding concerns.</p> <p>KC reported there is an accommodation issue in Sunderland this year. A lot of international students are arriving without accommodation. We are working closely with the university; there are another 800 students arriving next semester, we need to have a reporting tool.</p> <p>OM left the meeting at 5.40pm.</p>
<p>7. University update and questions</p>	<p>AbM reported:</p> <ul style="list-style-type: none"> • She is delighted the University of Sunderland and London campus has rose in the Guardians league table and is now in the top 50 universities, congratulations to all • A lot of reading on TEF and B3 Metrix • As a university, recruitment for semester 1 has been buoyant, particular with international students. This is the same for London and has challenges for university. KC and colleagues are involved with proactive groups • A lot of new academic staff joining the university over the next few months. It would be useful for the SU to reach out, in Sunderland and London <p>ALP asked, the new influx of staff, inductions, is there anything the SU can do. AbM replied, repurposing some of the videos the SU have done over the last couple of weeks for students could be put together for new staff. There is a lot of recruitment happening, midwifery is opening, increasing paramedics.</p> <p>AO asked is there anyway the university can stand in as a guarantor for students as this is one the problems they are facing with accommodation. AbM replied, standing as a guarantor means you are the financial backing of that individual. The university have not got the spare capital, and would be unable to be the guarantor, we don't want students to think someone else will pay their rent for them. AO replied, it's not to make payments, it's to ease the process, this needs to be addressed. KC stated this has been spoken about heavily in the international meetings. Presidents are sitting on student panels.</p>

<p>8. Business of the meeting</p> <p>a. Risk Register, FRR approval and key headlines</p> <p>b. Finance – Year-end management accounts</p> <p>c. CEO performance review update</p> <p>d. Review delegation of authority matrix</p> <p>e. Annual member survey results</p>	<p>KC stated RG had the best comment to add, will move up on the higher point around staffing and recruitment. Also move higher on the risk, attracting experienced Trustees.</p> <p>AbM spoke. She would urge very early planning and consideration to the SU budget for 23/24, it will be very tight. KC replied she has booked in early planning with PB this year.</p> <p>PB reported the Year End management accounts were discussed at FRR, Friday 30 September. The Union has made a cumulative operating surplus for the year before adjustments of £168,443 against a forecasted surplus of £55,471 representing a positive variance of £112,971; largely driven by staff vacancies. Self-generated income was 20k up on the budget. Legal action was taken from a bad debtor, they now owe the SU £14,000. Merchandise and graduation sales have increased, and space at City space is positive.</p> <p>Balance sheet. The core indicator of the Union's financial health is its cash holding. At the end of July, the cash held was £1.14m (2021; £693k). The increased cash holding is reflective of the University paying across its share of the next pension funding costs (running from August 2023 to July 2026) to go with the remaining balance of the £330k of pension costs they paid in 2021 for the period running up to July 2023. For audit, paragraph 20, we have to make a series of adjustments to the accounts.</p> <p>Part B, to note, this was discussed at FRR. How we represent all the money in our statutory accounts, to make sure it is clear what the money has been given to us for, this is set out in a series of designated and restricted funds in our reserves accounting.</p> <p>Last table and appendices show how the money flows back out for the next three years.</p> <p>KC reported she has designated time with VA and PO, to ensure performance reviews are in, dates have been scheduled in, everything is on plan.</p> <p>Updated version attached in the papers.</p> <p>This was discussed at the Trustee development day as a presentation, there are a few headliners:</p> <ul style="list-style-type: none"> • Using Alterline for this year and the next academic year • Engagement figures grew throughout the year, 46% satisfied, 44% sector, highest area of satisfaction was through international and EU students. Area of focus – male students
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f. Governance Review Session – Monday 12 December 2022 (in person)	<p>and mature students aged 30-49, some work to do there. Improved throughout the year on SU effectiveness, representing students' academic interests.</p> <p>KC spoke. Those who have not had their governance review session booked in to let KC know.</p>
9. Any other business	<p>Next Board meeting, Monday 12 December, speak to DT if you need to arrange travel.</p> <p>LK was reminded to send her completed declaration of interest form to KC/LD.</p>
10. Date and time of next meeting	<p>Board meetings:</p> <ul style="list-style-type: none"> • Monday 12 December 2022 • Monday 13 March 2023 • Monday 26 June 2023 • Tuesday 27 June 2023 – Board Development Day <p>The meeting finished at 18:15pm.</p>

Board of Trustees Minutes

Monday 12 December 2022 - 4.00pm

In person and via Teams, Room 101, Dale Building, City Campus, Sunderland

4.00pm – Trustees & President ONLY

4.15pm – KC, Presidents & Trustees ONLY

4.30pm – Everyone

Present:

Officers Trustees:

Chair - Victoria Ayedofe (VA)

Georgios Vasilakis (GV), Oladimeji Adepoju (Prince) (OA)

Student Trustees:

Ameze Odia (AO), Omar Mentesh (OM), Sai Bhargav (SB)

External Trustees:

Al-Lawley Powell (ALP), Andrew Murtough (AM), Peter O'Brien (PO),
Rose Guy (RG)

In Attendance:

CEO:

Katherine Cooper (KC), CEO

University:

Abigail Moriarty (AbM), Pro Vice-Chancellor for Learning and Teaching

Others:

Cass Winlow (CW), Head of Student Engagement

Dan Fow (DF), SU Manager - London

Louise Dixon (LD), Operations & HR Manager

Lynne Gordon (LG), Finance Manager

Craig Henderson (CH), Haines Watts - Auditor

Minute taker:

Donna Thompson (DT), Operations & HR Advisor

1. Welcome and apologies for absence	<p>VA welcomed all present and introduced our new Student Trustee, Sai Bhargav. Everyone introduced themselves.</p> <p>Apologies were received from Chelsea Mogwo (CM) and Phil Benton (PB). Lisa Kearney (LK) may join the meeting after 5pm (online).</p> <p>Sadly, Andrew Murtough (AM) and Lisa Kearney (LK) will be stepping down as Trustees, this is their last meeting.</p>
2. Declaration of interest	<p>None.</p>

