

UET meeting

16 June 2020, 10:00 to 12:00

MS teams

Attendees

UET members

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

In attendance

Jane Forster, Sarah Hutchings (Present at: 2), Christina Pizot (Minute taking)

Meeting minutes

1. Minutes and Matters Arising from the Previous Meetings held 9 June 2020

Approval
Chair

Minutes


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

Matters arising

- Tianjin University of Technology (UT) Partnership proposal

JA advised UET that Ms Jacky Mack & her team were currently reviewing the proposal as well as the Legal team. JA would follow up with both teams and would get an update before the end of the week.

The timeline was tight, if approved we would need to get the proposal submitted to the next Board meeting on the 17 July.

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2. Standing item: Financial Update

Discussion

David Reeve/Sarah Hutchings

Present: Sarah Hutchings

2.1. Cash flow update

Ms Sarah Hutchings joined the meeting to review the latest cash flow position:

-the actual budget figures for August/September 2020 had not yet been included, as we were waiting for FRC approval, as well as the severance pay.

-the only movement from last week was the re-phasing of non-IT capital spend from July into August/September 2020.

2.2. Treasure Policy feedback

David Reeve

DR covered the feedback received from FRC members regarding the Treasure Policy. DR would circulate the paper to UET for note ahead of the FRC meeting this Friday 19 June.

2.3. Budget Sensitivity Analysis

David Reeve

DR reviewed with UET the draft paper which provided further details around the sensitivities in the budget proposal for 2020/21 and beyond.

UET discussed the assumptions which would be presented to the FRC committee this Friday. DR would amend the paper accordingly before finalising and submitting for this Friday's FRC meeting.




3. Review of the Code of Ethical Fundraising & Donors' Charter and Sponsorship Policy and Procedures

Note
Jim Andrews

JA noted that this was the annual review which would be submitted for approval at the next ARG meeting on 3 July. JA added that the main change to this year's proposal was around the code of ethical fundraising, whereby a section had been added for an extra consideration criteria for any relationships with entities *whose historical activities or values contravene BU's current values (as highlighted in 2.2 of the policy)*.

UET were unanimous in agreeing that this was an important criteria to have in place and approved the policy as outlined.

JFo noted that this would go to ULT meeting next week for discussion.

-  Board Papers Cover Sheet Fundraising Code for ARG JUNE 2020.pdf
-  Code of Ethical Fundraising Donors Charter for BU v14 DRAFT June 2020 with tracked changes.pdf
-  Sponsorship Approval Policy and Procedures V5 June 2020 DRAFT with tracked changes.pdf

4. SUBU finances






Discussion/Approval

UET reviewed the two versions of the budget which SUBU had been working through:

- version 1 was based on a 15% cut on the budget grant
- version 2 was based on a 10% cut of the budget grant

The SUBU budget would need approval by UET before going to the FRC committee.

UET opted on a phased approach based on version 2 and agreed to review at later date.

-  Version 1 SUBU Cashflow .pdf
-  Version 1 SUBU Mgt Accounts .pdf
-  Version 2 SUBU Mgt Accounts.pdf
-  Version 2 SUBU Cashflow.pdf
-  SUBU Clubs & Socs Funding Impacts.pdf

Jim Andrews

5. Standing item: OfS and Government Reporting

Information

Jane Forster

- Regulatory Reporting Tracker

-The OfS fees had been received and Ms Jacky Mack had passed on the invoice to finance for payment.

-OfS would be in touch for a follow-up update call towards the end of August.

- Reportable events update

No new updates noted.

6. Future Meetings and Items:

Review

Chair

- UET half day meeting - 23 June 2020

UET agreed on a couple of key topics to discuss:

- operational updates over the next 12 months
- BU2025 'going forward' update

7. AOB

- JA advised UET that UCU had asked for a 'single table' JCNC meeting this week.
- JFo added that the Faculty of Management would be rebranding under the Bournemouth University Business School and this would be discussed at EULT meeting tomorrow under AOB. This could be added to the next all staff email from JV.
- The Board agenda for the 17 July 2020 meeting was reviewed and discussed with Ms Deborah Wakely at the UET discussion meeting on 23 June 2020.

