

University of Derby Students' Union

Trustee Board Summary Sheet

Agenda Reference:	TB/2020/
Title of Report:	Minutes of the last meeting – 27.07.2020
Written By:	Sally Cunningham – HR & Admin Manager
Presented By:	Chris Hughes, Chair
Action Requested:	Approval

Trustee Board Meeting

Monday 27th July 2020 – 5 p.m. Via Microsoft Teams

IN ATTENDANCE:

Chris Hughes (CH) Chair

Trustee Board:

Nicola Hartley (NH) External Trustee
 Tony Atherton (TA) External Trustee
 Joel Boulter (JB) Student Trustee
 Annaline Jones (AJ) Student Trustee (Observer)

Officer Trustees:

Corey Beck (CB) President
 Nina Cupric (NC) VP Education

Union of Students:

Vicky Hossack (VH) Chief Executive
 Martin Beaumont (MB) Head of Operations
 Suzy Stevenson (SS) Head of Membership
 Steve Taylor (ST) Finance Manager

APOLOGIES:

Emily Lane VP Welfare
 Josh Williams VP Activities
 Helen Roberts External Trustee
 Michael Spencer External Trustee
 Sally Cunningham HR & Admin Manager

Absent:

No one

1. Welcome and Apologies - CH

A warm welcome from the Chair to both NC and AJ to their first meeting. Duly noting we are a Company Limited by Guarantee and a Charity.
Apologies duly noted.

2. To approve the minutes of the Board Meeting held on 12.06.20

TB/2020/030

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

3. Matters arising from: 12.06.20

To review pay scales - due date is aligned to upcoming Finance and HR sub-committee where a discussion paper will be issued with work ongoing towards this over the summer – **Ongoing**.

Risk Register - to include potential of redundancies in the future, dependant on the Block Grant outcome - people risk expanded to cover potential redundancies arising from Covid-19 - **Complete**.

Furlough Plans - to revisit staffing levels to support the new Officer Trustee team for 2020/21, to consider full-time staff support - due to be reviewed at the end of July - **Ongoing**.

To potentially defer PAYE and NI - in terms of cash flow – ST noted there has been no conclusion given it is unlikely to be needed to assist with cash flow - **Matter closed**.

To review budget deficit figure – **Complete**

To note: owing to the relevance to the budget item, Chair moves Financial Update (June) to enable a full understanding of the Unions current financial position.

4. Financial Update (June 2020)

Tabled

Summary: Operating results:

Income summary 11 Months to 30 June 2020 - £'000s

	Budget	Actual	Variance	Reforecast
Core/Support	1,020	1,151	131	1,062
Venues	528	370	(158)	406
Retail	756	570	(186)	592
TOTAL	2,304	2,091	(213)	2,060

Net Surplus/(Deficit) 11 Months to 30 June 2020 - £'000s

	Budget	Actual	Variance	Reforecast
Core/Support	(165)	38	203	(39)
Venues	100	13	(87)	32
Retail	73	12	(61)	27
TOTAL	8	63	55	20

General

COVID-19 Job Retention Scheme (JRS)

The above scheme has provided Salary and Student Wages support from 23rd March to 30th June of **£148,557**, reported as one line within "Overheads" cost centre (due to claim process being in total).

Forecast (x cost centre) was as follows:

Comms & Marketing	£12,290
Overheads	£3,282
HR	£1,621
Athletics Union	£9,461
Societies	£9,515
Welfare	£11,510
Democracy	£12,493
Academy	£29,196
Blends	£5,508
Friargate	£1,322

Retail (All)	£21,777
TOTAL	£117,975

Net surplus reported for the 11-month period (£63k) has exceeded forecast by some £30k as a result.

Receipt of a £10,000 "Covid-19 Business Support Grant" from Derby City Council, in assistance of rates at 'Keddies shop outlet, has further enhanced results against forecast.

Additionally, the **[Redacted]** University 'Kit sponsorship income has now been confirmed and reported.

We are still not reporting any potential insurance claim income in respect of "business interruption coverage relating to Covid 19 lockdown", which is with our insurers.