<p>6.1a 2021-2022 Audited Accounts and audit clearance memorandum for the financial year end 31 July 2022 (Craig Henderson, Haines Watts in attendance)</p>	<p>CH reported on the audited accounts and audit clearance memorandum for the financial year end 31 July 2022.</p> <p>Reserves level and policy, unrestricted funds £239,269. This is a useful table, trustees to familiarise themselves with and make sure they understand what is going on. Also, a reminder for trustees, they themselves, have to be satisfied.</p> <p>The audit report is an unqualified audit report, a true and fair status of the union. Conclusion, there are no cause for concern.</p> <p>Statement of financial activities, Total 2022 column stands at £1,677,839 compared to £1,448,453 the previous year. This is largely due to an uplift in the block grant. Expenditure for 2022 £673,817, a decrease from prior year.</p> <p>Fund balances carried forward for 2022 £1,215,838, Balance sheet cash balance £1,145,462. Pension liability has improved by half million from the previous year.</p> <p>There are three types of funds:</p> <ul style="list-style-type: none"> • Unrestricted funds £239,269 • Designated funds £336,144 • Restricted funds £500,073 <p>LG spoke on restricted, designated funds and pensions. Analysis of funds on page 33 of the report splits out in more details the designated funds set aside for pension payments in the future.</p> <p>PO asked around the risks for the SU, there is four highlighted in the report. Is SU a member of the Teachers' pension scheme? LG replied no; the pension deficit is from an old pension scheme which closed in 2011. PO asked do we know how the scheme is performing or is it something we just need to be aware of as trustees. LG stated there is an AGM in March every year, it is something to be aware of. KC asked in PB absence for this to be an action for the next FRR meeting 'Risk of SUSS.'</p> <p>ACTION: Risk of SUSS to be discussed at the next FRR meeting, Monday 6 February 2023.</p> <p>CH reported the audit overview has gone well, nothing significant to report to the board. There were three low priority observations, all green and low risk, not significant, points of process.</p> <p>KC stated one the points was 'Trustee declarations,' it was a challenge to get the declarations from some of the trustees.</p>
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	<p>AbM asked CH, the Haines Watts report letter to sign says 'Dear Sirs.' This doesn't land well and with the board, it was also mentioned last year. CH replied he will sort it out.</p> <p>ALP asked CH, do you audit for any other SU, or similar size charities? CH replied they do. ALP asked how do we compare in types of process? CH replied, fairly similar representation, in a good way.</p> <p>VA was asked to sign the report letter paper. CH left the meeting 4.57pm.</p>
<p>6.1b Finance – Latest Management Accounts</p>	<p>LG reported on the October management accounts. The Union has made a year-to-date operating surplus of £70,569 against a forecasted surplus of £44,712, representing a positive variance of £26,397. Transport made an operating surplus of £10.8k, however this will be balanced off later in the year. Media sales have nearly hit target for the year.</p> <p>KC stated there may be a slight risk with Crown Agency/Native, we are very lucky we have a signed agreement, we may need a look at this after the year.</p> <p>Expenditure, the Union has underspent against the budget by £15k. This is due to some staff cost savings, the SU have not been to full capacity.</p> <p>PPF levy is up, £8k higher than included in the original budget; there is no way of predicting. Overall, there is a very healthy balance sheet.</p> <p>ALP stated at the last FRR committee, it was noted following on from year end accounts, salary costs, where there are gaps, and where we need to be doing more/recruiting. KC replied we have been looking at how we support staff and any temporary support that is required. We now have external support so there should not be any gaps. AbM commented the university is in a similar position.</p> <p>KC reported the Living Wage foundation was discussed at FRR and how it would impact the university. The Union have had a discussion with Ben Dale following on from an action from ALP at FRR. We are waiting an answer from Ben Dale. AbM stated she will follow this up.</p> <p>ALP reported the finance regulations had been updated.</p> <p>AM asked is there any update on Trustees recruitment. KC replied, we are using a company called Peridot to recruit for both trustees, specialising in HR and Finance. KC had a really positive meeting at SOL last week. Recruitment will be open throughout the Christmas period until January, hoping to have the two new trustees in position for March 2023.</p>

	LG left the meeting 5.06pm.
3. Minutes of Board of Trustee Meeting – 3 October 2022	<p>The Board agreed the minutes to be a true and accurate record of the meeting.</p> <p>DECISION: All agreed.</p>
4. Committee minutes – Finance Risk and Resources Committee – 14 November 2022	<p>The FRR committee agreed the minutes to be a true and accurate record of the meeting.</p> <p>DECISION: All agreed.</p>
<p>5. Students' Union update</p> <p>a. Overview of each department sent in advance, questions from the Board to be sent prior to the start of the meeting</p> <p>b. President's updates and questions</p>	<p>There were no questions submitted prior to the meeting.</p> <p>VA asked CW to update the Board with the positive things in the Engagement team department. CW reported she has never seen engagement like this. Events and activities, EDI, formal on campus engagement, going out on campus has been really busy. We have a new Senior Student Advisor who is making amazing connections to better forge the role around academic conduct and student experience.</p> <p>DF commented the biggest positivity on London campus is engagement; the growth of activities, impact on students, stake holders and connections they are able to make.</p> <p>OA also commented the level of engagement is massive and level of support is different from last year.</p> <p>VA, President London, gave a verbal overview of the documentation previously circulated:</p> <p>VA is also working with CM on academic Integrity, understanding what the students want from the SU, and food on campus. It is more about reflective and a lot more to come out in the next 6 months.</p> <p>CM, President Education, gave a verbal overview of the documentation previously circulated:</p> <p>KC gave an update in CM absence. Attendance campaign, understanding what campaign looks like, why our students are not attending lectures, and could parking be an issue for attendance? KC stated we have encouraged CM to move forward on this topic. CM is also working on PATS, London with VA.</p> <p>OA, President Wellbeing, gave a verbal overview of the documentation previously circulated:</p> <p>OA updated on engagement on campus. Priorities include, increase sense of belonging at university, improving signposting to increase access to support, reaching out to faculties and may more.</p>

