**Minutes**

**Quorum**

At 4.05pm (as this was a rescheduled meeting from the previous week), quorum was noted as those in attendance, numbering 9 (including the Chair of Student Council and the Vice President).

Meeting is quorate

1. **Welcome & Apologies** 
   1. All members present were welcomed to the meeting. Apologies were received from SU President (due to attendance at a UoC Board of Governors meeting).
   2. Chair of Student Council (LK) outlined that due to COVID-19 the meeting was being conducted via MS Teams. RA (SU Staff and technical support for the meeting) outlined that where voting was required it would be conducted through a website poll whereby the question would be asked and attendees given an opportunity to vote.
2. **Previous Students’ Meeting**
   1. Approval of minutes of EGM 28th March 2019

Minutes approved

* 1. Matters arising

None raised

1. **Reports** 
   1. Trustees Report – given by the Vice President on behalf of the sabbatical team and Board.

Sabb Report November 2020

*Introduction*

Moyin and I have been working together during this strange and unusual period for the last five months. Moyin being a second-year officer has assisted on my visions and plans for the year. However, it has previously explained that this has been a different and unusual period due to COVID-19.

This report will aim to inform you of what we have been up to and what the future might hold.

*Handover Period*

· The handover period was complicated because of COVID but Joe (previous VP) and myself were able to navigate this period. I would like to thank Joe for all his hard work.

· Moyin and I have developed a good working relationship.

*Open Day*

· The open day; via a different format, it was done online, and we were required to answer prospective students via messages on a website. We have carried out more open days. We have done a total of 4 so far this year.

*Welcome Rep program*

· Due to COVID-19, the Welcome Rep Program needed to be updated so we could follow the government guidelines. We hired 30 Welcome Rep. This is because as a team, we felt that we could rely on a smaller number and primarily because the government guidelines have restricted the typical role of a Welcome Rep.

*Arrivals Week/Welcome Week*

· Moving in over 5 days allowed for the University of Chichester to follow the at the time 1 meter plus restrictions.

· 150 events most repeated to replicate as much a fresher experience as possible.

· Freshers fair feedback from the event was positive. I would like to say great thanks to Rich and the rest of the team for their great work in enabling this to go forth.

Meetings

We have regular meetings with University staff and we try and connect with as many of the students as possible even though Covid has impacted this. We speak in meetings on the students’ behalf and make sure your voice is heard.

Student Representation Program (Jamel McFarlane-SUVP)

· In the last couple of years, the student rep program has been as successful as it could have been. Last year Joe worked hard on rebuilding the program, and I hope to continue the work that he had done.

· Alongside some of your officers, we rewrote the student rep handbook. This is because we thought it could have been improved to attract more students. Once the handbook was done, Rich redesigned the colour scheme.

*Campaign planning and progress*

· As most of you were aware from the 1st of October, we celebrated Black History Month and had lots of different ideas and campaigning, some of which are still in the works.

· Just a quick one around employability. I am working with Vito (Head of Support and Customer Experience) and Simeon (Deputy Vice-Chancellor) to look and find better ways to get more employability skills into courses throughout the University. This will be the start of something that I think shall continue once I have left this role.

· We have plans to do a mental health campaign especially because of the new lockdown

There were no questions raised.

* 1. Finance Report – given by the General Manager on behalf of the Board:

Finance Report for year ending 31st July 2020 & looking ahead to 2021

Our accounts for the financial year ending 31st July 2019 were prepared on a consolidated basis (combining both the ‘old’ unincorporated Union and the new/current incorporated Union). The old Union will be closed as soon as all necessary de-registrations are completed and we are satisfied all records are at an appropriate stage.

The audit field work for the year ending 31st July 2020 was undertaken in August 2020, and there were no significant findings in the audit. The Trustees met with the auditors on 4th September for the clearance meeting to discuss the Audit Findings Report and approve the draft accounts, which showed a loss in the year of £65,433 (£17,076 surplus in 2018/19). Overall, given the challenges in the year with COVID, this was a financial result the Trustees were satisfied with.

The final clearance of the draft accounts is delayed due to additional audit requirements now being implemented across the sector (requiring an ‘Extended Going Concern Statement’ and a cashflow forecast for at least 12 months post balance sheet date). The dynamic nature of the current situation due to the pandemic has caused some delays in preparing these extra documents (as they now require revision of our current year budget and forecast) and therefore the final clearance of the accounts. In the meantime, we have also been notified that our outstanding insurance claim (under our Business Interruption policy) will be settled at £15.5K; as this relates to the year ending 31st July 2020, our draft accounts are being amended to reflect this, therefore reducing our loss for the year from £65K to £50K.

