

# Minutes

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|-----------|---------------------------------|
| Subject:  | Trustee Board                   |
| Location: | Online                          |
| Date:     | 17 <sup>th</sup> September 2021 |
| Time:     | 4pm                             |
| Author:   | Joe Read/Ayane Hida             |

**Present:** Aaron Campbell (FTO), Ivo Garnham (FTO), Lizzie Payne (FTO), Tyler Bell (Student), Adrian Ashby (Student), Lucy Hawker (Student), Serene Shibli Sexton (PTO), Patrycja Poplawska (PTO), Abdul Shaikh (PG), Jeremy Clayton (External), Frances Fay (External),

**Chair:** Ayane Hida (FTO)

**In attendance:** Tim Cave (Head of Finance) (TCA), Toby Cunningham (TCU) (CEO), Caroline Wilson (HR Director)

**Apologies:** Hamish Williams (FTO), Martin Jopp (External), Dev Aditya (External)

## **TB1146      Statements from the Chair**

AH thanked everyone for attending. Welcomed new trustees and thanked DA as it is last board.

## **TB1147      Declarations of Interest**

None declared.

## **TB1148      Minutes of previous meeting**

Minor name spelling adjustments made. Accepted unanimously.

## **TB1149 Verbal Update on Action Points and Matters Arising**

AOBs declared by AC, TB and JC.

## **TB1150 Sub-Committee Minutes**

Taken as read.

## **TB1151 Chief Executive Update**

TCu took the paper as read and summarised the paper in a presentation in which he shared with board. Key areas included:

Staffing:

- TUPE agreement finalised
- Staff party held in the waterfront including staff that have moved via TUPE and for other reasons.
- High turn over of career staff. This is consistent across the sector. Totalling 20 in the calendar year and 15 from the year before. TCu detailed the reasons for why staff left including; relocation and return to education. This has led to time intensive projects recruiting new staff. This has meant that Assiant directors have not been able to look at the risk register.
- 1.5% pay rise was handed out. BBC are reporting inflation rising by 3.3%. This may lead to staff leaving for better pay in the private sector.

Southern SU's:

- Co-organised an event for officers and staff in conjunction with HertsSU and hosted by Reading SU.
- Bournemouth SU will organise a campaign hub on student finance, in light of government suggestions of increasing and changing student loans and repayment.
- Officers had chance to network.

GT reshuffle

- Reported a new minister and stated optimise. But believes this wont impact the free speech bill.
- Michelle Donoghue stays as universities minster

Horizon Scanning

- Reported excepted UCU industrial action on pensions and healthy and safety as staff return to work.

- Reported a plan b of the government to introduce to enforce local social distancing measures. This is very likely to impact universities where travelling and mixing is common.
- UEA sharp decline due to A level grade inflation and leaving to a number decrease. Estimates suggest uea finances might suffer by £25mn and there may be an impact on venues.

#### Risks

- The primary risks occur in the budget and will be covered in the finance update.

Other risks include UCU strikes, covid restrictions, staff leaving and student finance changes. All together could cause big problems for the union.

TCu asked if there were any questions. AH invited questions:

- TB asked if UEA finances suffer will this impact the block grant. TCu confirmed this year it will not impact the grant but could next year. TCu affirmed that the finances of the university are still not confirmed. Further stating
- LP asked if we could make a long term financial agreement with the university. TCu stated this is uncommon in the sector and the university would unlikely agree to terms for the future that was not in constant review.

#### **TB1152      Organisational Plan 20-21 Update**

TCu took the paper as read. And presented a summary presentation of the key points. TCu presented the charities mission, purpose and values. TCu then presented the 6 strategic themes to build a better union. TCu then presented the foundations of the SU: Our people, Social enterprise, Health and safety, risk and compliance, finance and the buildings. TCu expanded:

Engagement:

- Supporting officers and their workload
- Raising officer profiles
- Celebrating diversity
- Making all outlets covid secure
- Restart work against harassment and discrimination

#### **Review recording**

Support:

- Bystander support
- Wellbeing pulse survey work in conjunction with uea

- Alcholo and rug impact – NUS project
- Updating landlord accreditation scheme to importance standards

#### Building a better union

- Preparinig union for financial processing transfer to UEA
- Staff training and development
- Wellbeing and culture
- Reward and recognition
- Embedding risk and compliance policy
- Health and safety external review, general union and venues.

