

Board Minutes Meeting 02 March 2021

UNIVERSITY OF SUFFOLK STUDENTS' UNION BOARD OF TRUSTEES

MINUTES/NOTES 02 March 2021

<i>General Business</i>	1	Welcome	JM welcomed all Trustees, in addition to Bradley Allsop (Student Representation Co-ordinator) and Peter Knights (Finance Manager) who were at the meeting to speak to items 9 and 11, noting that they would not be present for the discussion under Item 12
<i>General Business</i>	2	Apologies for Absence (Stuart Tinsley)	ST informed the Board that STin would have access to the management accounts and annual accounts via TEAMS.
<i>General Business</i>	3	Conflicts of Interest	Noted that Bradley and Peter would leave for Item 12. There were also student voters at the meeting and as such any matters relating to elections would need to wait for AOB with any voters asked to leave at this point. AG, DG, MC, DB agreed to do so.
<i>For information</i>	4	Remarks from the Chair	JM welcomed all to the meeting, thanking Trustees for their support. She outlined that her term of office expired in September, and that discussions were ongoing about a new Chair of the Trustee Board.
<i>For approval Standing item</i>	5	Minutes of Previous Meeting	The notes from the Board Development Day were approved as a complete record. ST noted that a University staff member would clerk the May and July Trustee Board meetings
<i>Standing item</i>	6	Action Record and Matters Arising	Action Record: External Trustee suggestions to JM Vacant Trustee Role : ST updated that the role had been promoted and there were three interested candidates for the two available roles. ST had 'met' them via Teams and would ask the student Trustees/Chair to speak with them. After this they could be recommended to student council for approval and if approved attend the May Trustee Board meeting.
<i>For information and approval Standing item</i>	7	CEO and Exec Report	DG Updated on campaigns progress including 'just brew it' an online coffee event for students to talk about wellbeing related topics

			<p>The Good Night Out campaign progressing well with the SU/University funding it – for student focused bars as lockdown closes</p> <p>ReFreshers 2021 was online and well received, though engagement was low.</p> <p>MC Updated on the Active Bystander wellbeing project which he was co-leading.</p> <p>MC noted that the University’s comms relating to COVID had on occasion been confusing, he gave the returning from Xmas comms as an example.</p> <p>LC asked the Sabbs/CEO ‘ what are you going to keep from the Pandemic’</p> <p>ST noted staff flexible working and how this had enabled the Advice service to support more students.</p> <p>DG/MC Online events and council, increases accessibility for students from other campuses and mature students</p> <p>ST noted that sports could return in a limited way and this looked to be after Easter</p> <p>AC offered support with risk assessments/comms/guidelines for outdoor sports</p> <p>The Sabbs/CEO all noted that there would always be significant f2f activity rebuilt from September– e.g. Freshers, Sports etc.</p>
<i>For approval</i>	8	Accounts 2019_20	<p><u>PK presented the accounts for the University of Suffolk Students’ Union 19/20.</u></p> <ul style="list-style-type: none"> • The end of year out-turn was as stated within the Month 12 management accounts • Reserves were now unrestricted with the exception of the balance held by sports clubs and societies of 9.5k <p>Suffolk Union Services 19/20</p> <ul style="list-style-type: none"> • The SUSL loan agreed by Board in October 2019 was now at the full 15k • The margins were actually 27% rather than the planned 32% caused by the low margins available on hot drinks • That the University had, in response to the SU’s paper, provided a grant of 15k for SUSL in December 2020. Without this gift the shop would be insolvent, given the

			<p>overheads (ongoing contractual commitments) and their inability to open the shop since March 2020.</p> <p>Trustees approved the accounts with one amendment to the format (not content of the) text on the trustees report</p> <p>ST/PK: The accounts would be sent to Jen and Dan in hard copy for them to sign.</p>
<i>For approval</i>	9	Finance, Management Accounts	<p>PK noted that: The costs had been well controlled throughout the financial year</p> <p>The Board noted that there was a significant surplus against the SU's projected spend given the lower costs that the SU had seen during the pandemic and that this could be an opportunity to invest in the student experience. They suggested the following:</p> <ul style="list-style-type: none"> • Purchase of a 9 seater vehicle to support a return to sports (ST) • Improvement works to the area outside the SU social space, which would mean that the Social space could be extended/ events held outdoors. ST noted that this area was the University's responsibility but that it would be of benefit to the SU on their return. • Representation for other campuses. (LC, BA) The team noted that this would need to be initially on a project basis for the short term, given that ongoing costs would need to be supported by next year's budget from July. • AC asked the Sabbs/CEO to look at what are we already doing and could do better? • ST to work with DG and MC on the above and report back to the next Board, consulting with the Chair as appropriate in terms of the SU's financial regulations
<i>For discussion and approval</i>	10	SU Complaints Policy	<p>ST introduced the draft policy, noting that it was intended to guide students where they had a complaint about an SU service which could not be dealt with informally.</p> <p>LC outlined several areas for development, including:</p>

			<ul style="list-style-type: none"> • Defining the relationship with the University policy on student complaints more clearly • The risk of 'double jeopardy' – for example with the student code of conduct and the SU complaints policy • How any 'investigation' would be conducted and who might do this, what training would they have. • Procedure – for example investigation/hearing etc if this wasn't followed up, would it leave us open to employee legal action? • How do our responsibilities in terms of safeguarding and identifying concerning behaviours fit? • Why would 'informal complaints' not be reported to the Board? <p>Given the breadth of these comments, ST will take outside of the meeting, follow up these areas with LC and upload a revised version for Board prior to the May meeting</p>
<i>For approval</i>	11	Items from Student Council for Board discussion	<p>Byelaw documents</p> <ul style="list-style-type: none"> • BA introduced the reforms to Bye-Law three. These had been proposed and approved at Council and intended to offer clarity around: <ul style="list-style-type: none"> ○ The role of Part-time Officers ○ The role and frequency of Officer reports to council ○ Accountability of officers to council/course reps • Trustees asked questions about the frequency of the part time officer reports <ul style="list-style-type: none"> ○ DG responded that they would be termly ○ LC asked about formatting – BA/DG stated they could be video or text uploaded to the website ○ LC noted that it was important to uphold the 'student lead' nature of the by-laws, that a situation where a professional staff member 'told officers off' was not desirable, and that we needed to ensure a peer to peer approach ○ BA clarified that he believed the role of SRC was to support student officers to submit reports and that Student Council would be the decision maker – it is up to them. Key for the SRC to support in the writing OR support the Officer if they have not written a report.

			<ul style="list-style-type: none"> ○ LC noted issues with 3.18.2 – the language used, including the word ‘failure’. BA/ST to revisit this language and contact LC with alternative wording
<i>For discussion and approval</i>	12	SU Core staff salary paper	<ul style="list-style-type: none"> • Remuneration (BA, PK left the meeting). ST outlined to Trustees that JM and LC had received and approved a paper to align the SU paycales to the University’s grading system to offer fairness and to reward staff in accordance with the level of their role. ST noted that there was budget available to do this, the impact is of £2,500 total in this salary year and of £6,000 per annum and that the salaries were in line with the NUS’ guidance. Trustees were in agreement with this decision.
<i>General Business</i>	13	Date of Next Meetings SUBT 18 May 2021 4pm SUBT 13 July 2021 4pm	These meetings would be undertaken via zoom.
	14	AOB	<p>Student Trustees, the President and Vice-President left the meeting.</p> <p>ST updated External Trustees on planning for elections week.</p>