

**REDACTED Minutes of the DSU Trustee Board**  
**Held 1<sup>st</sup> May 2018, 4.00pm**  
**DSU Board Room**

		<b>ACTION</b>
	<p><b>PRESENT</b>  Ahtesham Mahmood, President (AM) – Chair  Mike Mayes, VP Media and Communications (MM)  Mollie Footitt, DP Education, (MF)  Derrick Mensah, VP Student Activities (DM)  Jessica Okwuonu, VP Welfare and Community (JO)  Daniel Czyzak, Student Trustee (DC)  Laura Toher-Hindle (Student Trustee)  Robert Gofton, External Trustees (RG)</p> <p><b>IN ATTENDANCE</b>  Penni Robson (Interim CEO)  Paula Heneghan (Head of Finance, People and Central Services) (PH), (Company Secretary)  Anneessa Mahmoud – NUS Lead Development Consultant (AMa)</p>	NONE
<b>1.</b>	<p><b>APOLOGIES</b>  Apologies were received from the following Board members:</p> <ul style="list-style-type: none"> <li>• James Gardner, External Trustee</li> <li>• Danielle Gillett, External Trustee</li> <li>• Carl King, Alumni Trustee</li> <li>• Holly Percival, Alumni Trustee</li> <li>• Keshana Davidson, Student Trustee</li> <li>• Quinn Franklin, Student Trustee</li> </ul> <p>AM confirmed that AM, PR and PH had met with Danielle Gillett that morning who was unable to attend the afternoon meeting but had provided feedback. PR had also received feedback and input from James Gardener via email.</p>	NONE
<b>2.</b>	<p><b>NOTIFICATION OF AOB</b>  None</p>	NONE
<b>3.</b>	<p><b>CONFLICTS OF INEREST</b>  None</p>	NONE
<b>4.</b>	<p><b>ACCURACY OF PREVIOUS MEETING MINUTES</b>  Previous meeting minutes were agreed as true and accurate</p>	NONE
<b>5.</b>	<p>AM tabled an updated Agenda</p> <p><b>MATTERS ARISING</b>  5.1 CEO Recruitment – PH had looked into possible refund from Proventure this is not possible. Quotes have been received from 3 recruiters and this will be discussed as part of agenda item 6.6</p>	

	<p>5.2 Sub Group Terms of Reference – to be discuss as part of agenda item 6.1</p> <p>5.3 UNISON response has been sent out following feedback from Sarah Setchell (DMU POD)</p> <p>5.4 PH has reported, via the President, on TB attendance. AM expressed concern over attendance and quoracy for meetings due to lack of attendance or feedback when apologies given.</p>	
<p>6.</p>	<p><b>BUSINESS OF THE MEETING</b></p> <p><b>6.1 NUS Diagnostic</b></p> <p>AM noted that Anneessa Mahmoud (NUS Lead development consultant) had been invited to talk the TB through the NUS report but asked for comments or questions from the TB before Anneessa joined the meeting.</p> <p>RG noted the report was well written of good standard</p> <p>PR noted that DG agreed with RG comments re the quality of the report and she had volunteered to be on the Turnaround Board.</p> <p>PR had received feedback from JG that the NUS diagnostic had picked up CEO recruitment and governance as important issues and that DSU TB needed to build on the recommendations of the Fletcher Report alongside the NUS diagnostic. This would include a full review of the constitution including Bye Laws and align to DMU strategic plan. Market Research being key.</p> <p>RG asked if the comments in the report regarding market research/marketing were fair.</p> <p>MM responded that there is a core group of 4,000 – 5,000 students who DSU reach and are engaged however DSU needs to reach broader engagement including feedback from disengaged students which is hard to obtain.</p> <p>RG noted that DSU is a member led organisation and as such it is a key priority to find out what members need and want. RG suggested using current contacts eg Societies with diverse membership and ask them what they want from their SU. Also use networks eg council and get students out talking to their peers.</p> <p><b>Anneessa Mahmoud (NUS) (AMa) Joined the meeting</b> AMa gave an introduction to the diagnostic and thanked all those who had participated.</p>	

AMa highlighted the Union perceived it had areas of strength being Advice, Academic Representation, Support, C&S.

AMa noted the TB needed to think how it will communicate with the staff teams and externally with DMU stakeholders the recommendations within the report. AM suggested an open and honest conversation with DMU.

AMa asked for a formal response from the TB within 15 days as noted in the report.

AMa said that the report is now the property of DSU and the TB should consider next steps to establish the Turnaround Board. AMa, or a member of her team, would be available to sit on that board either in person or by dialling into meetings. AMa highlighted the need for quick and remedial action.

AMa talked through the recommendations within the report (Pages 37-39) in reverse order.

AM requested that PR and PH leave the meeting to allow the TB to discuss the CEO recruitment (NUS report item 6.27)

***PR and PH left the meeting***

**The following section of minutes were redacted re CEO recruitment**

***PR and PH returned to the meeting***

The NUS recommendations were discussed in turn (in reverse order)

**The following section of minutes were redacted re NUS recommendations**

***AMa left the meeting***

### **6.2 CEO Report**

PR gave an overview of the report tabled including mentoring of new Exec Officers via DMU and potentially other SU's to be considered. Also update on GDPR progress and Policy review.

### **6.3 Elections Update**

PR updated the TB on the results of the elections and confirmed the handover and training plan was in progress for the newly elected team.

AM/PR to formally respond to AMa.

	<p><b>6.4 Financial Year End Forecast</b></p> <p>PH explained the paperwork tabled in particular the year end forecast which now shows a forecast year end profit due to a significant number and type of staff savings within a number of areas.</p> <p>RG thanked the staff team for their support in achieving this improved position. RG asked for the trustees thanks to be communicated to the wider team and thanked PH for her continual forecasting and remodelling.</p> <p>RG noted a longer term financial plan from DMU is required. PR agreed that the NUS diagnostic does reference that point.</p> <p><b>6.5 External Trustee Recruitment</b></p> <p>AM explained that 4 applicants had been received for the post of external trustee but the panel had decided to reopen this recruitment to try and get a greater and more local response.</p> <p>PH confirmed that despite the more local targeting including relationships with the DMU alumni office and local advertising there were no further applicants at present(closing date 4<sup>th</sup> May).</p> <p>A discussion was held with regards the current applicants and whether the panel should reconsider their applications. The TB discussed skills audit.</p> <p>The TB agreed the panel should reconsider the current applicants (if appropriate to do so)</p> <p><b>6.6 CEO Recruitment</b></p> <p style="text-align: center;"><i>PR and PH left the room</i></p> <p style="text-align: center;"><b>The following section of minutes were redacted re CEO recruitment</b></p>	<p>AM to thank the staff team for assistance to achieve a break even position at year end.</p> <p>AM to reconsider external trustee applicants.</p>
7.	<p><b>AOB</b> None</p>	
8.	<p><b>DATE OF NEXT MEETING</b> 19/6/18 4-6pm</p> <p>PH to send out dates for next 12 months for TB</p>	

	<i>Meeting closed</i>	
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Ratified by the Trustee Board



Ahtesham Mahmood, DSU President

Date:- May 2018