<p>c. CEO update and questions</p>	<p>GV, President Activities – gave a verbal overview of the documentation previously circulated:</p> <p>GV reported there have been lots of new societies setup at the SU. The SU is hoping to get revamped over at St. Peter's campus, this is a working progress. India day had 360 students attend, it was a very good event.</p> <p>Update from KC:</p> <p>Ben Dale confirmed the VC has allocated additional funds for another advisor in Sunderland; we are in need of expanding, finer details to follow. AbM commented she would like to note that doesn't help London campus. KC stated London campus does not have a personal advice service. CW spoke; with an advisor comes a requirement for space. It needs a space which is safe and comfortable. AbM stated London campus has 5,000 students, feedback from students could be that they want an in-person service.</p> <p>KC reported there is a budget planning meeting with SMT tomorrow and another in January 2023. Thinking about impact in London, based on growing number of students in London, there is a small resource, our staff are also working in a small space. Overall events have had over 18,000 attend. AbM stated when you go into the planning round, you have to be metric driven, it's about impact; the university planning process is exactly the same. There is a very clear steer, new posts should be absolutely exceptional, and evident based. KC reported engagement in City Space has been great. They had a challenge around the World Cup, which is quite nice, as it shows the students have opinions now, the attendance has been incredible.</p> <p>KC asked AbM if we could reach out to see if we could use the University Board room for future meetings due to the poor quality of sound in Dale 101. AbM will look to arrange to book the Board room.</p> <p>Action – DT to liaise with AbM for dates we would like the University Board room if possible.</p> <p>ALP commented he didn't see anything in the report about industrial action and what impact it had on the Students' Union. OA replied, he understands what the university is trying to do.</p> <p>ALP asked was there an opportunity to throw that debate to the membership? KC replied, there was only one staff member who is also a director of the local group. ALP stated, as a union on a campus, which encourages political debate, that also recognises that the industrial action will have an significant impact on our members, it feels like from</p>
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<p>d. University update</p>	<p>a democratic risk prospective that it could be proven to put into place, mechanisms where things could be gathered, comms, it protects the officers. If you had made the wrong call, it would put the union back, it's a serious enough issue.</p> <p>CW commented, Declan Merrington, Student Voice Coordinator (Democracy) who supports the students, has been talking to the Presidents; he was previously a sab officer in Durham.</p> <p>AbM stated the university and union hasn't had strike action on campus for 11 years; the percentage of staff that are in UCU is tiny. There was single figure, outside certain buildings, there was no London staff. ALP replied, that's good to have the update. KC reported, we did put out some of the information through our Comms department, low level impact for students. KC also sat on groups with the university so she could feed back. AbM stated, to date we have nine staff across the university.</p> <p>AbM reported: The university is in office student zone, with the SU submitting TEF 19 January. SU have had a really supportive approach to TEF. We will find out the institutional awards in July next year. AbM would like to say a huge thanks to the SU for the excellent support to the Learning and Teaching conference last week, nearly 200 people attended, highlight student panel, amazing.</p>
<p>6. Items for Decision / Discussion</p> <p>6.2 HR Update</p>	<p>LD reported: HR report came to board last year for the first time. It shows how much recruitment we have done in the last year. ALP commented he really appreciates it; it shows what type of employer we are.</p> <p>KC asked is once a year enough. ALP replied yes, it makes sense. LD suggested we could build in the E&D if this would be helpful. KD replied yes this would be really helpful.</p> <p>AbM asked if the SU undertakes Exit interviews. LD replied when we receive the resignation, either herself or DT arrange and undertake the exit interview. AbM asked, is there somewhere of bringing in themes? LD replied, we highlight in the exit interview, but we can't share the information if they do not want it sharing. AbM asked, is there an opportunity for an anonymous survey. KC commented following on from the governance review, we have a real opportunity to suggest a subcommittee. If an exit interview isn't to be shared, it's a waste of</p>

<p>6.3 Spotlight London: London update, plans for the future, strategic focus</p>	<p>time, she would like to move away from it. The subcommittee could get value, seeing the trends.</p> <p>DF presented: DF was excited to share an update on London campus and introduced the team – Amie Hammond, Student Experience Coordinator dealing with buddies and societies, VA, President London who has an active voice on campus and Beixu Zhang – London Campus Officer.</p> <p>There are 3 key areas he would like to present. 'Where have we come from,' 'Where are we now' and 'Where are we going?'</p> <p>University of Sunderland in London has just celebrated it's 10 years anniversary. The average age of a student is 34 years old; they make up 25% of the total student population at University of Sunderland. They are now at 5000 students with no capped growth.</p> <p>Where have we come from?</p> <ul style="list-style-type: none"> • Remote Students' Union offer • Student Voice a key priority • Elected the first sabbatical role (November 2021) • Gained Students' Union specific space on campus • Established the brand for London <p>Where are we now?</p> <ul style="list-style-type: none"> • We have a full-time team in place • We are in the middle of a back to basics in year operating model to ensure we are getting our foundation right • We have a thriving President: London • We have success to share... <p>DF spoke about embarking on a plan to go back to basics and set some foundations to build up from.</p> <p>This is a four phased plan: Part 1 - Aug to Oct, Rebuilding and establishing new relationships with the University.</p> <p>Part 2 - Finding out what our members want from their rebuilt Students' Union: Focus groups, they had about 50 students turn up and will be holding more in the new year; look at how can we support them and deliver what they want.</p> <p>Part 3 - Road testing ideas with students. We have to make sure the ideas work, we want to put things into perspective.</p> <p>Part 4 - Launch a 3-year Strategic Operating Model with University of Sunderland in London.</p>
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Stats so far:

- 80 course reps, up 220% since August
- 6 registered societies with 18 registered memberships (4 academic societies)
- Black History month celebration party with 300 attendees
- 15 in person advice appointments: This includes appointments with our previous Student Advisor, Jawanza. Dan also has some advice background which will bring advice to London; staff know we are there. Most are academic advice related queries, some around housing
- New microsite being developed for the London Students' Union

<https://www.sunderlandsu.co.uk/london>

The website and Facebook page is up and running, UoSiL does not have Instagram, TikTok or Twitter; DF is keen to find out how students want to be communicated with?

What's the next step?

- 'Back to Basics' Phase 2.
- Finding out what our students want from their Students' Union. They will be talking to students in the New Year, induction week is the second week in January too
- Engaging stakeholders and staff from the university; they want to make sure they are challenged as a team
- Setting key KPIs for the London Students' Union
- Considering what we need to grow as an organisation

What do we want to do more of?

- Fully supported range of student led clubs and societies
- Cultural events and trips on and off campus
- Bespoke in person advice service for London
- More commercial opportunities for London
- A proper launch of the SU Buddy scheme in London
- A volunteering brokerage service in London partnered with local charities. There is a lot of opportunities

OM left the meeting 5.57pm.

What do we need to make it happen?

- Increased staff resource focussing on bespoke support across more areas of membership services
- Increased operational budget to ensure groups can carry out fully supported events and activities
- Increased amount of space to operate out of both office and student space

DF reported linked to a development plan, which students were consulted on, Steve Knight, Chief Operating Officer, has acknowledged we need more space to operate.

What challenges do we face?

- Scaling up without the right resource to support it
- Becoming large enough in scale to be an SU within an SU
- Ensuring that our cross-delivery fits within the wider SU Strategy
- Relationships are maintained from a far (Sunderland/London)

DF said this is something we do very well, he enjoys engaging, however there are a lot of people in London who feel isolated.

CW stated, when you showed what you have achieved in the short time, that's developing. CW knows how hard that is, it is incredible and amazing to watch what you have done in such a short time. AbM commented it is very impressive.

