**Minutes of The Students’ Union at UWE Board of Trustees**

**27th June 2017 – 5.30pm**

**Present:** Conflicts of interest

**Trustees:** Ahmd Emara President & Chair

Jamie Jordon VP Education
Sian Hampson VP Community & Welfare

Olivia Evans VP Societies & Communications

Sarah Eden External Trustee

 Clare Davidson External Trustee
 Mariam Amini Student Trustee

**Apologies:** Chris Clements External Trustee

Alvaro Loxton Student Trustee

David Osborne External Trustee

Serena Smith VP Sports & Health

**In attendance:** Zain Choudhry President Elect

 Erin Mills VP Sports & Health Elect

 Bahkai Wynter VP Societies & Communications Elect

Tim Benford CEO

 Will Hoskin Representation Manager

 Mark Walker HR Manager

 Scott Farmer Temple Farmer (point 17/17)

**15/17** **Minutes of the previous meeting:**

 Agreed the minutes of the meeting held on 11th April 2017

**16/17**  **Action points from previous meeting:**

*Action –* DO/TB to create CEO support group **(complete)**

*Action –* TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support with execution/delivery **(ongoing)**

*Action –* officers to create a structure and framework for handing over and giving advice to new Sabbatical Officers, including how they work with trustees and lessons learnt. **(complete)**

*Action –* JJ to action the amendments to PTO roles. **(complete)**

*Action –* TB/SH to action the charitable activities possible in the shop. **(ongoing)**

*Action –* SH to action the out of hours support in the form of Nightline. **(complete)**

*Action –* JJ to action the work with the university on fees. **(complete)**

*Action –* JJ to action the amendments to Bye-Law 6. **(complete)**

*Action –* JJ – to inform Council **(complete)**

*Action –* WH to provide report by the October meeting **(ongoing)**

*Action –* TB/AE to present to the university. **(complete)**

*Action –* TB to create full paper for F&GP **(complete)**

*Action –* TB to pass contacts to Scott Farmer **(complete)**

*Action –* TB to create CEO document by June. **(complete)**

*Action –* TB to create KPI’s in line with strategic planning for the October meeting. **(ongoing)**

**17/17** **Strategic Planning Update:**

The Board received the presentation from SF and TB and noted and approved the progress and approved the plan for a presentation at the October Board meeting.

Action – TB to produce presentation for October meeting

**18/17** **Student ideas:**

The lines to discussed were 1 and 2

1 – After a long and in-depth discussion the Board requested further information before a final decision was made

**Update** – Following the receipt of further information the Board has decided to approve the idea.

2 – The Board has requested further information with regards the women’s officer role before a final decision is made.

 *Action* – AE to develop a WO job description.

**19/17** **Handover:**

 The Board noted and welcomed the new officer team and offered support for the handover period.

Manifesto top 3 for the new Presidents

ZC
Expanding One Zone
Mental Health Relaxation Room
Better Faith Facilities

JJ
Course Costs
Representation
Building works

EM
Authorised Absence
Increase engagement
Facilities

BW
Engage Societies Media
Build community
Build collaboration

SH
Out of Hours support
Student finances
Diversity in Welcome

 *Action* TB – Book CD in to facilitate a training session

**20/17 Finance Update and audit planning timeline:**

The Board noted the finance update and thanked MB for his work and approved the timeline and Trustee involvement in the Audit process

The format and day of the Lock In was discussed at length by the Board

Concerns around the increasing level of local resident complaints received and the potential threat to the SU’s licence were discussed

In addition the perceived promotion of mid-week drinking and impact on students’ academic experience was highlighted

A number of Officer Trustees noted the students affinity for a Tuesday night Lock In and the reputational risk the move held

The financial impact of any changes was discussed as well as the complete loss of the licence

The Board took a considerable amount of time deliberating and a majority decision concluded on an approach to move the Lock in to a weekend with review points in Dec/Jan and May/June and required that the financial situation was secured to prevent loss to the Union.

**21/17 Policy Review:**

The Board noted and approved the H&S Policy

**22/17 Block Grant 2017/18:**

The Board noted the update on Block Grant bid and agreed F&GP can approve the final document.

**23/17 Objectives & Management of CEO incorporating update:**

The Board discussed the need for the completion for the CEO Support document and required this for the October meeting.

 *Action* – TB / DO to represent CEO document in October.

**Items to note\***

**24/17 \*Officer Job Descriptions and Contracts:**

**25/17 \*Report from Elected Officers:**

Board received and reviewed reports from SU President, VP Education, VP Sport, VP Socs & Comms and VP Comm & Welfare

**26/17 \*Report from Staff Committee**

**27/17 \*Report from F&GP Committee**

**AOB**

CD passed her thanks to those Presidents leaving and wished them the best for their future

**Time and date of next meeting:**

Next meeting: Tuesday 24th October 2017

**Action Points:**

1. *Action* – TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support with execution/delivery **(ongoing)**
2. *Action –* TB/SH to action the charitable activities possible in the shop. **(ongoing)**
3. *Action –* WH to provide report by the October meeting **(ongoing)**
4. *Action –* TB to create KPI’s in line with strategic planning for the October meeting. **(ongoing)**
5. *Action* – TB to produce presentation for October meeting
6. *Action* – AE to develop a WO job description
7. *Action*– TB to book CD in to facilitate a training session
8. *Action* – TB / DO to represent CEO document in October.