

In attendance

Chair – Goda Cegialyte
Deputy Chair – Alice Thornhill

President – Alex Doyle
VP Sport – Ben Morris
VP Communities – Bitty Inyang
VP Welfare & Diversity – Tilda Fraser
VP Activities & Development – Charlotte Panchaud
VP Education – Maja Smith

Chair of Accountability Board – James Lord
Chair of Union Council – Dan Nonoo

UPSU Chief Executive – Gina Connelly

Reports and the finance presentation can be found online at

<http://www.upsu.com/studentvoice/agm/>

Minutes

Welcome

The Chair welcomed everyone in attendance and explained that as a charity UPSU has a legal requirement to present accounts to its members each year for approval.

As well as general matters of housekeeping, the Chair then went on to run through the following points:

- Please respect the opinions of other people and their right to speak, if you get involved in a debate then please make sure that you are questioning the issue and you do not get personal.
- Any inappropriate language or behaviour will not be tolerated and anyone being inappropriate or offensive will be asked to leave.
- Any student registered on a University of Plymouth course is classed as a full member, unless they have chosen to opt out. All full members can speak and vote on any issue. Other people present may speak but cannot vote.

	This meeting will be conducted in accordance to UPSU Memorandum & Articles and its by-laws as well as all other relevant policies.
Notice of Any Other Business	None
Accounts and Finance Presentation	<p>The Chair delegated the presentation of the Accounts and Finance report to Gina Connelly, UPSU Chief Executive</p> <p>The accounts cover the period from 1st August 2017 - 31st July 2018</p> <p>Question for Gina Connelly regarding clarity around being insolvent in 2001 then having reserves in 2002.</p> <p>Gina responded that the graph is not very clear, the darker green line in 2002 is actually a loan from the university that was written off and not reserves from income.</p>
Matters to discuss	<p>No matters were submitted prior to the deadline.</p> <p>The Chair explained that any student can submit an idea through the website or via the Student Voice Team. studentvoice@su.plymouth.ac.uk</p>
Reports	Board of Trustees Report
	Alex Doyle, UPSU President and Chair of the Board of Trustees gave an overview of the report, see appendix 1
	There were no questions concerning the Board of Trustees report
	Union Council Report
	Dan Nonoo, Chair of Union Council gave an overview of the activities of the Union Council so far this year, see appendix 2
	There were no questions concerning the Union Council report
	Accountability Board Report
	James Lord, Chair of the Accountability Board gave an update on the Accountability Boards activity so far this year, see appendix 3
	There were no questions concerning the Accountability Board report
Sabbatical Officers Reports	
Sabbatical Officer updates can be found at;	

	<p>Alex Doyle, President – https://youtu.be/pwlughqWUtA Ben Morris, VP Sport– https://youtu.be/B7tPV-eVUVM Bitty Inyang, VP Communities – https://youtu.be/d1XKVYb8YCw Charlotte Panchaud, VP Activities & Development – https://youtu.be/zi8h2bMGcTE Tilda Fraser, VP Welfare & Diversity – https://youtu.be/gpkRGzvV9m0 Maja Smith, VP Education – https://youtu.be/G8-UVOP0XRU</p>
Any other Business	<p>No items were raised at the start of the meeting.</p> <p>There was a question regarding the minimum number of votes required for the NUS Affiliation Referendum decision to be binding.</p> <p>Alex Doyle, President explained that 649 votes is 3% of the student population at the University of Plymouth (as reported to the Higher Education Statistics Agency). This follows sector practice and is an average figure for quoracy in Referenda across Students’ Unions. UPSU are unable to force students to vote and it is important that students engage and make their voice heard.</p> <p>Dan Nonoo, Chair of Union Council, agreed that this is an important issue and asked students to share any suggestions of how to get more students involved in representation.</p> <p>A further question asked what would happen to the £60k that as not spent on affiliation to NUS.</p> <p>Alex Doyle, President noted that any money saved would be reinvested back into the Union where it is needed. The additional £40k that is spent on training and conferences will still need to be spent on that. Alex further noted that UPSU would not actually leave NUS until December 2019.</p>
Meeting ends	<p>The Chair thanked everyone for attending</p>

ALEX DOYLE – PRESIDENT AND CHAIR OF UPSU TRUSTEE BOARD

The 2017/18 academic year was another successful one for UPSU. We continue to deliver a high quality student experience, win awards and achieve significant accreditations, which are testament to both our success and to our great staff and officer team.