ALP asked, how does the anticipated growth align to the university strategy? DF replied, this is something we are still working out, we are still in the relationship building process. AbM commented, the SU in London, since August, has been phenomenal. The university thought it was going to be small scale; that has shifted completely. Steve Knight is retiring next March; he is incredibly supportive of the Students' Union. The university makes a lot of money from London, the SU should be saying if that's the case, then we should be raising the SU profile in London. AbM would urge the compromise. A discussion took place.

ALP commented, unless it's part of a growth plan, you need to know what you will do and won't do. DF replied, only thing on saying no at this stage, the last thing is, he doesn't want to burn the team out, it is about trying to see what works and what we need in terms of additional resourcing; how does he balance that? ALP suggested recording the types of things that come in, it's not a bad thing.

KC stated DF has received some funding to fund small events.

ALP commented it might be a useful space to investigate, given the education act has multiple SU's at the same institution, we realise the SU's are different, suggest, look at where they have established PG student associations in other universities. You can see the speed things are going. DF replied after the first Opps committee meeting, the key aims of the university were student retention, student success and graduate outcomes.

PO left the meeting 6.13pm.

CW stated it is important that we do start to understand the timing it takes to do some of the things we do, delivery time; it is sometimes really difficult to do.

RG commented on ALP's comment. Looking at connections to employability, are the university's resources for provisions for London

	<p>separate services or is the service the same but they have a London provision? DF replied yes, they have just got some considerable resource, they are looking at having a dedicated careers service. RG, looking at the long-term plan, it's how you can keep the connection and link to make the student comparison service. RG thanked DF for his presentation and the passion he is bringing to London.</p> <p>KC asked AbM are there any updates on the move. AbM replied no, not in the next academic year.</p> <p>AbM spoke of the role changes. Steve Knight retires at the end of March 2023, he will hand over to Professor Jon Timmis, Deputy Vice-Chancellor (Commercial).</p> <p>ALP left the meeting 6.20pm</p> <p>DF reported on a proposal to bring in fresh catering provision on London campus. The proposal went in two months ago, it has past three university senior leaders and they are nearly at letter writing stage but currently in a too and fro conversation; they are all working on it.</p> <p>KC, CW, DF and LD left the meeting 6.22pm</p>
6.4 Cost of living (COL) update, including discussion regarding the CEO's COL	<p>VA spoke on the cost-of-living, including the CEO's COL. All staff have been given the COL rise; however, the CEO and Presidents sit outside of the FRR. VA proposed the minimum 3% COL increase in line with all staff increase agreed in October. She asked the Board if they agree with the 3% in line with all staff.</p> <p>Decision: All agreed to approve the 3% increase.</p>
6.5 Salary Review	<p>The Presidents were asked to leave the room. KC re-entered the room.</p> <p>KC asked the trustees if they were happy with the Presidents pay award which brings them closer to the living wage foundation to come in to effect from 1 January 2023. This will take their wage to £21,626.</p> <p>Decision: All agreed, happy with the salary review to come in to effect from 1 January 2023.</p> <p>The Presidents re-entered the room.</p>
6.6 Elections Overview	<p>KC gave an update on the elections review. Elections will open 16 January 2023; all the positions will remain the same as last year. Having NUS conference nominations open this side of the year has been a benefit. Key facts that we are benchmarking against in the papers.</p>

<p>6.7 Sunderland Risk Register</p>	<p>AbM asked when will we know the date for London? KC replied she is just trying to ratify the right process. In the past we have brought London students to Sunderland on elections results night, this is now a risky situation, it also means we do not bring their support team with them. The Union is thinking of running a live stream or a sole event in London. They would take the newly elected Sunderland team to London on the Thursday; preference is to do a separate results night.</p> <p>RG asked, noting there might be such an interest in London, is there separate KPI's for engagement?</p> <p>ACTION: Ratify, look at separate KPI's for London, work with DF.</p> <p>KC stated this is an action to note that we continue to work on the risk register.</p>
<p>Any other business</p>	<p>VA and KC thanked Lisa Kearney and Andrew Murtough for their role as trustees; they have been amazing.</p> <p>KC reported, following on from the governance review, for trustees who have an interest in supporting the SU moving forward with the governance review, we are looking at setting up a 'Task and Finishing group;' we would really benefit from who would want to see the union striving forward.</p> <p>ACTION: DT to ask trustees who would be interested in supporting the Task and Finishing group.</p>
<p>7. Date and time of next meeting</p>	<p>Board meetings:</p> <ul style="list-style-type: none"> • Monday 13 March 2023 Hybrid, Room 8 Gateway, 1.30pm or via Teams • Monday 26 June 2023 In person, Room 101, Dale Building • Tuesday 27 June 2023 – Board Development Day In person – Room 115, Priestman Building <p>The meeting finished at 6.32pm.</p>

Board of Trustees Minutes

Monday 13 March 2023 - 1.00pm

HYBRID - In person, University Board Room, 4th Floor, City Campus, Sunderland and via Teams.

1.00pm - Trustees & President ONLY

1.15pm - KC, Presidents & Trustees ONLY

1.30pm - Everyone

Present:

Officers Trustees:

Chair - Victoria Ayedofe (VA)

Chelsea Mogwo (CM), Oladimeji Adepoju (Prince) (OA)

Student Trustees:

Ameze Odia (AO), Omar Mentesh (OM)

External Trustees:

New - Jessica (Jess) Fogarty (JF) and Kayleigh Tague (KT)

In Attendance:

CEO:

Katherine Cooper (KC), CEO

Others:

Phil Benton (PB), Counterculture

Minute taker:

Donna Thompson (DT), Operations & HR Advisor

<p>1. Welcome and apologies for absence</p> <p>Observing candidates: Jess Fogarty: HR Trustee</p> <p>Kayleigh Tague: Finance Trustee</p>	<p>VA welcomed all present and introduced our observing potential Trustees: Jessica (Jess) Fogarty (JF) and Kayleigh Tague (KT).</p> <p>Apologies were received from Al-Lawley Powell (ALP), Peter O'Brien (PO), Rose Guy (RG) and Abigail Moriarty (AbM). No apologies were received from Sai Bhargav (SB).</p> <p>JF and KT were asked to leave the meeting to allow the panel to discuss item 11 on the agenda.</p>
<p>11. Appointment of new Trustees</p> <p>Jess Fogarty: Finance Trustee Kayleigh Tague: HR Trustee</p>	<p>VA asked the Board if they approve of both new trustees: Jessica (Jess) Fogarty (JF) Trustee - Finance Kayleigh Tague (KT) Trustee - HR</p> <p>DECISION: All agreed.</p> <p>JF and KT were asked to re-enter the room.</p>

