

University of Derby Students' Union
Trustee Board Summary Sheet

Agenda Reference:	TB/29/10/24/001
Title of Report:	Minutes of Board meeting – 06/08/2024
Written By:	Martin Beaumont – Head of Operations
Presented By:	Tony Atherton - Chair
Action Requested:	Approval

Trustee Board Meeting Tuesday 14th May 2024 – 5pm – Room W1 and Teams

Attendance	P/A
Trustee Board	
Tony Atherton (TA) Chair	P
Nicola Hartley (NH) External Trustee	P
Rosie Smith (RS) for the Head of Financial Accounting for the University External Trustee	P
Holly Lloyd (HG) (President)	P
Gabriela Gretkowska (GG) (VP Activities)	P
Pournami Padmanabhan (PP) (VP Education)	P
Jack McGuinness (JM) (VP Welfare)	P
Pieter Van Ellewee (PV-E) Student Trustee	P
Kiara Henry (KH) Student Trustee	P
Aliyu Baba (AB) Student Trustee	A
Union staff	
Emma Taylor-Large (ET-L) Co-CEO	P
Martin Beaumont (MB) Co-CEO	P

1. Welcome and Apologies - TA

TA Chair of Trustee Board welcomed all to this meeting. Duly noting we are a Company Limited by Guarantee and a Charity. There is an assumption that everyone has read the papers for today's meeting, giving the opportunity for questions to be asked with clarification given as required.

2. Apologies/absentees & conflict of interest.

Apologies and absences are noted there are no conflicts of interest raised.

3. To approve the minutes of the Board Meeting held on 14/05/2024

Minutes from the last meeting **agreed** as a true and accurate record.

Matters Arising

No formal matters arising as part of this meeting.

TO NOTE:

4.1 CEO Update – ET-L

ET-L summarised the CEO update paper to the board of trustees summarising the key topics of:

- Trustee Board Char/Members recruitment
- Recruitment of Kay Jones into Head of Finance position
- Head of Membership recruitment update

Board determine that board member recruitment should take place using internal means, following an action plan rather than spending money on recruitment fees. TA confirms that he is happy to step in as interim Chair, highlighting that the duration of his and NH terms means medium and long-term succession planning is required, with preference towards experienced chair. Board determines there is no requirement for an additional student trustee position at this time.

4.2 Block Grant Update – MB

MB informs Board that the UoS had completed the full block grant process, having its grant funding continued at the level of £1.46million. SLT summarised that the process had felt largely streamlined, with this being a testament to the UoS and UoD relationship currently and the UoS understanding of what is expected from us throughout this process. This current level of grant confirms the UoS current deficit position of £26k for the 24/25 financial year, however some variables could reduce this figure upon review of finance by KJ on starting period. This may result in a proposal for the appointment of a PT HR Admin period.

The Board discussed the block grant requirements for next year in the face of growing costs and staffing challenges and the requirement of the UoS to focus on additional income streams through commercial performance, grants and sponsorship, with this reducing the pressure of the block grant.

4.3 Officer Manifestos.

The UoS Officer Trustees (HL, GG, PP and JM) summarised their officer manifestos as summarised in their paper. Their main points as summarised:

HL:

- Visibility and sense of community
- Focusing on FE and Apprentices experience (socially and academically)
- Campaigns focussed on assisting Buxton and Leak students to get involved more in the community
- Revival of a more social, fun UoS through visibility and presence across events and activities.

GG:

- Develop a more inclusive sports and society environment
- Increase student engagement with the UoS from activities, including Lets be Friends campaign
- Enhanced marketing strategies for Societies and SLS

PP:

- Academic wellbeing and student voice
- Collaborating with Careers and Student Employment Services
- Enhancement of student and lecturer communications

JM:

- Student safety and supporting NTE action plan
- Sense of community and belonging, with a focus on International Student events
- Easing post-graduation anxiety for students.

TA believes that the work the officers are doing will be key to the UoS strategic performance, with a key UoD focus on supporting diverse student networks and ensuring safety of our students is paramount. The board believe the UoS and UoD have a key role in impacting the development of the city and the experience delivered to students, all of which may be impacted by plans to bring additional activity such as GB rail into the city.

KH questioned the visibility of a strategy for encouraging and supporting beginners who may not be able to utilise the new sports pitch due to a lack of studded shoes which are a requirement. GG confirms that the UoS are working with the SPA team to provide equipment for those teams who may not have access to the equipment required.

TA thanks the officers for their report and commitment to their manifestos.

4.4 June Accounts - MB

MB Provides a summary of the accounts information provided to board, highlighting that:

- The UoS is currently tracking ahead of expectations within its June accounts with this impacted by:
 - A £55k salary saving as a result of the lack of finance manager and CEO within Overheads
 - HRA overspend as a result of VS outcomes and CEO recruitment costs
 - 13K salary saving within Welfare as a result of staff turnover. MB highlights to board the great work that the Advice team are delivering despite staffing challenges and the tremendous support they are giving to students on a daily basis.
 - Underspend in SAV due to salary underspends and not utilising the SAV to the levels expected.
 - Underspend in voice due to under-recruitment within PAL leaders.
 - Sales misses commercially, with Basecamp and OFGS being the main sales misses. Basecamp suffering due extraction issues/refit which has significantly impacted

ability to deliver a strong food provision. OFGS is currently struggling for footfall and sales, however this will be resolved as part of the proposed plan for expansion into the cavendish building.