Looking forward, our 'February forecast had hitherto assumed (in line with government directives at the time) that the initial JRS concluded 31st May. With the extension of the scheme, we shall be recovering circa £44k against salaried staff (student staff cost neutral) for July furlough. This will have a further positive impact on the forecast for the July period, and provide a stronger operational result for the year, against which to offset the necessary 2019 SUSS (NPV) pension deficit extraordinary revaluation charge of c.£80k.

The University has decided not to forego the last quarters' rent on 'Keddies outlet.

Balance Sheet

Cash - Bank position shows a positive movement by £164k over the period to £895k bank balance, drivers being positive trading £110k (before depreciation), supplemented predominantly by debtor decrease £83k

Trade Debtors – Balance at £22k (University £12k), has decreased from Year-end (£48k).

Other Debtors – Mainly prepayments (NUS affiliation £3k, University Nuffield 60% contribution £18k). Awards ceremony deposit £5k carried forward to 2021.

Trade Creditors – Balance £15k, (University £13k) balances substantially paid to clear creditors following 'lockdown.

Other Creditors – Mainly accrual costs (Nuffield sports centre hire £9k, general PO commitment £20k, RAG payable £8k, Audit fees £7k, Academic grant £8k). VAT April

repayment £16k deferred to 2021 as part of government financial support, January VAT repayment £13k to HMRC outstanding due to HMRC error on DD. NUS ROIG (retro) scheme.

Additional comments/clarification/recommendations:

- Financial results at net level are being supplemented by government furlough scheme.
- Attempting to manage the fluctuation of our income and expenditure levels throughout the reforecast period.
- **[Redacted]**.
- Pension adjustment following adjustment for historical liability issue should lead to a break-even position come year end.
- In terms of the latest position on our insurance claim; it is noted a possible timeline of 2-3 months due to it being a joint claim across all Union's nationally. Our Auditors may determine that it goes into this year's account, but this depends on timing of pay out. It may go into next years should it come through too late to be included in sign off of year-end accounts.
- All trustees noted the positive financial position of the Union approaching year end – given the challenges posed by Covid-19 and acknowledged work of senior team to ensure results.

The Board duly *note* Finance Update (June 2020).

FOR DECISION:

4. Budget 2020/21 – VH

TB/2020/031

VH provided a summary of last Board meeting for new members. In this meeting we submitted a draft budget of £125,000 loss. Board discussed and agreed a deficit higher than that would not be desirable and set it as a cap to work within. Since the meeting, a block grant update was given announcing that University budgets will not be set until October due to Office for Students requirement for submission to them being in later autumn. The University wish to take additional time to understand student numbers and how these will realise for September. In the meantime, University departments are challenged to reduce expenditure by 10%. University have confirmed Block grant will continue at the prevailing, existing rate matching what we currently receive on a monthly basis until the end of October.

Additional comments/clarification/recommendations:

- It is unlikely block grant will reduce in 2nd Quarter, but we are mindful that this could become a possibility if student recruitment is seriously affected.
- Outlining the positive impact, the furlough bonus payment and VAT reduction and the impact this will have on our commercial income.
- It is noted that Sports and Society membership structures have been reviewed to waive extra charges and allows clubs and groups to set fees directly, these changes to income and expenditure should balance out to give a working deficit of approx. £89,000.
- Budget is presented as a working budget and, cannot be finalised until block grant is signed off. The full reforecast is due to be completed in October prior to budget sign off.
- Commercial outlets and work is still ongoing to secure additional funds from the University to reopen smaller outlets with University covering staff costs of reopening.

- Current insight shows in terms of student data and numbers show applications are currently up by 1.5% and Derby are outperforming their competitors on these numbers. Although there are concerns around how competitive clearing is going to be, but the government-imposed capping of student numbers could support Derby.
- Applications for halls are currently down about 15% on what they would usually expect to see.

Action: VH to update Trustees on student intake post Clearing.

The Board duly **approve** Budget 2020/21

5. Annual Plan KPI'S 2020/21 – VH/SS

TB/2020/032

SS presents an overview of performance against agreed annual KPIs, showing results of latest surveys on agreed metrics, the paper will be shared with Trustees following the meeting.

