

University of Nottingham Students' Union
Minutes of 61st Meeting of the Trustee Board
Held Virtually on Thursday 14th May 2020, 10:00.

Members:

James Pheasey (JP), President, (*Chair*)
Dave Ellis (DE), Lay Trustee, (*Vice-Chair*)
Michele Colenso (MC), Lay Trustee
Jacob Collier (JC), Community Officer and Trustee
Millie Doherty (MD), Sports Officer and Trustee
Charlie Gill (CG), Student Trustee
Carole Harvey (CH), Lay Trustee
Ed Millinger (EM), Student Trustee
Rachel Munton (RM), Lay Trustee
Tsemaye Salami (TS), Student Trustee
Cassie Ulrich (CU), Education Officer and Trustee

In Attendance:

Abdi Ahmed (AA), Postgraduate Officer
Janette Alvarado-Cruz (JAC), Director of Student Influence
Susan Dosangh (SD), Governance and Admin Assistant, (*Secretary*)
Dave Goodacre (DG), Director of Finance and Support Services
Natalie Martin (NM), Director of Student Engagement
Daryl Ormerod (DO), Chief Executive
Georgina Pittman (GP), Activities Officer
Phil Smith (PS), Director of Social Enterprise

Apologies:

Samaira Saleem (SS), Student Trustee
Myles Smith-Thompson (MS-T), Equal Opportunities and Welfare Officer

No	Item	Action
61.01	<p><u>Introduction and Apologies</u></p> <p>JP welcomed everyone to the meeting, noted that the meeting was quorate, and introductions were made. Welcome extended to all Directors who were in attendance.</p>	

61.02	<p><u>Declaration of Interests</u></p> <p>JP thanked everyone for updating the Register of Interests.</p> <p>JP noted that Directors would be asked to leave for item 61.08 <i>Covid-19 Addressing the Financial Challenge</i>.</p> <p>There were no declarations of interest.</p>							
61.03	<p><u>Minutes of 60th Meeting and Matters Arising</u></p> <p>The Trustees confirmed that the minutes were a true and accurate record of the meeting subject to the amendment of the following to include reference to the need for:</p> <p>60.05 – DG to provide information regarding forecast run rate for the first six months across different scenarios to all Trustees.</p> <p>60.07 – Articles of Association – to read, ‘MC stated the Board must remain effective for its primary purpose so felt we should not use the logistics as a reason not to apply this approach. If we feel all Officers should be present on the Board, then we should implement this, even just to review the impact of the effectiveness of the Board’.</p> <table border="1" data-bbox="323 1406 1396 1641"> <thead> <tr> <th data-bbox="323 1406 683 1485">Action</th> <th data-bbox="683 1406 1038 1485">Action Owner</th> <th data-bbox="1038 1406 1396 1485">Due Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="323 1485 683 1641">Amend the minutes as directed by the Trustees</td> <td data-bbox="683 1485 1038 1641">Governance and Admin Assistant</td> <td data-bbox="1038 1485 1396 1641">End May 2020</td> </tr> </tbody> </table>	Action	Action Owner	Due Date	Amend the minutes as directed by the Trustees	Governance and Admin Assistant	End May 2020	
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61.04	<p><u>Senior Management Team – Updates</u></p> <p>DO introduced this item by setting the scene around the latest Government, University and Students’ Union position re: Covid-19.</p> <p><u>Student Engagement – NM</u></p> <p>NM walked the team through the Student Engagement area and shared updates.</p> <ul style="list-style-type: none"> - Volunteering opportunities are now full. 							