- Commercial challenges remain at Markeaton Street due to the oversaturation of the marketing within this space. MB remains hopeful that the UoS approach to catering and maximising its usage may positively impact financial performance at these locations. Commercial performance will remain challenging moving forward due to lack of pricing decisions made around key products such as meal deal, which will significantly impact GP.
- UoS student recruitment is going positively, with over 250 applicants for student roles at this point.
- Expected expenditure for financial support, purchases and recruitment will impact the figures.

RS and TA comment on their satisfaction with the detail of the summary and the financial picture of the UoS and how it has responded to a challenging year. RS does raise the importance of a more detailed paper report the support the verbal updates. There is an expectancy of stronger financial papers being provided to board outlining performance vs budget, reforecast etc.

TO DISCUSS:

5.1 Trustee Terms & Approvals - MB

MB informs board of the importance of revisiting the UoS Trustee Boards current makeup, length of terms and resignations/additions. The review highlights that there is a requirement for the Board to vote on the extension of terms for NH and TA as there current term has not been renewed in-line with our articles of association.

NH left the meeting, allowing for the board to vote on the extension of her term. Following a brief discussion all board members vote in favour of extending NA term on the board until 31/03/2026. NH returned to the meeting and was informed by MB that the board had voted in favour of her term being extended.

TA left the meeting, allowing for the board to vote on the extension of his term. MB informed board of the importance of TA role during his term with the level of support and guidance offered being extremely appreciated and valued to the UoS. Following a brief discussion all board members vote in favour of extended TA term on board until 31/03/2026. TA returned to the meeting and was informed by MB that the board had voted in favour of his term being extended.

5.2 Trustee/Chair Recruitment

Trustee/Chair recruitment was covered in detail during the CEO update, therefore this agenda item has already been covered in meeting.

5.3 Future Meeting Dates/Structures

TA highlights the importance of this agenda item given the impact it will have on the governance of the UoS and how board approach and support this. MB highlights that this paper has been put together following governance concerns within the organisation, especially given the lack of formal approval of the future of ARC and FHRC. MB requests that board make decisions on the following items:

- For board to vote on the continuation of ARC and FHRC as sub-committees
- For the board to determine who should be responsible for chairing these meetings should they continue.
- For the board to agree a suitable time for these to take place that aligns with members schedules, with attendance highlighted as the main reason for meetings being cancelled previously.

HL felt that the lack of these meetings in the last financial year did impact the officer team, with their knowledge and experience of those areas being limited and them having an opportunity to develop and grow taken away from them. JM felt it would be a good decision for the UoS to strengthen its process and ensuring it works in a way that is aligned with the processes/models the UoD follows. GG highlighted that she would appreciate further supporting in being prepared and understanding the expectancy of them going into these meetings to aid their development and ensure they are supported in their roles. RS believes it is vital that these meetings happen moving forward, especially given the governance changes that we expect to see in the future, including the departure and replacement of key trustees. PV-e agreed with the importance of the meetings and there structures, including offering his services to FHRC.

TA summarised that alongside board he had a strong belief in the reinstatement of these committees and the benefit of these on the organisation. He is keen to see processes put in place to ensure that information is not rehashed throughout meetings, instead with clear structures in place to support what goes where. There is also a preference for full board meetings to take place in person, whereas subcommittees are suited to online meetings.

Following the discuss board have determined that RS will become the chair of ARC and NH will become the chair of FHRC.

MB requested that remaining board members come forward with requests for which subcommittee they believe would suit their development and expertise.

5.5 AOB

Suss Pension Scheme – MB

MB informed board that UoD has received information related to the Suss Pension Liability and evidence to support that multiple Unions are looking to pay out of the scheme and remove their liability. UoS liability is currently sitting at an estimated £220k, with a percentage holding of 0.19% of the scheme. The departure of multiple high liability Unions does pose a risk to the Union and any future impacts on its total liability to the scheme.

Board were in full agreement that the UoS need to explore its exit from the scheme and instructed MB to liaise with the pension consultants with the support of RS.

Meeting ended at 19:00

Trustee Board Meeting Action Summary 14/05/24

No	ACTION	ACTION OWNER	DUE DATE	STATUS OF THIS ACTION
1.	MB and RS to liaise with IGG regarding SUSS pension scheme and the UoS options for exit	MB	29/10/24	Initial conversations had and revaluation completed. UoS SLT to revisit this post audit
2.	MB to email board members regarding subcommittees and preference of involvement, including addition of meetings into calendars	MB	31/09/24	Completed
3	ET-L to progress Trustee Recruitment and inform board of outcome	ET-L	29/10/24	Completed