	<p>VA announced the Board had approved Jess and Kayleigh and welcomed them both as Trustees. JS and KT were asked to introduce themselves.</p> <p>KT introduced herself. She is currently Head of HR at Sunderland Football Club. JF introduced herself. She is Head of Internal Audit at Newcastle University.</p>
2. Declaration of interest	None.
3. Minutes of Board of Trustee Meeting – 12 December 2022	<p>The Board agreed the minutes to be a true and accurate record of the meeting.</p> <p>DECISION: All agreed.</p>
4. Committee minutes – Finance Risk and Resources Committee – 6 February 2023	<p>The FRR committee agreed the minutes to be a true and accurate record of the meeting.</p> <p>DECISION: All agreed.</p>
<p>5. Students' Union update</p> <p>a. Overview of each department sent in advance, questions from the Board to be sent prior to the start of the meeting</p> <p>b. Officer Trustee reflections and questions</p>	<p>There were no questions submitted prior to the meeting.</p> <p>CM, President Education, gave a verbal overview of the documentation previously circulated:</p> <p>CM has been working on Personal Acting tutoring, improving the experience for the students. She has collected survey responses from students to help understand how we can improve this for students and has been in meetings with academic tutoring committee. CM has also been looking at academic integrity, figuring out what the students are aware of. In terms of academic integrity, they have noticed collusion and contract cheating is something they need to focus on. They have decided they need to create videos to raise more awareness and increase the platforms we are using to broadcast the videos on. CM is planning to speak to our Comms team to see how they can do that. Looking at recording lectures, there has been a new policy implemented this year. Again, looking at creating a video to say this policy exists. These are all current wins in progress.</p> <p>OA, President Wellbeing, gave a verbal overview of the documentation previously circulated:</p> <p>Achievements: Accommodation, September was a little chaos, January students have nice accommodation. Transportation has been a little</p>

<p>c. CEO update and questions</p>	<p>challenge; they are having a meeting with the bus company next week. Creation of video and articles on awareness of Wellbeing services, alongside contract confidentiality. Wellbeing on campus, they are recruiting more wellbeing champions. Trying to find out if students know what wellbeing services there are on campus, do they understand what wellbeing is? Having Jollof rice, chicken and beef as part of the menu list available within catering.</p> <p>In progress: Launching wellbeing champions and buddies, drawing proposal and presenting of inter-faculty competition with the support of schools teams. Research and liaising with credit control on fee payment, student debt. Also liaising with International Student support on issues resulting to wellbeing and mental health challenge.</p> <p>VA, President London, gave a verbal overview of the documentation previously circulated:</p> <p>VA is passionate with student life in London campus. Elections has shown how much work has been done and is working on creating more events. London has eight societies, and two permanent members of staff alongside the President, London. They work on everything, events on campus and more. International women's day was well attended by staff and students; they've never had such vibrancy on campus, it's amazing to see all this happen.</p> <p>Update from KC:</p> <p>The Students' Union have worked closely alongside the University and external partner James Coe to submit their Student TEF submission in January. This is beneficial for us for the future in terms of how we can continue to engage with the University on some of the challenging areas. The SU highlighted some significant issues with the nursing students; KC and the Presidents have met with Abi Moriarty to discuss how we can try and transform the services to ensure our students are getting the right level of service they should be.</p> <p>Recruitment is a big area in the SU at the moment. Head of Student Engagement and Insight interviews take place Friday 17 March 2023; the Student Voice Manager also leaves on 5 May 2023. Student Opportunities Manager (Maternity cover) and Advice Caseworker interviews take place on Wednesday 15 March 2023.</p> <p>There is quite a lot of work internally going on from a management perspective, both staff development, supporting staff and team building activities. KC has been working with the university operational development team on reset and refocus work; insight discovery, allowing them to understand the skills set within the management team so they can continue growing forward. This has been really helpful; they've set our boundaries and put down where we want to be.</p>
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	<p>Elections has been a massive part the last couple of weeks and has highlighted the on-campus presence and is going from strength to strength. Student staff are a real added value to the organisation. KC and management have been doing a lot of operational planning so the teams know where we are as an organisation, this links with the new strategy.</p>
<p>6a. Risk Register – March 2023</p>	<p>KC reported there are slight updates on the Risk Register. Most significant ones to note, they used Peridot recruitment to support the SU after two failed rounds of Trustee recruitment. It was really nice to see the calibre of candidates that came through were exactly what they were looking for.</p> <p>Insufficient funds: The SU receive a block grant every year from the university, each year they don't know what they are going to get. To highlight, the SU have had some strategic conversations, there is some serious work going in to the university, particular in London. For the SU to be able to continue growing forward, as a Union, they need to be able to see some investment to allow us to grow, and particular our St. Peter's office & London team.</p> <p>JF commented, this is a lot of stuff on the risk register, it could be an opportunity to simplify. KC replied, it would be really good if we could do this as part of the governance piece, it is a valid suggestion, but would welcome some examples and other trustees views.</p>
<p>6b. Elections update – March 2023</p>	<p>KC reported on Elections. This is an annual activity. It was an incredible week; the most vibrant KC has seen in the 4 & 1/2 years she has been here. There were 2485 votes cast over the course of the week, about 7.6% turnout with thirty candidates across the roles. Last year's total were 1783 votes with eighteen candidates. A massive strength for the SU was running the NUS elections early. This played a vital part in the elections, the behaviours from candidates carried through. In 24 years, we've only hit over 2000 votes twice. NUS conference date going out early helped us run like a mini elections.</p> <p>We've had the London results announced today. From a trustee perspective, the strategy around announcing today was so we could bring the selected candidates up to Sunderland tomorrow and announce everyone tomorrow night. There were no major complaints to note.</p> <p>PB stated it is worth noting, the fact there are no major complaints, is as good as the turn out figure. Increased candidates and increased voter numbers, but then reduced complaints and challenges to the elections is a sign of a good elections!</p> <p>KC commented the level of engagement on Friday was amazing. All staff were dressed up, we walked from City campus to St Peter's, it</p>

