

## **University of Gloucestershire Students' Union Board Of Trustees**

### **Minutes of the meeting held 23 August 2022 (In Person and Online Meeting)**

#### **\* Attended online**

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| <b>Attendance:</b>                         | <b>Present:</b>   |
| Jeremy Davies (Chair and External Trustee) | Josh Clare (CEO)  |
| Beth Timmons (Officer Trustee)             | Emma Boobyer (Finance Manager) *                        |
| Paige Archer (Officer Trustee)             | Karen Hill (Governance and Administration Co-Ordinator) |
| Eleanor Hill (Officer Trustee)             |   |
| Laura Batty (External Trustee)*            | <b>Apologies:</b>                                       |
| Consoluta Price OBE (External Trustee)*    | Gary Foxley (Student Trustee)                           |
| Nikki Greenway (External Trustee)*         |   |
| Angela McNaught (External Trustee)*        |   |
| Charlie Bengeyfield (Student Trustee)*     |   |
| Jess Bleazard (Student Trustee)*           |   |
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#### Item

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| 1. | <b>Welcome and Apologies</b>  |
|    | <b>CONSENT AGENDA</b>   |
| 2. | <b>Minutes of the Last Meeting and Actions Outstanding</b><br>The minutes of the last meeting were approved.  |
| 3. | <p><b>Chief Executive Report</b></p> <p>JC asked Trustees to indicate whether they would like the SU to prepare a bid for the City Campus Cafe.</p> <p>The Trustees feedback was as follows:</p> <p><b>Pros</b></p> <ul style="list-style-type: none"> <li>• It is a way of raising the profile of the SU</li> <li>• It is another means of the SU connecting with students as well as the local community</li> <li>• The SU could employ students in the café</li> <li>• Merchandise could be sold at the café to generate income</li> </ul> <p><b>Cons</b></p> <ul style="list-style-type: none"> <li>• It would place additional pressure on the SU team which has a finite resource</li> <li>• There was a concern as to whether it would be financially viable</li> <li>• There are already a number of local cafes in the vicinity</li> <li>• If the venture failed it would reflect badly on the SU</li> </ul> <p>One Trustee asked for further information about how coffee shops are currently performing, local competition and how much SMT time would be available.</p> |

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|    | <p>Another Trustee asked for the SU to seek financial assistance from the university and for the university to treat the business as a start-up.</p> <p>Another Trustee suggested looking into the training needed to be a barista and considering the cost implications if there is a turnover of staff.</p> <p>The Chair suggested that the SU could partner with an organisation who could use the SU branding.</p> <p>One Trustee said deciding on the Unique Selling Points of the café is critical. It would not be a study space but an escape from it. Consideration could be given as to whether the café could be booked for socials.</p> <p>JC said that the SU is already involved in discussions about the design of the space, irrespective of whether the SU runs it.</p> <p><b>Action:</b> JC to produce a simple mission statement and executive summary regarding the City Campus Café bid for circulation before the next board meeting.</p>  |
| 4. | <p><b>Officers' Reports</b></p> <ul style="list-style-type: none"> <li>- <b>PAs Report:</b><br/>PA updated the board that 'Pay-in-2 with the SU' which involves spreading the cost of SU Sports memberships by paying in instalments or termly memberships will now go ahead.</li> <li>- <b>EH's Report:</b><br/>EH met with the Chaplaincy team yesterday about international students and is to have a meeting with the PVC about their work placements. Some international students cannot secure work placements as security clearance is needed. She believes that the university needs to be more responsive about this.</li> <li>- <b>BT's Verbal Report:</b><br/><b>Action:</b> BT to send her report to KH for posting.</li> </ul>  |
| 5. | <p><b>MATTERS FOR DISCUSSION AND/OR APPROVAL</b></p>   |
| 6. | <p><b>SUSS Pension Scheme Briefing</b></p> <p>Ben Ward and Grant Suckling, two SUSS Pension Trustees, gave an overview of the scheme as follows:</p> <p><b>Brief Oversight of the Scheme's Performance</b><br/>The scheme has five Trustees in total and was set up in 1981. It is an occupational defined benefit scheme which means that the scheme guarantees a specific pensionable income on retirement rather than requiring members to purchase an annuity. The scheme was founded on the principle of collective action and shared responsibility. There are eight retired SU staff in the scheme and three who have yet to retire. The scheme has 2,350 members from 66 unions. Once members reach retirement age they can take a cash lump sum (trivial commutations). Manchester University are in the process of leaving the scheme.</p> <p><b>Ongoing Actions</b><br/>Many universities are facing pension challenges, for example, the Universities Superannuation Scheme. Most unions have taken the decision to incorporate with a</p> |

