DSU Board of Trustees Minutes

**Meeting Three of the academic year 2024-25**

**Monday 23rd June 2025 / Adam Redfern Board Room/TEAMS**

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|  | Initials | Role | Mtg 1  15.08.24 | Mtg 2  25.11.24 | Mtg 3  07.04.25 | Mtg 4  23.06.25 | Mtg 6  07.08.25 |
| Geoff Kershaw | GK | Chair and External Trustee | ü | ü | ü | ü |  |
| Phil Gilks | PG | External Trustee | A | ü | ü | ü |  |
| Beverley Shears | BS | External Trustee | ü | A | ü | ü |  |
| Rita Bullivant | RB | External Trustee | ü | ü | ü | ü |  |
| Destiny Mazaiwana | DM | Student Trustee | A | ü | ü | A |  |
| Adetutu Fafore | AF | Student Trustee | A | ü | ü | ü |  |
| Pravjoth Gill | PrG | Student Trustee |  | A | ü | ü |  |
| Adejumoke (Fluffy) Adewola | AA | Officer Trustee | ü | ü | ü | ü |  |
| Gurupriya (Priya) Karasala | PK | Officer Trustee | ü | ü | A | ü |  |
| Ramish Ayub | RA | Officer Trustee | ü | ü | ü | ü |  |
| Judith Olurankinse | JO | Officer Trustee | ü | ü | ü | ü |  |
| Sarah Bradley | SB | DSU CEO | ü | ü | ü | ü |  |
| Paula Heneghan | PH | Clerk to Trustee Board and DSU  Head of Finance, People & Central Services | A | ü | ü | ü |  |
| Andy Reynolds | AR | DSU Head of Income Generation & Marketing | A | ü | ü | ü |  |
| Sharon Stacey-King | SSK | Minutes |  |  |  | ü |  |

Key: “ü”= Present, “A” = Apologies given, “N/M” = Non-member, “P” = Partial attendance, ‘X’ = Non-attendance

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| **Formal** |

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| Item | Discussion | Actions |
| **1. Introduction/Apologies for Absence/Conflict of Interest** | Destiny sent apologies. No conflicts of Interest. | None |
| **2.**  **Minutes of the previous meeting (5 minutes)** | Approved | None |
| **3. Action Log and Matters Arising (5 minutes)** | None | None |
| **4. CEO Update (10 minutes)** | SB – Sarah Bradley gave an overview of the report tabled and highlighted a few key points  **Block Grant approved.**  Budget 25/26 is on the agenda  Strong Staff Survey results – on the agenda  Roll out of Pay and Reward framework, new pay spines and new policy which allows award of performance related increments  Trustee induction and code of conduct updated  DSU Pantry will be launched in the new term  Big wins and learnings – Ammplify, DSU Celebrates, Student Voice Leaders Induction and Annual Members Survey.  Implemented Asana, Central Training Plan, CEO drop in, OMG format and Annual Planning Week. | None |
| **5. Exec Officer Update (10 minutes)** | Paper Tabled  The Executive Officers gave an overview of their year in office and their Term 3 focus  GK – Varsity, BUCS Nationals, Society Engagement and DMU Committees. A term of planning, feedback collaboration and reflection. Societies winning awards and strengthening their communities.  JO – Voice to Action, DMU Partnerships, Community Building, and International Student Games Night.  AA – Focus on wellbeing support, visibility, inclusive and student led. Student voice shaped every action. Projects - Self-care bootcamp, safe to say halal food option and mental health support.    RA – Course rep drop ins, flexible timetabling project, mental health deadline. Focus has been improving academic support and student voices heard.  BS – Halal food option - DMU commission all options available would raise this with university.  Reflections do they align with your manifestos? All agreed they do. | None |
| **6. Student Council Update (10 minutes)** | AH – Student Council has struggled to meet quorum this year; however, we have seen increased engagement with students suggesting and submitting more motions this year. Whilst motions could not be voted on in these instances, discussions were still facilitated, and student opinion has informed wider projects worked on by the Executive Officers. Each Student Council has been reviewed and has recently been rebranded and trialled in a new format called Council Café which will continue into the next academic year. | None |
| **7. C&D subcommittee Update (5 minutes)** | The Chair GK gave an overview of the June C&D meeting  GK – Project Click – coffee hut and spaces on ground floor - discussions ongoing around agreement. Improvements on ground floor furniture July 25.  Working with Architect and have figures for potential changes - so look into how we fund this.  Sales and Advertising – Renegotiating new contract with Native.  Block Grant approved | **None** |
| **8. People and Culture Sub-Committee update (5 minutes)** | The Chair AA gave an overview of the June P&C meeting  Pay Review work all complete and rolled out  Standing items - Health & Safety Update and update on staff networks | None |
| **Items for discussion** | | |
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| **9. Financial Results and Term3 outlook** | Paper Tabled  PH- At Q3 showing a profit of £21k - £22k ahead of budget  Q3 23/24 was £64k profit due to lots of staff vacancy savings    Commercial behind £68K shop closure and renegotiation of native contract. Online shop slight increase - plan to promote more. - have we investigated why Warwick’s revenue is high and how this has been achieved? AR – No. We have implemented our customer journey, QR code, email campaigns, and student support from the project.  Central Services £23K underspent – staffing costs, L&P and training underspend  Membership Services £67K underspend – gaps in staffing and flexible working requests have led to staff savings.  Marcomms savings in staffing.  Year-end forecast - £38K forecast surplus, progress towards 4/5-month reserves. | **None**  **Action Reach out to Warwick.** |