	<p>was about all coming together, the candidates were driving the walk, supported by staff.</p> <p>VA reported the candidates have really been supporting each other. VA speech to all candidates was how much passion they put into the elections.</p> <p>KC reported all new officers will start in office on 1st July, they may join the last Trustee meeting in June to observe.</p>
<p>7a. Finance Report Management accounts January 2023</p>	<p>PB reported up to the end of January 2023, first half of the 2022/23 financial year, the Union has made a year-to-date operating surplus of £78,749 against a reforecast surplus of £48,454, representing a positive variance of £30,295. This includes having spent £10.3k from designated funds. In the report, the KPI table shows how we are performing against forecast on income and expenditure last year and how our self-generated income is performing. We've underspent against our expenditure headings by 29k, that is spread across most of our departments, it's about timing expenditure. Balance sheet all ok, we have a large cash holding for pension which was giving to us from the University last year.</p> <p>JF asked do we get any interest from the cash? PB replied, we have a current account and a deposit account. We are bringing in about £400-£500 a month on interest. For now, we have left it in the deposit account.</p> <p>JF asked, have we got strong controls around who can sign off from the account. PB replied yes. Lynne Gordon, Finance Manager and Laura Fryatt, Finance Assistant have controls. If LG and LF were off, KC and Louise Dixon, Operations and HR Manager can sign off.</p>
<p>7b. Year-end projection</p>	<p>PB updated on the year end projection. We do a mid-year budget reforecast. There is not much movement on the reforecast, it has improved by about £5,000. The year-end surplus of £27,407 is based on current performance.</p>
<p>7c. University Budget Submission</p>	<p>PB reported the Union has made its submission to the university. The University ask for a three year projection and have included the SU in the process since 2018. Feedback from Abi Moriarty was the university were switching to a method 'budget envelope', from that the university were adding up what the total ask was. The guidance the SU was given was to make a bold bid to future proof what the SU funding could be for the next three year. The expectation of us, Student Voice, London, and to continue to grow and expand; by giving us flat funding that couldn't happen.</p> <p>PB and KC redeveloped the budget submission, a projective 3-year settlement. This would cover all our staff cost of living rises too. The plan was to move from 1.1 million, to 2 million. This was broken down</p>

	to 1.5, 1.7, then 2 million. This was also basing it on the university expansion plans for London. The planning meeting took place last week, it went quite well although they didn't necessarily commit to 3 years. Critically they didn't say no for our request for next year, they needed to go away and think. There is a follow up meeting next week and they have asked us for some adjustments on our business submission. After the next stage, they will feed back at the FRR committee meeting, then it will come back to board in June.
8. Board Development Day – 27 June 2023	KC reminded the Trustees there is an in person Board Development Day on 27 June 2023; this will not be hybrid. The Board of Trustees meeting on Monday 26 June 2023 is also in person.
9. CEO Appraisal	VA reported herself and PO conducted KC appraisal in January, and to see how best to support her. There has been positive feedback and that KC has reflected on how CEO committees are working well. Relationships have been created; it is incredible; KC is so passionate for the SU.
10. CEO Management Meeting	VA, PO and KC meet every 6 weeks. This gives the committee an opportunity to meet and relate, noting how they can we support each other outside of this meeting; VO has found this meeting very helpful.
12. Date and time of next meeting	Board meetings: <ul style="list-style-type: none"> • Monday 26 June 2023 – 1.30pm In person, University Boardroom, 4th Floor, City Campus • Tuesday 27 June 2023 – Board Development Day In person – Room 115, Priestman Building (All day) <p>The meeting finished at 3.32pm.</p>

Board of Trustees Minutes

Monday 26 June 2023

In person, University Board Room, 4th Floor, City Campus, Sunderland and via Teams for AM

1.00pm - Trustees & President ONLY

1.15pm - KC, Presidents & Trustees ONLY

1.30pm - Everyone

Present:

Officer Trustees 22/23: **Chair** - Victoria Ayedofe (VA)

Chelsea Mogwo (CM), Oladimeji Adepoju (Prince) (OA)

Officer Trustees 23/24:
(Observing)

Oludolapo (Dola) Dada (DD), President Education

Prince Ikechi (PI), President Activities

Oluwatosin (Tosin) Solarin (OS), President London

Student Trustees:

Ameze Odia (AO), Badr Adnani (BA), Sai Bhargav (SB)

External Trustees:

Peter O'Brien (PO) – Vice Chair of the Board,

Al-Lawley Powell (ALP), Jessica (Jess) Fogarty (JF),

Kayleigh Tague (KT), Rose Guy (RG)

In Attendance:

CEO: Katherine Cooper (KC), CEO

Others: Phil Benton (PB), Counterculture

James Coe (JC), Counterculture

Chrissy Watt (CW), Head of Student Engagement & insight

Abigail Moriarty (AbM), Pro Vice Chancellor (Learning & Teaching)

Minute taker: Donna Thompson (DT), Operations & HR Advisor

1. Welcome, introductions and apologies for absence	<p>VA welcomed all present and asked everyone to introduce themselves.</p> <p>The new incoming Presidents were in attendance as observers, and Badr Adnani (BA) as the newly appointed Student Trustee.</p> <p>There were no apologies for absence, everyone was in attendance.</p>
2. Declaration of interest	<p>None.</p>
3. Minutes of Board of Trustee Meeting – 13 March 2023	<p>The Board agreed the minutes to be a true and accurate record of the meeting.</p> <p>DECISION: All agreed.</p>

4. Committee minutes – Finance Risk and Resources Committee – 22 May 2023	<p>The FRR committee agreed the minutes to be a true and accurate record of the meeting.</p> <p>DECISION: All agreed.</p>
5. Budget Planning 2023/24	<p>PB reported the SU's full bid was not fully supported; they recognised that a 15% increase was a positive but were disappointed that the increase in the block funding from the University had not covered the budget ask. The expansion for London will have to wait a while, they will only be able to fund one additional post in London for 2023/24. This year the SU received £20k funding to support events. The University's intention is that the grant allocation should be regarded as a funding envelope for 2023/24; the SU will have to cut back. PB is projecting a small surplus of £1,170.</p> <p>PO commented it feels like a little bit of a contradiction to hear the university saying they will invest in London; is there a timing issue. KC replied, the key thing from the university is about students, the university is trying to get the education right in London and they still haven't agreed the physical move or dates. To note, the SU would not have anywhere to house any new staff.</p> <p>KC and Dan Fow, London Manager have a meeting with Jon Timmis from the University. They will ask what the strategy is moving forward for London. The planning submission has also been brought forward next year to the 25 January.</p> <p>The Board are asked to consider the final draft of the budget and approve it for adoption in the 2023/24 financial year.</p> <p>DECISION: All agreed, approved.</p> <p>SB and AbM introduced themselves due to joining the meeting late. AbM reported she is taking on the role as interim Dean for the Faculty of Health Sciences and Wellbeing. This will impact the SU as she will no longer be able to attend the SU Board meetings, she is stepping away; however, her commitment with the SU will remain. Student Journey Director, Interim, Oliver Pritchard will be taking her role with the SU on an interim basis and Christina Edgar will join as the Board observer from September onwards.</p> <p>VA thanked AbM, she has been amazing.</p>
6. Students' Union update a. Overview of each department sent in advance, questions from the Board to be sent prior to the start of the meeting	<p>JF had submitted questions prior to the meeting. ALP commented he would like to know more about the challenges, RG said she wants to see the positive picture and PO commented don't be afraid to say if there is an issue. For example, one driver is off on the sick, it's understanding the detail.</p>

