

University of Derby Students' Union
Trustee Board Summary Sheet

Agenda Reference:	TB/07.2022/009
Title of Report:	Minutes of the last meeting – 04.07.2022
Written By:	Sally Cunningham – HR and Admin Manager
Presented By:	Chris Hughes, Chair
Action Requested:	Approval

Trustee Board Meeting
Tuesday 4 July 2022 - 5 p.m. Room S104 / Microsoft teams

In attendance:

Chris Hughes (CH) Chair

Trustee Board:

Joseph Webster (JW)	Student Trustee
Tony Atherton (TA)	External Trustee
Nina Cupric (NC)	Officer Trustee, VP Education
Owen Marques (OM)	Officer Trustee, VP Welfare - President elect 22/23
Alexandra Mazilu (AM)	Officer Trustee, VP Education elect 22/23
Callum Young (CY)	Officer Trustee, VP Welfare elect 22/23
Dominic White (DW)	Officer Trustee, VP Activities elect 22/23

Union of Students:

Colina Wright (CW)	Chief Executive Officer
Martin Beaumont (MB)	Head of Operations
Emma Taylor (ET)	Head of Membership Engagement
Steve Taylor (ST)	Finance Manager

Student Observers:

Andrew Wilson
 Josh Brunning

APOLOGIES:

Nicola Hartley	External Trustee
Heather Gunn	Marketing, Brand and Partnerships Manager
Sally Cunningham	HR and Admin Manager (Minutes)

Absent:

No one

1. Welcome and Apologies - CH

The Chair welcomed all to this meeting. Duly noting we are a Company Limited by Guarantee and a Charity.

Apologies/absentees are noted.

2. To approve the minutes of the Board Meeting held on 28.04.2022 - CH TB/07.2022/001

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

3. Matters arising from: 28.04.2022 - CH

Matters to note/update:

Reserves principles are still being discussed.

Quinquennial review was passed at the AGM and will be reported at Governing Council in September.

Responsible Futures accreditation – NC

Responsible Futures is a framework and accreditation mark for embedding sustainability in learning. This is awarded to successful institutions following a student-led audit, demonstrating commitment to embedding sustainability across all aspects of student learning. As part of the accreditation process, an audit took place on the 10 and 11 May undertaken by student auditors, and in collaboration with the Union.

NC announced that Derby University passed and is now an accredited Responsible Futures institution.

Student Trustee recruitment – CW

CW noted that we had not received as many applications for the Student Trustee roles as she had hoped for. Andrew Wilson (AW) and Josh Brunning (JB) were amongst the few students that had registered an interest and were subsequently invited to observe this Board meeting and to attend the Trustee training on Thursday 7 July. This will give them an insight into the role of Student Trustee and allow a working interview process with them both.

To approve

Secondary income – CH

CW noted that she had previously circulated a request from DW, the incoming VP Activities to undertake a second role based on personal circumstances. Outside of the Board, members supported this request and wished him well, noting the welfare of Trustees and employees is paramount to this Union. CW presented this for the purposes of accurate reflection of discussions outside of the meeting.

The Board duly *approve* secondary income.

4. Welcome to the new Officers – CH

CH gave a warm welcome for our 2022/2023 Officer Trustee Team, and to the observers, who potentially could be our new Student Trustees.

FOR DISCUSSION/APPROVAL

5. Presentation of the Officer 22/23 manifestos and

TB/07.2022/002

6. Incoming Officers' intentions – OM, AM, CY, DW

TB/07.2022/003

The incoming team presented their intentions for the coming year:

OM spoke about:

- **Student safety** – more effective communication of the support available that covers all aspects of student safety. He intended to work closely with Derby City Council to supply safety kits with certification of safety standards.
- **Belonging** – building a community where we can facilitate the vast cultural differences many students bring. Offer consistent support to the international students to aid their journey into a culture they are not familiar with.
- **Extracurricular and life skills** – explore a micro-credential system for the university to give room for students to grow outside of their day-to-day lectures and ensure they are aware of the support available for essential life skills such as bills, taxes managing income, and expenditure.

AM spoke about:

- **Open book exams** – during the pandemic students had the opportunity to experiment with open book exams. She wanted to investigate embedding this in all exams where appropriate
- **Employability** – She wanted to work with Careers and Employability to provide more industry placements for students.
- **Mental health** – She wanted to implement a scheme where all students were provided with a Mental Health Mentor
- **No idea left behind** – She was keen to consider the manifesto points of unsuccessful Education candidates to embed their manifesto points for the betterment of the student experience.

CY spoke about:

- **Mental health** – He wanted to implement Health and Wellbeing Officers within Society's committees, providing mental health training. Additionally, he wanted to reach out to those students who are struggling to adapt to university life, particularly those from overseas.
- **Student safety** – He wanted to ensure students felt safe when they were attending nights out and wanted to maintain and strengthen relationships with City centre venues holding student events.
- **Encourage diversity and inclusion** – He wanted to work with all sports and societies by providing information on inclusive language.

