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

**Tuesday 5th April 2022 – 5.30pm**

**Present:**

**Trustees:** Evan Botwood President & Chair

Samuel Ikpe VP Societies & Communications

Rania Regaieg VP Community & Welfare

 Oluwadamilola Okeyoyin VP Education

Molly Harris VP Sports & Health

Kieran Woodhouse Student Trustee

Les Redwood External Trustee

Helen Balmer External Trustee

Chris Clements External Trustee

**Apologies:**

**In attendance:** Tim Benford CEO

**Conflicts of interest:**

**01/22** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 14th December 2021.

**02/22**  **Action points from previous meeting:**

*Action* – TB to convene group (Unison) **(complete)**
*Action* – TB to add ZBB to March meeting **(complete)**
*Action* – TB / STF to schedule focus groups **(complete)**
*Action* – TB to update WH and SA **(complete)**
*Action* – EB to communication approval and contents **(complete)**

**03/22** **Finance – Projections, Zero Based Budgeting and Negotiations:**

The Board received the update on Zero Based Budgeting projections and noted the suggested way forward for discussion with the university.

The Board requested an additional meeting in May so further discussion and sign off can be made after further discussions are completed.

*Action* – TB to book May meeting

**04/22** **Strategic planning:**

The Board were updated on work and the student focus groups that are in progress.

The four strands were agreed upon and will begin to form the structure for the strategy.

*Action* – TB to add to May meeting agenda

**05/22** **Student Democracy:**

The Board noted the student ideas since the last meeting and both were approved as either projects or lobbying either in part or full.

*Action* – TB to update WH and SA

**06/22** **Leadership Race:**

The Board received the report from the Leadership Race and congratulated those involved and look forward to meeting and working with the elected officers.

The Board discussed the technological challenges faced with the website and would like these prioritised as part of the website redesign.

Additionally the Board has request more focus across the organisation is given to increasing engagement and building interest and engagement with the democratic process

*Action* – TB to pass request to Marketing
*Action* – TB to create working group to enhance the elections profile and engagement

**07/22** **Risk Register:**

The Board reviewed and updated the risk register where required. The risk around point E1 was discussed at length and will remain but consider the long term impact of the pandemic rather than the immediate restriction/closure impact.

*Action* – TB to update Register

**08/22** **CEO Report:**

The Board noted the report and noted the busy period post Christmas. Support is offered both through the external trustees and the CEO Management Group.

**09/22 Governance - Report from Staff Committee:**

HB gave an update on the recent meeting and discussed the specific risks discussed. The Board have requested further detail on option 4 and 5 of the proposed paper to be brought to the next meeting

*Action* – HB/TB to request and circulate additional information

All starred items were noted and approved

**10/22 \*Governance - Report from Finance & General Purposes Committee:**

**11/22 \*Governance - Policy and Bye Law Review**

**12/22 \* President Oversight - Report from Elected Officers:**

**13/22 \*Governance - Sustainability Report:**

**AOB**

**Trustee update**

The Board were informed of KW’s intention to step down at the June Board meeting. The Chair and the Board want to formally thank him for the work done as a student trustee and wish him well for the remainder of his studies.

*Action* – TB/Presidents to recruit for two student trustee roles

The Board confirmed a second term for LR and thanked him for his commitment to the Board and generous giving of time and experience to a range of projects.

*Action* – TB to update paperwork and website

**Time and date of next meeting:**

Next meeting: May 24th 2022

**Action Points:**

*Action* – TB to book May meeting
*Action* – TB to add to May meeting agenda
*Action* – TB to update WH and SA
*Action* – TB to pass request to Marketing
*Action* – TB to create working group to enhance the elections profile and engagement
*Action* – TB to update Register
*Action* – HB/TB to request and circulate additional information
*Action* – TB/Presidents to recruit for two student trustee roles
*Action* – TB to update paperwork and website