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

**4th December 2018 – 5.30pm**

**Present:**

**Trustees:** Giang Nguyen President & Chair

Augusta Nnajiofor VP Community & Welfare

Freddie Gough VP Societies & Communications

 Ayrden Pocock VP Education

Clare Davidson External Trustee

Chris Clements External Trustee

William Omoma Student Trustee

Les Redwood External Trustee

**Apologies:** Jade Marsella VP Sports & Health

**In attendance:** Tim Benford CEO

Conflict of Interest noted by Ayrden Pocock for 47/18

**42/18** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 23rd October 2018.

**43/18**  **Action points from previous meeting:**

*Action* – ZC / BW / EM to present at Student Council **(complete)***Action –* TB to collate proposals by December re Good Governance **(on hold due to NUS changes)***Action* – TB KPI‘s to be reported at December Board meeting **(complete)***Action –* ZC (GN) to present LR to student council **(complete)**
*Action* – TB to arrange for GN to sign off **(complete)**
*Action* – TB to speak to HR re salary reports **(complete)**
*Action* – TB to add pass thanks to MB and his team **(complete)**
*Action –* TB/MB to continue progressing negotiations **(complete)**
*Action -* TB to update on Pension at December Board **(complete)**
*Action –* TB/WH to create process sheets for changes to ensure clarity of democratic change processes **(complete)**
*Action –* TB/HM to create comms plans in line with the process sheets **(ongoing)**
*Action –* All Presidents to meet to decide on roles for current election **(complete)**
*Action –* All Presidents to produce communications for manifesto matrix completion **(ongoing)**
*Action –* TB to pass thank to Mike for audit work **(complete)**
*Action* – TB to communicate thanks to management team for satisfaction outcome **(complete)**
*Action –* TB/PD to report back for March Board meeting on external welcome activity **(ongoing)**
*Action –* TB to update the risk register **(complete)**
*Action* – TB to produce new layout for meeting for December **(ongoing)**

**44/18** **Finance - Finance Update:**

The Board received the financial update and noted the work done to mitigate the small percentage downturn in trade.

Pension discussions are ongoing and future cash flow forecasts reflect increases in payments

**45/18** **Governance – Student Council Outcomes:**

A number of Student council proposals and student ideas were discussed as they could have financial or reputation impact.

Point 5 - £3 minimum spend – to be investigated further and taken back to F&GP to consider impact

Point 9 – drinks deals – to be considered in line with our alcohol impact work

Point 10 – lobby for Greggs – add this into the wider consultation on services on campus – need to consider impact on SU trade.

Point 11 – graduate ball – commercial team to investigate demand as has not been financially viable in the past

Point 14 – noodles as official food – this may not be appropriate but a wider range of food will be looked in to, to ensure all members are catered for

Proposal for Men’s and trans officers – this was discussed at length and to ensure the role fulfils its aims it was unanimously decided to add in ‘Welfare’ to the three roles (including women’s officer). The impact on the VP Community and Welfare role is to be considered to ensure complimentary and not conflicting working

*Action –* TB/WH to communicate with ideas holders *Action –* TB/WH to consider impact of the three new roles

**46/18** **Governance - KPI December update:**

The KPI updates were received and noted an overall positive outcome.

The Board requested circulation to Presidents of the NSS action plan so they can fully engage and support the push on completion and awareness of impact the SU has on its members.

*Action –* TB/WH to book in Presidents for NSS activity

**47/18** **Governance – Response to university letter:**

 The Board discussed the letter from the university and a proposed response.

The Board actioned TB to circulate a new draft to all board members to approve via email prior to sending on to the university.

In addition in such instances, an internal briefing for Presidents by the CEO as soon as is practicably possible shall be implemented.

*Action –* TB to circulate new draft
*Action –* TB to implement new briefing process

**48/18 President Oversight – President manifesto matrix:**

The Board noted no changes to the matrix and heard brief updates from the Presidents.

**49/18 Objectives & Management of CEO incorporating update:**

The Board noted the CEO activity update and confirmed the focus areas for the next period in line with the KPI’s and key risks.

**50/18 Report from Staff Committee**

The Board noted the staff committee and progress on the job evaluation work.

**51/18 Report from F&GP Committee**

The Board noted the F&GP committee update.

**Items to note\***

**52/18 Governance - Policy and Bye Law Review:**

The Board approved the following changes;

Trustee Bye Law changes SCM approved
Trustee SCM approved changes Bye Laws Nov 18
Whistleblowing policy
Communications statement

**53/18 \*Report from Elected Officers:**

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

It was noted that while there appeard to be good engagement and interaction with students more measurement and demonstrable number were required for future reports.

**54/18 \*Sustainability Report**

The Board noted the report

**AOB**

The discussion around a late paper with regards a clarifying Prevent statement was postponed until the March meeting to ensure all views can be tabled.

**Time and date of next meeting:**

Next meeting: Tuesday 19th March 2019

**Action Points:**

*Action –* TB to collate proposals by December re Good Governance **(on hold due to NUS changes)***Action –* TB/HM to create comms plans in line with the process sheets **(ongoing)**
*Action –* All Presidents to produce communications for manifesto matrix completion **(ongoing)**
*Action –* TB/PD to report back for March Board meeting on external welcome activity **(ongoing)**
*Action* – TB to produce new layout for meeting for December **(ongoing)**
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