- **Make the University more sustainable** – he wanted to continue and develop the work the university was already doing to reduce our carbon footprint via the ‘road to zero carbon’ strategy.

DW spoke about:

- **Provide more practice facilities for teams and societies** – enabling Derby societies to grow whilst investing opportunities for development and expansion.
- **Provision for more sport and specific-society training** – he wanted to expand the sports strength and conditioning provision and to encourage societies to develop society-orientated training and promoting accessibility to wellbeing and mental health training.
- **Promote accessibility for all levels of student ability in sport** – he wanted to accomplish this through creating non-competitive and competitive leagues, increasing promotion, and expanding on inter-halls competitions.
- **More presence and visibility for societies** – increase society’s presence on social media and supporting societies to continue to recruit members through frequent activities and events.

Additional comments/clarification/recommendations:

None raised

The Board duly *received* Officer manifestos

7. May management accounts – ST
and
8. Reforecast – ST

TB/07.2022/004

Verbal

Summary: Operating results

Income Summary 10 Months to 31 May 2022

	Budget £000s	Actual £000s	Variance £000s	Forecast £000s
Grant + JRS	782	752	(30)	770
Core/Support	190	185	(5)	209
Venues	417	376	(41)	368
Retail	704	569	(135)	546
TOTAL	2,093	1,882	(211)	1,894

Net Surplus/(Deficit) 10 Months to 31 May 2022

	Budget £000s	Actual £000s	Variance £000s	Forecast £000s	Variance £000s

Core/Support	(154)	(49)	105	(63)	14
Venues	59	33	(26)	28	5
Retail	58	55	(3)	42	13
TOTAL	(37)	39	76	7	32

Key variances to Forecast

Activities – Overall £23k favourable, kit £8k, coaching £6k, facility hire £4k, Grants £11k, all favourable but timing only.

Societies – Overall £18k favourable, salaries £10k, US Fund £3k, both favourable.

Welfare – Overall £20k adverse, BLC funding now received (17 June).

Democracy – Favourable hourly wages used for PAL £8k, partly timing to be confirmed.

Academy – Salaries adverse on re-apportionment £21k **

Blends – Turnover driven margin ahead £8k, salaries ahead on re-apportionment £11k **

Friargate – Salaries ahead on re-apportionment £14k **

Campus Kitchen – Salaries adverse on re-apportionment £5k **

Keddies – Turnover driven margin ahead £10k ([Redacted]), Salaries saving £3k on leaver.

Balance Sheet

Cash - Bank position shows a positive movement by £122k during the period to £1.233m bank balance, drivers being mainly an increase in creditors (£90k), and net income.

Trade Debtors – Balance at £13k, UoD balance £1.7k.

Other Debtors – Prepayments – NUS affiliation fees £3.6k, University 60% contribution Sports Centre 2020/21 £2.8k, and 21/22 £22.5k, Endsleigh Insurance £8.4k. Innov8 computer software hosting £2.6k, Sage s/w support £3.1k.

Trade Creditors – Balance £96k, UoD balance £350.

Accruals – Accrued costs – holiday pay £14.2k, Project income (incl PAL) £43k, audit £9.6k, PO commitment £16.1k, Suspense (misc. receipts) £5.8k, RAG donations £13.2k, car park permits £2.8k, Wages accrual £9.8k.

Preferential creditors – PAYE/NIC/Pension/VAT £35k. Other creditors - VAT catering challenge provision £42.6k.

Reserves – Designated UDSU contribution (£150k) to university redevelopment of Academy/Basecamp area, Free reserves £762k.

**** Nil effect in total**

Additional comments/clarification/recommendations:

- Our contribution towards the refurbishment in Basecamp will be paid this month.
- We have still to prepare and plan on which areas of the reserve funds we will ring fence for future development fund/s.
- We have dedicated additional funds for staffing at Blends based at Friargate Square, where we could potentially look at *earlier opening times to encourage greater footfall.

****Action: noted on meeting action summary.***

The Board duly *receives* management accounts and reforecast.

9. Audit planning – ST

Verbal

BHP, our auditors, confirmed they will meet with CW, ST and CH to confirm the audit timetable, a two week audit period commencing week beginning 3 October.

ST mentioned that the Union had made a provision of approximately £50k in the accounts for the VAT concession. The time required to hold this had significantly reduced meaning that we may be in a position to release this, improving our position over the next year however we are unable to release this just yet. ST noted that NUS were compiling a list of other Unions and their appeals against HMRC on the decision.

Additional comments/clarification/recommendations:

None raised.

