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

**Tuesday 10th August 2021 – 5.00pm**

**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

Chris Clements External Trustee

Kieran Woodhouse Student Trustee

Les Redwood External Trustee

Helen Balmer External Trustee

**Apologies:**

**In attendance:** Tim Benford CEO

**Conflicts of interest:**

**28/21** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 22nd June 2021.

**29/21**  **Action points from previous meeting:**

*Action* – TB to liaise with managers on spend within year **(complete)**  
*Action* – TB to instruct MB to make the gift aid payment **(complete)**  
*Action* – TB to inform MW to action the increment payment **(complete)**  
*Action* – TB to inform managers of updated finance regulations **(complete)**  
*Action* – TB update Welcome teams **(complete)**  
*Action* – TB to add to agenda for August meeting **(complete)**  
*Action* – TB to convene group **(ongoing)**  
*Action* – TB to liaise with UWE to schedule in additional meetings **(complete)**  
*Action* – TB to liaise with CW **(complete)**  
*Action* – TB to move F&GP and Staff Committee to main agenda **(complete)**  
*Action* – TB to add agenda discussion to August meeting **(complete)**

**30/21** **Finance – End of Year update:**

The Board received the updated end of year update approved position for passing to the auditors. Thanks were given to MB and the Finance Team

**31/21** **Presidents Manifesto and Communication:**

The Board noted the update on the Presidents manifestos and plans for enhancing communication to members.

Monthly wins  
Being more active on socials – finding niche for each staff member  
Being less modest and really shouting about what we do

*Action*- EB to speak to HB re social media

4 strands for the year  
Mental Health campaign  
Sustainability  
Inclusivity  
Representation

Use of trustees on campaign planning

**32/21** **Strategic planning:**

The Board were updated on the planning process for the 2022-2026 strategic plan and identified the following stage gates

High level report at stage gates for all trustees

Review 2018-2022  
Planning of what we want to know  
Questions for mass survey  
Interviews with students, staff and stakeholders  
Finessing  
Release

Evidence based decision making is identified as key to ensure a compelling and engaging strategy

**33/21** **Risk Register:**

The Board noted the progress and will receive the completed version via email prior to the October meeting to approve in meeting.

Action – TB to circulate risk register for October meeting

**AOB**

External Speakers Policy amendments approved

EB to be added into meeting planning sessions

EB to carry out 1:1’s with all Board members

*Action* – TB to update RC and KH *Action* – TB to add EB in   
*Action* – TB to move F&GP and Staff Committee to main agenda

**Time and date of next meeting:**

Next meeting: Tuesday 19th October 2021

**Action Points:**

*Action* – TB to convene group (Unison)  
*Action*- EB to speak to HB re social media  
*Action* – TB to circulate risk register for October meeting  
*Action* – TB to update RC and KH *Action* – TB to add EB in   
*Action* – TB to move F&GP and Staff Committee to main agenda