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

**Tuesday 3rd December 2019 – 5.30pm**

**Present:**

**Trustees:** Precious Onyenekwu Tatah President & Chair

Evan Botwood VP Societies & Communications

Ubong Joseph Ante VP Community & Welfare

Jane Ojiako VP Education

Joshua Edje 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

Mike Blades Finance Manager (for 41/19)

**38/19** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 22nd October 2019.

**39/19**  **Action points from previous meeting:**

*Action* – POT to take to Student Council **(ongoing)***Action* – TB to pass thanks to MB and Finance team **(complete)**  
*Action* – POT to sign the audit reports and pass to RSM/Finance **(complete)***Action* – POT to take to nomination to Student Council **(ongoing)**  
*Action –* TB/Presidents to prioritise list for March meeting **(complete)**  
*Action –* TB/Presidents to propose topics for discussion to be approved in December **(complete)**  
*Action* – TB to pass to WH for removal of Part 3 point 2 and pass to Student Council **(complete)**  
*Action* – TB to inform UWE Bristol of Changes as per governance approval requirements **(complete)**  
*Action* – TB/LR to convene management group **(complete)**  
*Action* – TB to update Finance and HR **(complete)**

**40/19** **Annual meeting calendar:**

The Board received the annual report calendar and approved the schedule.

**41/19** **Finance:**

The Board received the finance review from MB.Numerous questions were asked and answered to clarify queries and establish scenario planning. The Board tasked TB with bringing a range of commercial options to the next meeting in line with feedback and President manifesto points.

*Action* – TB to brief PD on requirements for next meeting

**42/19** **Risk Management:**

The risk register was discussed and two new columns were requests, then once completed is approved

*Action* – TB to add columns and complete content

**43/19** **Governance – Student Council:**

Meeting wasn’t quorate. We will discuss engagement with new Democracy and Governance coordinator in January

**44/19 CEO Report:**

The report highlighted the continued improvements in communications and positive stories and the CEO/Presidents are to again be congratulated on this.

LR updated the group in the management group recommendations and the training, and remuneration package was confirmed.  
  
*Action* – LR to communicate changes to HR

**Items to note\***

**45/19 \*Report from Staff Committee**

The Board noted the staff committee report.

**46/19 \*Report from F&GP Committee**

The Board noted the F&GP committee update.

**47/19 \*Governance - Policy and Bye Law Review:**

All confirmed with amendments to Risk Register

**48/19 \*Report from Elected Officers:**

Board noted the ongoing monthly and online updates and congratulated the team on the improved communications both internally and with external stakeholders

**49/19 \*Sustainability Report**

The Board noted the report.

**AOB**

None raised

**Time and date of next meeting:**

Next meeting: Tuesday 24th March

**Action Points:**

*Action* – POT to take to Student Council **(ongoing)***Action* – POT to take to nomination to Student Council **(ongoiong)**  
*Action* – TB to brief PD on requirements for next meeting  
*Action* – TB to add columns and complete content  
*Action* – LR to communicate changes to HR