Despite our successes, the year was not without its challenges. We continue to have ongoing operational and financial pressures due to increasing uncontrollable costs, commercial competition both on and off campus and with the additional challenge of some of our revenue streams being very volatile making it difficult for us to plan and budget. However, we still managed to deliver a great service to our students and achieve a bottom line surplus for the year.

There were two key factors that affected the figures and presentation of our 2017/18 annual accounts, which we would like to take this opportunity to bring to your attention.

Firstly, at the start of this financial year on 1st August 2017 UPSU, the parent Charity, incorporated to become a company limited by guarantee (CLG) receiving all of the assets and liabilities of the previous unincorporated Charity. This means that the assets and liabilities of the old predecessor charity, transferred on incorporation of the new entity. Furthermore, this is why there are no prior year comparison figures shown in the accounts as they relate to a different legal entity.

Secondly, the impact of the Financial reporting Standards continues to significantly alter the representation of our financial position in our financial statements, particularly our net reserves position. Due to a contractual agreement under a multi-employer defined benefit scheme to fund a past deficit must be accrued for as a liability, discounted to net present

value. The total SUSS liability provision is estimated to have now decreased by £216k to £969k, primarily due to the 3-year upfront payment we made in October 2017.

During the year, the Unions in the SUSS scheme were made aware of a possible future increase in the overall deficit which was identified during a scheme audit. The outcome of this is not yet known, but will potentially result in an additional £43m liability being added to the scheme of which UPSU will have a share. This has been recognised as a contingent liability in our accounts this year. The increasing deficit of the SUSS scheme and rising repayments are a real concern for the Trustees of UPSU.

Our consolidated gross income from all sources this year totalled £5,964k and our total expenditure was £5,742k on the wide-ranging student benefits we provide as well as our other revenue generating activities. After a net transfer into designated and restricted reserves, an unrestricted surplus of £57k was generated. A number of transfers to reserves were made in order to undertake some refurbishments and to purchase and enhance a range of operational assets, in particular £115k for a much needed refresh of our Bar and Food areas. We have also invested again this year in sport, with the purchase of new management system for the gym and other sports equipment.

UPSU undertakes tight financial controls and robust monitoring of our income and expenditure surplus throughout the year, via our Management Accounts, and despite the challenges mentioned earlier we were pleased to report a year-end surplus, which exceeded our predicted budget. If you were to exclude the pension and adjustments then we would have a strong Balance Sheet total well in excess of £1m with the growth of reserves in line with our reserves policy. Last year's net funds position on the Balance Sheet showed a deficit of £129,605, whereas this year we are reporting positive net funds of £90,088, and our Trustees are pleased with the turnaround, albeit quite small. We absolutely need to be able to transfer monies into reserves each year to maintain our Balance Sheet position and to remain financially sustainable. Our free, undesignated reserves stood at £269k last year, which have increased from £33,280 in 2009 but they have now been significantly been depleted due to the 3-year upfront pension deficit repayment leaving a balance of £42k.

Our Trustees and Leadership team invested heavily during the year in the research and development of our new 3 year Strategic Plan, which included the introduction of our new Purpose Statement. We are currently developing key goals and performance indicators along with a new process for obtaining feedback on our progress from our members.

We continue to celebrate the successes of all of our communities our award ceremonies including the union wards and SSTAR awards. We saw many students recognised for key awards with 612 detailed and inspiring nominations submitted this year, highlighting an abundance of best practice across the University.

Our Sabbatical Officers and student representatives ran a number of successful campaigns and events during the year with the help and support of key UPSU and University staff. These included Barriers to Engagement, Black History Month, Stress Less, Green Week and Hidden Course costs.

UPSU also continues to be recognised as a high achieving organisation and Students' Union; we were awarded a NUS Best Bar None Gold award again this year, coming in 3rd place in the whole country. We were, yet again, awarded a NUS Green Impact excellence award for our work around sustainability and were delighted that we went up into 36th position in the NSS Students' Union league table this year. Our Advice Centre and the University funding department also received a joint award for "Best Partnership" at the National Association of Money Advisors national awards for recognition of their partnership working and an exemplar of best practice.

Both our officers and staff continue to work hard to enhance community relationships and partnerships. We have worked closely with partners on campaigns and organising events and with the Police and evening and night-time economy groups to help improve the safety of our students both on the campus and in the city.

Overall, in terms of our finances and also the broad, diverse activities and services we provide, UPSU had another an excellent year.