#### TCu and AH invited questions:

- TB asked 'Just wondering where we are with alterline? Are we still going to be using them?'. TCu reported the current position which was that the first workshop had taken place and questions for the survey had been agreed and stated that with alterine we should be careful not foul of the 'tyranny of the majority' where broad themes come out of the student body and the voice of minority are lost.

#### **TB1153 CEO KPIs**

With HW off ill, this item will be circulated by email. AH apologised to board and TCu.

#### **TB1154 Social Enterprise Report**

Due to the lack of trading. This will be covered in the finance section.

#### **TB1155 HR Report**

CW not present.

#### **TB1156 Appointments and Departures**

CW not present.

#### **TB1157-59 Finance Update, End of Year Accounts, and Budget to January 2022)**

TCa presented the finance paper to board. TCa took the papers as read but summarised the key aspects:

- The year through to July does not provide much information due to lack of any performance. However, the SU achieved better than it predicted in the original budget. This was due to less spending than anticipated. The main factor is the furlough scheme being extended.

- Forecasts suggest the union to break after depreciation.
- The budget forecast 700k in cash position, however we finished on £1.3m rising to £1.6m after uea injection.
- Resolved issues that had not been formally resolved: Grant and TUPE issues. Including stock value would be paid for and the level of the grant would apply from the beginning of the year. Rent was also not paid to UEA for the original lock down period.
- £1.7m of long-term debt including advanced tickets.
- TCa recommends a modification to the reserve position, stating we used to add back commercial liabilities usually around £750k. TCa suggests adding back advanced tickets back to the reserves rather than other liabilities, capped out a historically normal level (£400k).

TCa updated on risk:

- Reported that most risks have been resolved and turned green on the register.
- The only orange risk was the VAT position. This is due to an unresolved VAT exemption that Sus have used in catering. NUS is fighting this challenge from HMRC and it is confident that HMRC will not prevail. The SU has contributed £5k towards the challenge. HMRC are yet to have contact the SU.
- Forecasting is based on 18-19 level of commercial performance.
- If staff are lost we may reduce the amount events and thus the income.
- Supply of beer and other stock is running low across the sector, including blackcurrant which might affect the sale of snakebite.
- The risk of capacity reduction was presented based on covid passports and uea reduction.

TCa concluded the position was robust enough to survive 500k fluctuations. In normal times the union is in a cash generating position. Historical however a lot of the income comes in during October and November.

AH thanked TCa and asked for questions:

- JC asked if we are in a better financial position then predicted would the union have to restart repaying the loan to the university. TCa response it depends on the terms of the agreement with the university. Furthermore, this budget is a reflection of the funding model we currently have and would be impacted by changing financial agreements with the university and trading levels.
- LP asked when agreedments would be finilised with the university. TCa said it would have to be in oalce before the auditors arrive, which should be within the next month.
- LP asked if having strong reserves might reduce the block grant the university hand the union. In the context of the university being in a poor position. TCa stated that at the moment the funding model is not clear as to

whether it is robust enough thus it is unclear how the university would respond.

- TCU feels the university don't wish to apply financial pressure on the union. Because the university values what the union provides.

### **TB1162      Schedule of delegation review**

TCU presented the schedule of delegation. TCU summarised the purpose the reason for the document. TCU suggested the board might look at board's involvement with 'staff' with in the document. TCU concluded that a number of board items that are not often discussed should be delegated to the subcommittees. These can be reported back up via a report from the chair of management committee.

JC stated that board should have the opportunity to discuss the key issues TCU recommended be moved to a subcommittee. JC agrees if it goes to the subcommittee and then reported back to board.

**(AP)**: TCU will re-write schedule delegation with those recommendations and present at December board.

### **TB1166      Nomination and Appointment of Supervising Trustee**

FF was elected as a supervising trustee

Reject: Tyler

### **TB1169      Elect deputy chair**

Vote to review in December as no nominations were present.

Tyler: rejected

### **TB1170      Subcommittees nominations**

AHRC: TB, SSS

Finance: AA, MJ

ROC: AS

### **TB1171      AOB**