During the year 2019/20, we received a Block Grant of £300K from the University. Our revenue generating activities were, like many other businesses, curtailed due to the COVID-19 pandemic. We were able to claim a discretionary grant from Chichester District Council of £5K, and access the Coronavirus Job Retention Scheme (CJRS) to recover £56.7K towards permanent staff salaries and student staff wages. Our long-term pension deficit liability increased by £65K in the year, due predominantly to the change in gilt rates applied to the valuation.

Overall, the Unions financial position has deteriorated further (to be expected given the pandemic), and our net liability position is increased from £73K to £123K.

As we started the current academic and financial year, our budget assumed that we would begin to see a recovery from COVID ahead of Christmas, and that semester 2 would see a near normal (pre COVID) trading pattern. This is now unlikely and Trustees have reviewed our current year budget, are actively monitoring our financial position and recognise that some interventions may be required. We are actively reviewing our finances and operations, including working with the University and exploring other funding sources.

A full copy of our accounts will be available on the Charity Commission and Companies House website once filed, which is expected to be by the end of the calendar year.

There were no questions raised.

1. **Appointments**
   1. Appointment of Auditors & Tax Advisors – Crowe UK LLP

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| **Vote:** | **For** | **7** | **Against** | **0** | **Abstentions** | **2** |

* 1. Appointment of Legal Advisors – Wrigleys LLP

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| **Vote:** | **For** | **7** | **Against** | **0** | **Abstentions** | **2** |

* 1. Temporary Extension to External Trsutee Term of Office (whilst new trustee recruited)

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| **Vote:** | **For** | **7** | **Against** | **0** | **Abstentions** | **2** |

1. **Affiliations**
2. Union affiliations
   1. The SU proposes to remain affiliated to the National Union of students (NUS)

At the request of the VP & Chair, SU General Manager outlined the cost (in the region of £9K for the current year) and current rationale for remaining affiliated to the NUS. In particular reference was made to the SU’s ability to access the purchasing consortium, governance guidance, officer development and elections/democratic support; all of which was considered important at the current time. It was also strongly recommended that if the SU was to consider disaffiliation, a full impact analysis should be carried out to include but not limited to potential impact on staffing and pension deficit liability (as the NUS was the principle employer). No-one spoke for disaffiation.

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| **Vote:** | **For** | **7** | **Against** | **0** | **Abstentions** | **2** |

* 1. The SU proposes to remain affiliated to the British Universities and Colleges Sports

At the request of the VP & Chair, SU General Manager outlined that this was a vote for affiliation in future year as due to timing of the ASM the Union had already affiliated for the 2020/21 year (based on the last ASM vote). In the context of the current year, it was highlighted that whilst the Union has affiliated for 20/21, it would not be entering into the (postponed and restricted due to COVID-19) competitive sport program through BUCS but would instead be aiming to compete with other local Universities. It was noted that the affiliation in the current year was however still required to avoid loss of league positions, however we would not be paying team affiliation fees.

Attendees were therefore to consider the re-affiliation in the context of future years. No-one spoke against re-affiliation.

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| **Vote:** | **For** | **7** | **Against** | **0** | **Abstentions** | **2** |

1. **Motions** 
   1. For the temporary extension to External Trustees Term of Office (whist new trustee appointed).

SU GM outlined to the meeting the structure of the Trustee Board (and Board of Directors) and that the maximum term office for External Trustees was increased from 8 to 9 years in 2019. SU GM highlighted that one of our External Trustees had been on the Board for in excess of 9 years; we had tried to recruit but this had proved difficult due to the current pandemic. The Trustee had indicated a willingness to continue to serve on the Board, pending a replacement being recruited – something the Trustee Board were appreciative of. The GM advised that this had been discussed in principle with the current auditors and the UoC legal department to confirm they had no issues with this and all had agreed this would be a much better position than weakening the Board. It is therefore proposed that this extension be approved at the ASM. No-one spoke against this.

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| **Vote:** | **For** | **7** | **Against** | **0** | **Abstentions** | **2** |

1. **Any Other Business**

SU GM thanked Chair of Student Council for leading the meeting and attendees for their participation.

SU Vice President informed all attendees that both SU venues whilst closed for trading (until at least 2nd December) due to the National Lockdown, were open as additional study space from 10am to 3pm each weekday. Further discussion followed with questions around what would be permitted and why Otters Restaurants were unable to allow non-catered students to use their spaces.

CH raised question to Vice President about an email that had been sent to him; this was not a matter for student council and would be continued offline.

1. **Date, time and location of Next Meeting –** to be scheduled

**Meeting closed at 4.50PM**