	<ul style="list-style-type: none"> - Update shared on activity with Student Groups RM asked how many students are: <ol style="list-style-type: none"> 1. Actually still on campus 2. Remaining in the local community as opposed to returning home - JAC reported it is estimated 500 students remain on campus and DO said the University have done a survey to understand how many remain in the local community, and they believe this to be 3,000 students. DO went onto say the University has done a very good and proactive job in considering students' welfare in these difficult and challenges circumstances, ie trying to keep in touch with them and also those amongst the students who are considered to be the most vulnerable. Action: JAC to provide 'Student living and query data' in readiness for next Trustees meeting - The University are distributing a call plan to ensure there is regular contact with those students to provide counselling services for example. JP said that he has had conversations with the Deputy Registrar and they are doing regular checks to ensure student welfare is maintained and a priority. - All students were moved to Cavendish Hall, or nearby to enable them to support each other. - MC asked if students are on satellite campuses such as Sutton Bonington. JP responded to the positive. (SB Halls do not belong to the University, and owned by the CLV Group who are still charging for third term rent). - JAC said the importance of human contact, ie to check on our vulnerable students is really important. MS-T said the Students' Union have been feeding this back as part of the Equality Impact Assessment he has carried out. - RM said the vulnerability of our students is difficult to calibrate and those that are vulnerable may not share this with anyone. She asked what are student colleagues are doing around understanding how students are feeling etc. - CG said from speaking to some students they are worried more from an education-focussed point of view, what is happening regarding next year, and also the lack of information. He has since spoken to our International Officer, Denis Lelin, and whilst there aren't any immediate concerns there, 	<p>JAC</p>
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	<p>it is more centered on the lack of knowledge and information from the University.</p> <ul style="list-style-type: none"> - TS said from an international student point of view, the anxiety is coming from doing the exams, and ensuring students remain motivated as they are now at home. Students are feeling 'scared' to return to University before it is safe. She also said it would be helpful to let students know, all things being equal, University set to resume on the 21st September. - EM said communications from the Vice Chancellor and from Schools was sometimes inconsistent so caused confusion amongst students, leading to concerns around graduating. EM took this opportunity to express thanks to CU on the great work she has carried out regarding the 'No Academic Disadvantage' policy. EM felt the importance of consistency amongst future communications is critical. <p>DG suggested it would be helpful in future meetings if we could spend time discussing and understanding feedback around what students are thinking, challenges they are facing, and what are we doing about it and what the University are doing about it.</p> <p>Agreed the above would be included as an agenda item at future meetings.</p> <p>Action: SD to add as agenda item at future meetings.</p> <ul style="list-style-type: none"> - SUMS website – CG asked if we are launching the website in the summer, are there any training/'how to' guides available for Committees? NM responded to the positive. The idea is that we should not require an intensive training programme for Committees to use. The Societies and Sports team will start to speak about the SUMS website. The website and training and communication activity would start around July to raise awareness. <p>GP said we need to be to be mindful that Committees' website training will be phased in as the website develops.</p>	<p>SD</p>
	<p><u>Social Enterprises – PS</u> PS walked the team through the Social Enterprise area and shared updates.</p> <ul style="list-style-type: none"> - We have had a significant hit across our businesses, and all front line staff have been furloughed. Major issues around how and when we can reopen. Working Group within the University set up which we are part of looking at space management to ensure areas are safe. Students' Union looking at our retail shops to see how we can operate safely adhering to 	

	<p>social distancing guidance.</p> <p>The suggestion is we don't reopen until the 1st September at the earliest and continue to make use of the furlough scheme.</p> <p>Looking at options on how we can re-purpose the stock, ie for students remaining on campus or donate to Foodprint a student-led volunteering initiative.</p> <ul style="list-style-type: none">- Continued work around the events programme. Major success in managing to significantly reduce the £100k liability.- University Careers Services is looking at an online service to benefit those who are graduating this year. <p><u>Student Influence – JAC</u></p> <p>JAC walked the team through the Student Influence area and shared updates.</p> <ul style="list-style-type: none">- Student Advice - queries coming through on financial matters, council tax, parking permits, ie shortened time on campus, tuition fees, and accommodation related matters for both this academic year and 2020/21. <p>Planning for queries coming in regarding the 'No academic disadvantage' policy now that our assessment period is here.</p> <ul style="list-style-type: none">- Wellbeing based work is being looked at across the Union. Collaborating with the University in this space. Nightline has been supported to reopen. Really valuable service to our students. CG expressed thanks for JAC for her work regarding Nightline.- Insights Team – continue to collaborate on SUMS and successful period of delivering the elections.- Rep Dev delivered EP4. Pleased that there has still been some student engagement in the elections as it has all been held online for the first time, noting the decreased turnout.- Incoming Officer Team - CG asked how are we going to make the incoming Officer team feel really supported? The incumbent team are working with the People and Development Manager regarding this. DG said we have a training programme in place for these individuals.	
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	<p>JC suggested this should be picked up with the Leadership Team. Agreed.</p> <p>Action: SD to add item to next Leadership Team Meeting (Tuesday 19th May) SD</p> <ul style="list-style-type: none"> - MD raised concerns over when decision making passes from incumbent officers to officer-elects. DG clarified that it is right up to the point that the incumbent's Term of Office ends. 	
61.05	<u>Finance Update – RESTRICTED ITEM</u>	
61.06	<p><u>Pensions Update – DG</u></p> <p>Previously mentioned a risk around our old pension scheme. Received confirmation on the impact which is in fact better than originally communicated.</p>	
61.07	<p><u>Annual Members Meeting Item</u></p> <p>JP asked DG to circulate this update in an email for noting.</p> <p><u>Post Meeting Note – 14th May 2020</u></p> <p>Email communication sent by DG regarding above, including format of meeting.</p>	
61.08	<u>Covid-19 Addressing the Financial Challenge – RESTRICTED ITEM</u>	

61.09	<p>Meeting Close – JP thanked all for attending and drew the meeting to a close at 12.05p.m.</p> <p>Date of Next Trustee Board Meetings 3rd June 2020 18th June 2020 9th July 2020 – Trustee Board Away Day</p>	
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