The Board duly *receive* the Audit planning timetable.

10. Block grant update – CW

TB/07.2022/005

[Redacted]

11. Strategic plan discussion – All

TB/07.2022/006

CW presented the strategic plan framework as provided by the former Head of Membership and the underpinning research. She noted that this was not a fait au complet but a starting point to engage the Board in terms of defining what they felt our plan should be.

In terms of moving forward on the strategic plan, the Chair recommended dedicating time over the summer to discussing this in more detail, to present at the Board meeting. This would allow the new Officer Trustee team to understand and participate in the priorities, vision, and mission. This would mean postponing the launch until January.

Additional comments/clarification:

- From a personal perspective CW is not in support of three-year plans, she reflected that over Covid, organisations were potentially unable to have longer term thinking and noted that the changing demographics and wants of students should be reflected within the plan; in many cases the students involved in the creation of the plan via the research would have left the organisation before the plan was implemented and evaluated. She argued that it would feel much more student-led if there is an overarching plan with the ability to reflect students' views annually.
- At Officers' residential training (in July) with the SLT team, the strategic plan will be worked on to understand what this means for us as a Union.
- The original plan was to launch the new strategic plan at the start of the academic year. As a consequence of delaying the plan, employee's objectives would also be delayed, continuing to operate on the basis of enhancing the student experience. It was noted that a January launch would affect Membership Managers as they were used to setting their team's objectives over the summer, the change will be to understand what they are planning for and what is their guide.
- There is no immediate risk to continue working on the current strategic plan until the launch in January.

The Board duly *agree* the recommendation.

12. UoS KPI dashboard 2021-22, Q4 – ET

TB/07.2022/007

ET noted that it was difficult to report on Quarter 4 objectives as this period hadn't finished and student insight was still being collated. She said that there were still areas that were ongoing, with nothing overly concerning, positive progress has been made on most KPI's. However, she also noted that there was some uncertainty on how the Union is measuring certain metrics and reflected that as a Membership Manager, she had not previously been included in obtaining these figures. For example, "80% of students will feel part of the community at the University of Derby" and, "80% of students feel satisfied with the Union". She felt that as a Union we needed to consider how we were going to effectively measure these objectives if they were to be included within the strategic plan.

Three new student spaces have been created; we are proud of the student meeting rooms as part of Basecamp. Britt Mill is almost ready for the Union to have student space. The FE Coordinator based at Buxton has created a safe and confidential space for the LGBTQ+ Society for them to own, we have seen an increase in students attending weekly sessions.

Additional comments/clarification/recommendations:

- From a Board perspective the KPIs and metrics were overly complex, they need to be realistic and measurable.

- Moving forward ET will work with Membership Managers and SLT to present accurate information to the Board.
- Overall, there are lots the Union could be proud of, however there were areas we needed to develop in terms of how we measured our successes and collated the data.
- The communications strategy and data sharing agreement with the University continues to be a priority, especially integral to enabling us to achieve several aspects within the new strategic plan.

The Board duly **receive** UoS KPI dashboard 2021-22, Q4.

FOR NOTING

13. CEO update – CW

TB/07.2022/008

Essentially there has been a four-year plan for the University to have a more robust data-sharing agreement with the Union. CW has attended several meetings, but not necessarily with the right people in attendance. HG our Marketing, Brand and Partnership Manager will pick this up having already held regular meetings with the University Data Protection Officer. At the present time, the Union has been asked to provide a list of what it is we think is legitimately crucial for us to have access to, for example, ethnicity, which will allow us to complete the data analysis. We are hopeful this will take us further forward as we feel the University agrees to have a data-sharing agreement in place.

Additional comments/clarification/recommendations:

None raised.

The Board duly **note** CEO update.

14. Trustee training – CW

Verbal

CW noted that the Trustee training would take place in person in room B227, Kedleston Road between 10 and 4 on the 7 July 2022.

The Board duly **note** Trustee training date.

15. AOB - Chair

On behalf of the Board CH wished NC every success for her future. She had been exceptional to work with and it has been impressive to see her embrace the role of VP Education for 20/21 and 21/22. Nina will be a huge loss to the Union.

Meeting ended at 6:50 pm.

Date of next meetings:

- Tuesday 18 October 2022, 5 pm – 7 pm, room TBC
- Tuesday 31 January 2023, 5 pm – 7 pm, room TBC
- Tuesday 25 April 2023, 5 pm – 7 pm, room TBC

Trustee Board Meeting Action Summary 04.07.2022

No	ACTION	ACTION OWNER	DUE DATE	STATUS OF THIS ACTION
1.	To provide data in terms of student footfall for Blends at Friar Gate Square with the view to earlier opening times.	MB		

✓ **COMPLETED** **OVERDUE** **OUTSTANDING** **ONGOING**

DRAFT