

UET meeting

25 August 2020, 10:00 to 12:00
MS Teams

Attendees

UET members

John Vinney, Tim McIntyre-Bhatty, Jim Andrews, David Reeve

In attendance

Jane Forster, Samantha Leahy-Harland, Naomie Lebe, Toluwa Atilade and Ugo Andy-Eke (Present at: 2), Deborah Wakely (Present at: 3, 4), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 18 August 2020


Approval
Chair

Minutes

The minutes from the previous meeting were approved with no further comments or redactions.

Matters arising

None noted.

 Minutes_UET meeting_180820.pdf


2. Introduction to the Students' Union 2020/2021 Sabbatical Officers

Discussion

MS Samantha Leahy-Harland and the SUBU officers (apologies from Chiko Bwalya) joined the meeting.

After introductions from UET, the SUBU officers introduced themselves and highlighted key points from their manifesto. JV noted that a catch up meeting was scheduled in the diaries for the 16 September to discuss further on any relevant themes.

Samantha Leahy-Harland,
Naomie Lebe, Toluwa Atilade,
Ugo Andy-Eke & Chiko
Bwalya

 Officer Manifesto Commitments Summary Final.pdf

Present: Samantha Leahy-Harland, Naomie Lebe, Toluwa Atilade and Ugo Andy-Eke

3. Financing arrangements

David Reeve, Deborah
Wakely

DW joined the meeting.

DR reviewed the two financing options which had been received and advised UET on the offer he suggested opting for. DW commented that this would be the legal team's opinion from a charity law point of view without the financial covenant analysis, just on the security side alone.

Both offers were reviewed and further discussion on some of the points would continue, following which a recommendation

paper would be produced for consideration by FRC and then the Board committee members.

Present: Deborah Wakely

4. Standing item: OfS and Government Reporting

Information

DW attended to discuss the reportable events at the start of this item.

Jane Forster, Deborah
Wakely

- Reportable events update

UET discussed the agenda items for the call with OfS which was taking place tomorrow, 26 August.

DW reviewed a couple of items which were still listed as open. DW would re-circulate these to UET for comments and feedback before closing these off.


- Regulatory Reporting Tracker


JFo noted that a meeting was scheduled with Ms Jacky Mack and Ms Julie Northam to discuss the emergency measures on the student protection consultation.

- Horizon Scan

JFo reviewed the latest update.

 Meeting agenda 26 Aug .pdf

 OfS and returns tracker.pdf

 Horizon scan 18thAugust 2020.pdf

5. Standing item: Financial Update

Discussion
David Reeve

5.1. Cash flow update

DR reviewed the cash flow forecast for this week. DR noted that income had been lower than forecast due to fewer fee deposits/early payments and also lower RKE income.

Further to review & discussion, DR would make the relevant changes to the forecast before this would be shared at the OfS meeting tomorrow.

UET reviewed the LEP bids in terms of cash flow consideration. JA and TMB declared a conflict of interest in relation to these bids.

Information

5.2. Management Accounts Update- July 2020

Information

DR noted that the July update was currently a summary format, based on the year end, before we agreed on final figures.

Broadly, DR noted we were in line with the forecast but there were a couple of things to highlight:

- deferred VS applications have not been approved as yet
- significant increase in the liability of the pension scheme

JA also gave an update on Studland House and the various phasing and costing options for the building, which would impact the cashflow from 2020/21 into 2021/22, but would benefit this financial year.

 UET Summary Management Accounts DRAFT pre-audit July 2020.pdf


6. Future Meetings and Items:


Review
Chair


ULT forward agendas

- EULT agenda for 2nd September 2020
- EULT agenda for 16th September 2020
- EULT agenda planner

There would be no UET meeting planned for 1st September - an informal catch up has been put in the diaries instead.

 EULT agenda 2nd September 2020.pdf

 EULT agenda 16th September 20.pdf

 EULT and ULT Meeting agendas.pdf

7. Service Excellence Conference Proposal - 18 September

Discussion
Jane Forster

JFo reviewed the proposal of a condensed online version of the recent '*Enabling Excellence Academic Conference*'. JV and TMB agreed to do the opening and introduction of the external speaker.

JFo would feedback and liaise with Ms Susanne Clarke on the details.

8. AOB

Information
Chair

None noted.