<p>b. Overview of plans for Welcome Week, Officer induction, Union Council update</p>	<p>Welcome Week</p> <p>CW reported the Opportunities team have pulled a lot together for Welcome Week for City Campus and St. Peter's Campus, Sunderland. Freshers starts on 16 September with meet and greet/students moving in halls and socials. 17-22 September events arranged are Brunch and fun with the VC, Dunk a President, Freshers Fair, Pizza and Games, Big Gay Festival, Family Picnic, PJ Night, trip to the Metrocentre/IKEA. They have tried to include activities for all ages.</p> <p>Officer Inductions</p> <p>The SU have just appointed a new Student Voice Manager, Helder Costa. Helder has created the officer's induction and will be looking at how we can improve the induction and make it more relatable. The induction will be split over three phases so the new Officers are not overwhelmed. All Officers have also been allocated to a member of staff from the SU; Helder, CW and KC are there to support in addition.</p> <p>Union Council update</p> <p>CW reported the is under review at the moment. The SU want to make it more beneficial and that students understand what it is.</p> <p>VA asked what kind of support will the new Chair of Union Council in London receive, what will it look like. CW replied, at the moment we don't know, we are looking to start and shape that.</p> <p>AO commented there is a gap between students coming into the system, the student journey feels unfinished, there needs to be more collaboration. CW said she will take the feedback back. There will be a presence at the fair and employment fairs. CW does want to include lots of other support departments, as part of our volunteers, student voice reps, volunteers, all of those training sessions are going to include it in the training. What else is out there, SUPA exists, Wellbeing service, Course Rep – shift the narrative, change their focus, she wants them to understand their role, they are our voice. They can put the information through.</p> <p>OS asked, is there a plan in place for London campus or are London doing their own thing? Students' often come in asking where Edinburgh Building is looking for the event. Is there a way London students do not get the Sunderland events emailed through to them or see them on the website?</p> <p>CW replied our new website is undergoing changes. On the new website there is a split between London and Sunderland campus, Frank Sverha is already looking at it, we are working on the newsletter too. The main plan is on the landing page there will be a selection page, there you will choose which campus you want to look at.</p>
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<p>c. Presidents updates and questions</p>	<p>CM, President Education, gave a verbal overview of the documentation previously circulated:</p> <p>Wins so far include a new recorded lecture policy, low-cost food options on campus, received 138 responses from academic integrity survey, created academic integrity awareness video. Current wins in progress include working with the university to create a robust PAT system, Fit to Sit policy removal and Print credits.</p> <p>OA, President Wellbeing, gave a verbal overview of the documentation previously circulated:</p> <p>Achievements so far include accommodation, transportation bus 701 will have the capacity to carry 60 passengers instead of 40. Working hard on wellbeing champions and lower cost food on campus. Attended NUS Liberation conference, looking at the demographics of students that we have and Cost of living. Current wins include restructuring wellbeing champion and buddies in relation to Mental Health Charter and also period poverty and more.</p> <p>VA, President London, gave a verbal overview of the documentation previously circulated:</p> <p>Engagement and celebration on London campus has been an amazing time, reflecting on celebration and cultural. London campus has more diverse students. They have held Black History month, Africa day celebration, collaboration with international office, support with academics on campus and food was a selling point. It is so nice to see a food vending machine on campus, this is a main win. Student Voice Rep Conference was held two weeks ago, this has really grown in two years. VA can't wait to see what OS has in store.</p> <p>OS asked with accommodation, is there a plan in place for London students. Also is there a plan in place for credit control in London as the students have to email through to Sunderland. This effects the mental health in students, there is no representation in London, they want to be able to talk to someone in person.</p> <p>VA replied, accommodation is ongoing; this is something OS can work on and achieve. OS will be invited into the meeting with the Director of London, KC will be there to support you to. Also, to note, London campus has a new international and wellbeing member of staff.</p>
<p>d. CEO update and questions</p>	<p>Update from KC:</p> <p>KC reported that the CEO Management Committee conducted her mid-year review last week, she will circulate the paper once signed off.</p> <p>The first People and Governance Committee took place last week. It went really well, and we are looking forward to what we do as a committee moving forward.</p> <p>Officer inductions are starting on Monday. The officers will be supported by several staff in their new roles, there is also a new management team in place. The SU are also working alongside James</p>