The Year Ahead

The setting of our 2018/19 budget was again very challenging for us. We try to be realistic and prudent with our commercial forecasts whilst also trying to remain innovative and keep

up with our competitors. Our rising core costs and volatile income streams are our main challenge and that, coupled with the decision by the University not to give us an inflationary increase in our Block Grant this year, made things even more challenging. We do however although disappointing, fully understand the rationale for the decision and the financial situation the University is also in at the current time. As part of a cost cutting exercise we undertook a staffing reorientation over the summer which unfortunately resulted in some redundancies, but enabled us to save approximately £100k in salary costs. We will still however have to potentially make more staffing savings moving forwards or alternatively cut back on the services we provide to our students if the difficult financial situation continues and in light of our worsening pension situation. The UPSU Trustees and SLT are monitoring the situation very closely.

In the meantime, we will try to maintain our financial position with the aim of continuing to build reserves in line with our reserves policy and supply services to our students and their communities at the very best level of quality that can be afforded, within the resources we have.

We have had a very positive, busy start to the 2018/19 academic year with all our staff and officers working exceptionally hard to welcome our new students and we have already delivered some great events and activities. I am pleased to report that we have seen good initial engagement from our members, across all departments, with our commercial areas achieving their budgets and sign-ups for clubs, societies and activities going well. We had a successful audit, are continuing to work on some key strategic projects and have an array of exciting events, campaigns and activities planned. A very good start to our year so far.

We are currently developing a 5-year, costed capital plan to ensure that we try to maintain our building as best we can and have a more planned approach. However it is highly likely that some of our facilities will need some significant investment from the University to keep us operating safely and successfully over the next few years.

Finally, on behalf of the Trustees, Sabbatical Officers and staff at UPSU, we would like to express our sincere thanks again to you, the membership over the last year and look

forward to continuing to working together. We will ensure that the Students' Union plays an important part in delivering the best student experience here at the University of Plymouth.

Alex Doyle

UPSU President and Chair of Trustees

UNION COUNCIL REPORT

DAN NONOO, UNION COUNCIL CHAIR

Union Council convened for the first time with its new elected members on the 23rd of October. We heard updates from the Sabbatical officers and UPSU Chief Executive covering the changes in UPSU since last year, including the sale of the accommodation agency, the NUS referendum held last academic year and success in awards UPSU had last summer. We had a large number of students co-opted to roles including:

- Black, Asian and Minority Ethnic part time officer
- Academic part time officer
- Women's and non-binary officer
- School of Education Representative
- Computing, Electronics and Mathematics School Representative

We also elected part time officers and representatives to fill roles as:

- Deputy Council Chair
- ASM Chair
- ASM Deputy Chair
- Student Life Committee members x 4

Having experienced this role now, I am committed to investigating new, open and accessible procedures to be put in place for ideas to progress to the Student Life Committee as well as continuing to facilitate open and transparent debate at Union Council.

I have ever more faith in Union Council this year to be one of the most successful and proactive at debating and implementing effective policy at UPSU.

APPENDIX 3

ACCOUNTABILITY BOARD REPORT JAMES LORD, ACCOUNTABILITY BOARD CHAIR

Since election the Accountability Board has been working with Student Voice to set out how we will operate for the year 2018/19. To date the Board has met twice, firstly to discuss duties and responsibilities and subsequently to discuss matters arising at Union Council.

The Accountability Board have recently begun operating drop in sessions, these sessions act like office hours and are held for one hour every two weeks in the Hive. We felt it was important that in addition to being able to conduct us through student voice or directly by email that we were approachable.

The Board have spent a good amount of time familiarising itself with the UPSU bylaws as well as its governing document and processes in order to be able to conduct the role in a more effective manner.

As Chair of the Accountability Board it is my responsibility to attend Union Council meetings and ensure they are conducted in a fair and democratic manner, as well as report any concerns or queries that the Board might have. I have attended the two meetings to date and the Board has had no concerns which it has felt it needed to raise.

The Board plan to continue working to promote itself among students, we are an important part of student democracy and while we should only be needed if something goes wrong, it is vital that students know we are here on their behalf. So I implore you all to please help us spread the word that we are here.

The Board operates an open door policy, if you ever need our assistance please contact the student voice team, or the Accountability Board email address: accountability@upsu.com and we will do our utmost to assist you in any way we can.

It is important to remember that Accountability is not dirty, nor should it intimidate you from speaking with us, if you want to know why a decision was taken, if you want to voice your opposition be it directly or indirectly this is what we are here for. As I have said, we are here on your behalf.

Thank you.