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|    | <p>section 45 debt. The SU was told that it would need to take legal advice about doing this. This would crystallise the debt owed.</p> <p><b>Asset Allocations at 30 June 2022</b><br/>The larger asset allocations are as follows: The Partners Fund is 23%, the equity portfolio is 20% and the LDI portfolio is 22%. At the moment the scheme has invested in risk seeking assets in order to try and clear the deficit. Quarterly updates are received on the investment portfolio. Assets have dropped in the last year but so have the liabilities.</p> <p><b>Liabilities</b><br/>The scheme is currently only 50% funded. This is why there is a long-term recovery plan. This financial year has been difficult.</p> <p><b>PPF Levy and Fund</b><br/>A compulsory levy is paid annually by the SU into the Pension Protection Fund. The amount is based on the number of members in the scheme. In 2021/22 £1,845 was paid by the SU. In 2022-2023 £107,844 was paid into the scheme.</p> <p>66 unions are currently paying into the pension scheme. If one union went bust a PPF request would be made for this union to move across to the PPF. This is known as the sharer fund. The rest of the scheme would remain open. This information is ready in the event of this happening.</p> <p>Four different types of Union are being monitored by the scheme:</p> <ol style="list-style-type: none"> <li>1) Unions reliant on trading</li> <li>2) Unions reliant on the block grant</li> <li>3) Unions concerned with student recruitment</li> <li>4) Unions with the highest deficit who may not be in any of the above groups</li> </ol> <p><b>UoGSU Scheme</b><br/>The assets are at an appropriate level of risk and return but it is a long-term plan. It would cost circa £80 million as well as the 50% funding to write a cheque to an insurance company. The scheme closed to new members in 2010-2011. If this had not been done the situation would be much worse.</p> <p>There is a deficit of £100 million to close by 2035. This is quite a long time but has been agreed by the regulator. This date has been agreed based on affordability for all the scheme's members. Some unions can afford less than others.</p> <p>JD said that the valuation depends on the market at the time. Pension scheme funding is an industry-wide problem. JD does not want a disproportionate amount of SU time spent on the issue as the SU has little or no control over it. The SU should keep abreast of the situation and take the appropriate advice.</p> <p>Grant recommended continuing to talk to the university about the SUSS pension scheme and to share the slides.</p> |
| 7. | <p><b>Related Party Updates</b></p> <ul style="list-style-type: none"> <li>- <b>Any updates to declare by BOT</b></li> </ul> <p>LB said she has been appointed a Trustee of the Barnwood Trust. They have £100,000,000 of funding to help people with mental health problems and disabilities. LB will not start until June as she is undertaking an extended induction.</p>   |

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| 8.  | <p><b>Finance Report</b></p> <p>EB is finalising the year end accounts now and they will be circulated next week. There is currently a 35K surplus. Marketing and Commercial Services are close to their forecast, the support budget is 7K positive but sports has a 7K negative budget so this balances out. There is 20 K of trade debtors. The Head of Sports at the University has given the SU 20K for next year's budget. This is shown in the restricted funds for sports teams. There is 364K of cash for year end. 326K is shown in the reserves policy. The pension scheme discount factor may need to be reviewed as part of audit and risk. The auditors are due in mid-November. EB is speaking to the auditors about the related-party form. A new one will need to be created or the old one used instead.</p> <p><b>Action:</b> EB to include a few clear statistics at the start of the end of year accounts report.</p> <p><b>Action:</b> EB to circulate a draft end of year accounts report to Trustees.</p> <p>JD asked for any audit issues to be raised early so that AM or himself can raise it with the auditors.</p> |
| 9.  | <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>- <b>Update from Audit and Risk Committee</b><br/>No update as no meeting has been held.</li> <li>- <b>Update from People Committee</b><br/>No update as no meeting has been held. CP suggested that it may be sensible to have a meeting after board depending on the team work plan.</li> </ul>   |
| 10. | <p><b>Calendar of Events for Boards</b></p> <p>There is a list of optional events.</p>  |
| 11. | <p><b>'Social' Meetings for Board</b></p> <p>The June meeting was worthwhile and so further socials will be scheduled. There will be an opportunity to meet staff in November.</p>  |
| 12. | <p><b>Risk Register</b></p> <p><b>Risk 1 – Pension Fund Deficit</b></p> <ul style="list-style-type: none"> <li>- <b>Comprehensive annual budgeting process – EB</b><br/>Every year the SUSS pension scheme deficit is factored into the budgeting process.</li> <li>- <b>Annual report on SUSS Pension to University and SU board - EB</b><br/>This tends to be collated after the AGM.</li> </ul> <p><b>Risk 4 – Income Reductions</b></p> <ul style="list-style-type: none"> <li>- <b>Review our reserves policy and ensure appropriate levels kept here - EB</b><br/>This is reviewed around year end. The SU has cash reserves and is paid the block grant at the start of the year.</li> </ul> <p><b>Action:</b> EB to send AM a summary comparing the current and last year's SU budget.</p>  |

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|     | <b>Risk 10 – Poor/unprofessional staff behaviour including gross misconduct, not following agreed procedure, negligence</b><br>- <b>Annual CEO appraisal and target setting exercise - JC</b><br>The board agreed they are happy with how this is being dealt with.  |
| 13. | <b>Staff Structure – In Camera Session</b>   |
| 14. | <b>Any Other Business – to be notified to the Chair in advance</b><br><br>- <b>Attendance at Meetings</b><br>Trustees were asked to respond in a timely manner whether they will be attending meetings in person or online to allow for catering to be arranged.<br><br>- <b>Use of University and Personal email.</b><br>For urgent matters KH is to send an email to Trustee's personal email accounts asking Trustees to check their university email account. No SU documents can be sent to personal email accounts for security reasons. |
| 15. | The meeting closed at 20.15  |
| 16. | <b>BOT Future Meeting Dates and Times:</b><br>1 November 2022,<br>17.00-18.00 – Staff Meeting<br>18.00-20.30 – Board Meeting<br><br>31 January 2023, 18.00-20.30<br>04 April 2023, 18.00-20.30<br>20 June 2023, 18.00-20.30  |