<p>e. Spotlight – Data and Insight from James Coe</p>	<p>Coe on data for the next year. Rep conference in London took place, the growth is significant; it is an exciting journey ahead.</p> <p>JC from Counterculture presented a PowerPoint presentation on 'Who are your students and how do you get to know them'.</p> <p>JC commented he spent time this morning with CW and the team – What are the big questions we are trying to get out of data?</p> <ul style="list-style-type: none"> ○ Introduce some external data points ○ Exceptional demand for higher education in the UK ○ Where are the students coming from? ○ More students coming through from international diverse ○ CAH – Classification of programmes ○ Access and Participation Plan – What are we aiming to achieve? ○ Access and Participation Plan – Access, Continuation ○ WONKHE – NSS data 2022 ○ External data – Who lives here, housing and? ○ What are the university up to? ○ We don't know what the students would like <p>AbM reported, just an observation, the increase in student numbers at the university over recent years predominantly has happened in London. The Business and Management programmes have seen an exponential growth. The Faculty of Health Science have more health development programmes to a high volume of students. What's interesting about your observation is mature students, looking at the trajectory entering higher education is going down. We have been looking at how we offer 18 year old students from school to come to Sunderland University as they are not the majority of our students.</p> <p>OD asked where are the students coming from, what are they spending their money on. How do find out?</p> <p>JC stated, we haven't changed the questions in our surveys for a couple of years and this is how we collect data.</p> <p>CW commented we need to start and make the student body more aware of what the Students' Union is. There are pieces of work that will start to expand. AO replied by having more space at City Space we have started to engage with the students more. PO commented it is a really interesting presentation.</p> <p>RG suggested the new incoming team, looking for the quality of data, just to make sure you get out there. OS commented in terms of strength and engagement we could have more involvement in enrolment week and induction.</p> <p>KC replied you have all of the support to navigate the questions in the future.</p> <p>VA thanked JC for sharing the presentation.</p>
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<p>7. Business of the Meeting</p> <p>a. Finance Management accounts April 2023</p> <p>b. Year End Forecast</p> <p>c. Pension 3-year Payment Approval</p>	<p>PB reported on the management accounts for ten months of the 2022/23 financial year, ending on 31 May 2023. The Union has made a year to date operating surplus of £96,170 against a reforecast surplus of £35,522, representing a positive variance of £60,648. This is due to staff vacancies and underspend on delivery costs. We are working on some plans to use some of the surplus up before the end of the financial year next month.</p> <p>FRR committee have had conversations around the pension 3 year payment plan. There is an opportunity around every three years, where we can pay our next 3 years contribution to the deficit in one lump sum. The university gave us 80% of the next 3 years deficit contributions in the last financial year, this is set aside. The paper sets out the impact on making that payment, how it affects us on a cash basis, it saves us 5% of what is actually due. The report goes on to indicate the balance sheet and also indicates what the alternative option was. There are options to make a 6 and 9 year payment, we don't have the funds to do this, we have feed this up to the university.</p> <p>PB stated we need the Boards approval to tell the scheme we wish to make the 3 year payment.</p> <p>AbM gave an update on the budget surplus. The universities approach to budgets is that we now have an envelope where SU and faculties have an envelope of resources to utilise as we see fit; it is at the discretion of this board and the exec to decide how the spend is. AbM would urge that any surplus within this academic year, there needs to be a real clear articulation of why you have that surplus. KC ask for the Students' Union for the next year, was not matched by the university. The university exec will say, you had 50K in surplus beforehand so you don't need any extra money for the next academic year, you will be challenged with that. It's just to make you aware for planning budgets 24/25 that there is an explanation as to why the surplus is what it is.</p> <p>RG asked what is the recommendations from FRR? PB replied it is to make the 3 year payment. PO asked, what is the reason for the surplus? PB replied it is due to staff vacancies during the year, we had staffing gaps, we lost Cass and Nicki. KC said we've tried to plan ahead for next year. PB, in terms of the surplus, next year we will allocate money into designated funds.</p> <p>AbM commented she would encourage the Students' Union to be really agile, the biggest challenge for the SU is ongoing staffing costs. She would strongly support the use of in year recruitment for short term contracts, it's about getting the best practise for resources.</p> <p>ALP reported this came up at the last FRR meeting. There was a lot of movement in 2022 across the Students' Union, end of Covid.</p> <p>DECISION - All approved to make the 3 year payment.</p>
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d. Proposed election and members meeting timeline 2023/24 – Elections Democracy update.	<p>DECISION – All approved the proposed election and members meeting timeline 2023/24.</p> <p>KC to note, we have moved members meeting into December. Having an activity in December really helps benefit the elections candidate process.</p>
e. Returning Officers Reports – FTO Elections and PTO Elections	<p>DECISION – All approved the Returning Officers Reports.</p>
f. Appointment of roles and subcommittee roles 23/24 (External Trustees only)	<p>KC spoke.</p> <p>People and Governance committee – KT (chair). RG is still happy to be on the committee. KC asked the student trustees which committee they would feel best on, where their skills sets are. Both student trustees said they were happy to be on any. KC will pick up outside of the meeting and see what skills set fits best.</p> <p>Finance Risk Committee – JF (Chair). ALP is still happy to be on the committee. KC will pick up outside of the meeting and see what skills set fits best for the Student Trustees. This will be ratified this week.</p>
g. Trustee Register	<p>VA said this is a reminder for all trustees to let Louise Dixon or DT know if there are any updates for the Trustee Register.</p>
h. Draft Cycle of Business	<p>VA asked are there any comments on the Cycle of Business? JS replied, it is how it is presented. Does it go to multiple committees or just one, if they could have clarification. KC replied she can add this into the Cycle of Business.</p> <p>VA asked if there is anything else to share, please send to DT.</p>
i. Student Trustee recruitment update	<p>KT spoke. They have appointed a new Trustee who is present at the meeting, Badr Adnani; it is great to have you on board. Recruitment is still ongoing for the other two student trustees. There was another candidate, but due to circumstances they have had to rearrange a couple of times and have been unable to progress the application. There have been tweaks on the interview questions to make sure it is fit for purpose for the role and able to assess the quality of the candidates more easily.</p>
j. Annual Statement of Compliance	<p>VA asked if there were any questions on the annual Statement of Compliance. There were no questions.</p>
k. Risk Register	<p>VA asked if there were any comments. JF replied she had sent a few questions in advance. She will catch up with KC in the summer and they will look at shortening the risk register.</p>
l. External trustee buddy support with elected officers	<p>KC reported we have tried in the past to have officers and student trustees with buddies i.e., External Trustees to support the officers and student trustees. Is this something we could move forward for this year, are External Trustees happy to buddy up with one of the new</p>

	<p>officers and trustees to support knowledge of what the board is, answer any questions before board for example.</p> <p>ALP asked is there any chance it could be 1 to 3 i.e., student elected, student appointed and external? KC replied that would be great.</p> <p>Decision: All agreed to put together a list of three (student elected, student appointed and external) and to arrange regular check-ins prior to board.</p> <p>ALP said it would be good for something semi structured, there is a point of checking before Board/Committee meetings.</p> <p>KT replied they have briefly discussed it. Having it in smaller groups sounds a good idea. There is some minimum time commitment, some sort of skills matching, they will get more benefit out of it.</p> <p>KC reported she now has a skills audit which she will bring to the Board Development Day tomorrow.</p> <p>RG said they need to look at small groups where sub committees are quite small and make sure you are not having the two meetings of the subcommittee.</p> <p>ACTION: DT to send a friendly reminder to check in with everyone.</p> <p>ALP asked, back in December 23, there were talks of the Trustees being able to access Teams and access historic papers. Is there any update.</p> <p>ACTION: Louise Dixon, Operations and HR Manager to chase up the request for Trustees access to Teams.</p> <p>JF asked it would be good to understand what other mentoring schemes the officers have. KC replied they have a full mentor scheme outside of the SU, she can circulate the package.</p>
8. AOB	<p>People and Governance Terms of Reference</p> <p>KC reported the People and Governance committee ratified the Terms of Reference for the committee; we were hoping we can push this through so the committee can start and use it in September.</p> <p>DECISION: All approved.</p> <p>VA spoke. This is the last meeting for VA, CM and AO and AbM. It has been a pleasure chairing on this board.</p>
9. Date and time of next meetings	<p>Board meetings:</p> <ul style="list-style-type: none"> ○ Monday 2 October 2023 – 1.30pm ○ Monday 11 December 2023 – 1.30pm ○ Monday 11 March 2024 – 1.30pm ○ Monday 24 June 2024 – 1.30pm ○ Tuesday 25 June 2024 – Board Development Day – All day <p>The meeting finished at 3.55pm.</p>