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| **10. Reserves and Investment Policy** | PH gave an overview of the policies tables  Reserve’s Policy - minimum level has been met and target reserves level reintroduced.  REDACTED  Minimum level - £343K and designated fund of £100K  Target level - £442k and designated fund of £100K  Current level July 24 £421 year-end profit of £36K at July 25 Current surplus £114K minimum reserves £336K and surplus £15K on target budget.  Investment policy – was approved in October 24 and included the new Flagstone Deposit Platform which has led to an easier process and better interest generated. As such only small updates to the policy required for June 25 being sections 4.1 and 6  **Reserves and Investment Policies Approved by Board.** | **Approved** |

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| **11. Budget 25/26** | Paper Tabled  Overview  AH – 20/21 hybrid lockdown 21/22 blended learning 22/23 stabilization governance plan 23/24 COL increased 24/25 structural / block teaching and policy changes and DSU Voice    PH - Budget 2025/26 Overview  Summary:  Forecast £8k bottom-line profit.  Reserves will be £114k above the 3-month operating cost minimum, following a 2024/25 forecast surplus of £36k (£21k above budget).  A 4-month reserves level would require a £15k surplus.  Auditors (Cooper Parry) recommend 4 months of reserves, in line with DMU expectations.  Block grant confirmed by DMU, including:  £10k for DMU London activity (repayable if underspent),  £4k for the DSU Pantry,  £1k for the student webchat service.  DMU will also cover the actual cost-of-living (COL) pay rise for 2025/26, REDACTED  Under the new Pay & Reward Policy, Trustees must approve the percentage for performance-related increments annually, based on affordability.  REDACTED  AR – Priority – increase engagement by keeping event costs as low as possible.  Increase private hire with some corporate events.  Sulets contract review possible 2-year contract.  SB – Good year and understanding of change with strategic goals being met. Entering the new year confident and sensible and with stability.  **Budget Approved by Board as well as a 3% performance related pay increase for both 24/25 and 25/26**  **GK** Risks and Opportunities to be captured alongside the FY25/26 budget. | **Action SMT** |
| **12. Student Leadership Elections Report** | SU – Sarah Underhill joined the meeting and discussed the paper tabled  Key points  5100 cast votes 23,680 Student Voice Leader roles.  1.5% increase.  32 approved candidates.  85% votes. online  14% in person  1% integrity  36 complaints – minor, this is a trend nationally.  Moving forwards – complaints form, rules, engagement, and data sharing  PG - How will the move of the 2 faculties impact engagement?  SU – Work closer with faculties and build relationships. New framework and training provided. | None |
| **13. Staff Survey Results** | Paper tabled  SB – Conducted by NUS a larger benchmarked Survey. February completion data received April. 89% completed.  Sarah Bradley gave an overview of paper tabled. Topline results 88% recommend DSU as a good place to work, 92% positive management, 65% pay and reward, 72% team trust, collaboration fairness.  Top main themes – staff like working here, inter team trust is high, more freedom.  Positive results and work on pay and reward completed after this survey went out.  Next step staff sessions including SMT away day on the theme of ‘One Union.’ |  |

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| **Items for receipt** |
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| **14. Risk Register Update** | Paper tabled - new risk added and some changes to notify to Trustees |  |
| **15. Trustee Board Schedule of Business 25/26** | 25/26 meeting invites have been sent out  Team building SVL day 2nd September. | **None** |

Meeting closed