KPIs for the coming year focus on expanding the Union's digital profile and increasing student engagement through virtual and digital platforms. In doing so we will review how we manage our social communities and clubs and societies to deliver online events in term one to set the expectation around how digital platforms should be utilised to maintain engagement with students moving forward.

Additional comments/clarification/recommendations:

- The focus of the work in the current year has been to create role-specific leadership training and mapping across to an accredited leadership module in partnership with the University.
- A survey goes to all engaged students, ensuring an appropriate mix of current and final year students.
- In terms of recent successes linked to What Uni survey results; the Union has moved from 90th-50th in 2019 and now more recently has moved from 50th-24th. The 'Top 10' changes frequently and this provides a good opportunity to rise again in future years.

The Board duly **approve** Annual KPI's 2020/21

FOR DISCUSSION

6. Peer Assisted Learning – SS

TB/2020/033

A brief summary is given, noting the paper is being discussed by the University this week and it seeks financial resources to implement the programme for September. Once finalised a further update on Peer Assisted Learning proposal will be presented.

FOR NOTING:

7. CEO Report – VH

VH noted that we have one vacancy for a student trustee that we are aiming to fill by the start of the new academic year.

A summary of performance against objectives were given as discussed at VH's recent appraisal - Chair duly commended VH, fully supporting VH and the SMT team to think and plan strategically.

MB gave a short summary of plans to open the Union offices from September and the plan to create a new Homeworking Policy.

Additional comments/clarification/recommendations:

None raised.

The Board duly *note* CEO Report.

9. Officer Plans 2020-2021

Verbal

Officers gave a brief overview on their manifesto aims for the year:

President - CB

- Will focus on security and student safety around campus and looking after students.
- Concentrate on mental health support for students and how this can be improved.
- Additionally, interested to work on how the Union can increase student engagement and awareness of the work that we do.

Vice President Education - NC

- Interested to look at the implementation of anonymous marking and how this can be improved. Will review the policy with the University SAGE team to update the regulations and improve awareness amongst staff and students.
- Explore sustainability and how the Union and University educate students by working with staff and the Responsible Futures group to plan events for October.
- Focus on employability in the current climate and what tools we can give students to succeed.
- Will look further at academic communities and how we manage our social groups.

Additional comments/clarification/recommendations:

- CB is discussing the steps we need to take to reach student groups with the majority being online. Looking at how we plan to execute this without over stretching ourselves or overpromising.
- AJ is interested in looking at new collaborative opportunities for the Union to link with the University, for example through widening participation projects.

FOR NOTING:

10. Student Trends Report – SS

Tabled

A copy of the most recent Trends report is shared with the Board, profiling all feedback received from students through the Covid-19 period and cases seen by the Advice team.

SS noted that she is working with her managers to create a streamlined Board report that summarises key information for future meetings.

Action: SS to email a copy of Student Trends Report to Trustees

11. Meeting Schedule 2020-2021

Paper provides details of upcoming meetings for the year and makes assumption that next round of meetings will be run through Microsoft Teams for the remainder of this calendar year.

The proposed October meeting falls during Derbyshire half term suggestion to move to Tuesday 3rd November 2020.

The Board duly **approve** Meeting Schedule 2020-2021

11. Any Other Business - CH

None raised.

No requests for a closed session. Meeting ended at 6:30 pm.

Date of next meeting – Tuesday 3rd November 2020 - time 5 p.m. - Microsoft Teams.

Trustee Board Meeting Action Summary 27.07.2020

No	ACTION	ACTION OWNER	DUE DATE	STATUS OF THIS ACTION
1.	To review and design how to develop the pay scales going forward	VH		Ongoing
2.	Furlough Plans - to revisit staffing levels to support the new Officer Trustee team for 2020/21, to consider full-time staff support	VH / OT's 2020/21		Ongoing
3.	To update on student intake post Clearing	VH		
4.	To email a copy of Student Trends Report to Trustees Board	SS		

✓ COMPLETED OVERDUE OUTSTANDING ONGOING