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

**Tuesday 8th December 2020 – 5.00pm**

**Present:**

**Trustees:** Augusta Chidinma Nnajiofor President & Chair

Samuel Ikpe 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:** Charlotte Wrigley Student Trustee

**In attendance:** Tim Benford CEO

**Conflicts of interest:**

**41/20** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 20th October 2020.

**42/20**  **Action points from previous meeting:**

*Action* – ACN to take to Student Council **(ongoing)***Action* – ACN to take to nomination to Student Council (HB) **(ongoing)**  
*Action* – TB/MB to circulate management responses **(complete)**  
*Action* – ACN to sign accounts following going concern review **(complete)**  
*Action* – TB to pass thanks to MB and team **(complete)**  
*Action* – TB to collate questions and continue dialogue with Co-Op **(complete)**  
*Action* – TB to open discussion with Nus/NUSSL **(complete)**  
*Action* – TB to continue with regular covid updates **(complete)**  
*Action* – CW to produce small introduction for presentation at Student Council. **(complete)**  
*Action* – ACN to present to CW to Student council **(ongoing)**  
*Action* – TB to pass to WH for referendum planning**(complete)**  
*Action* – TB to escalate election challenges **(complete)**  
*Action* – TB to add to pass on thanks to Advice team **(complete)**

**43/20** **Finance – Mid-Year update:**

The Board received the mid –year up date and budget projections and approved the position. Key areas to note were maximising savings and ensuring use of the furlough scheme where business needs allow.

The Board noted that the 3 monthly reviews will continue and will be added to the agenda for March meeting.

The Board noted and approved the support of the donation to the NUS fund for the legal challenge.

*Action* – TB add budgets to March meeting  
*Action* – TB inform MB of the donation approval

**44/20** **Covid19 update:**

The Board noted the update on actions taken by the organisation and supported the people centric approach. The plans for 2021 and beyond were noted and agreed to ensure the organisation can fully deliver the physical on site needs of the members.

**45/20** **Student Democracy and Referendum update:**

Student Council meeting has occurred and a number of ideas were noted and passed with the associated commentary. TB to pass the commentary to WH for next steps. The Board were supportive of the use of virtual meetings to enhance potential for quorate meetings.

The Board were presented with the timeline and progress on the referendum process and approved the dates

*Action* – TB to pass to WH for next steps for student ideas

**46/20** **Risk Management:**

The Board noted the risk register and additional risks since its last iteration. Its actions and comprehensive list was commended, however delivery dates need to be added to ensure completion and give reassurance to the Board that all management and mitigation was being carried out.

It was noted by trustees that while comprehensive the register is cumbersome and TB should investigate other more manageable formats and bring to March meeting

In additional given the number of red (high) risk items the Board request to view the document every meeting to ensure items are addressed and completed.

*Action* – TB to add dates to existing template  
*Action* – TB to investigate new templates to manage and record risk  
*Action* – TB to add risk register to every meeting agenda as standing item

**47/20 CEO Report:**

The report highlighted the continued work gone into Covid 19 recovery and supporting staff colleagues and audit.

**Items to note\***

**48/20 \*Report from Staff Committee**

The Board noted the staff committee report.

**49/20 \*Report from F&GP Committee**

The Board noted the F&GP committee update.

**50/20 \*Governance - Policy and Bye Law Review:**

The Inclusive Communities policy was approved.

**51/20 \*Report from Elected Officers:**

Board noted the ongoing monthly and online updates

**52/20 \*Sustainability Report**

The Board noted the report.

**AOB**

**Time and date of next meeting:**

Next meeting: Tuesday 23rd March 2021

**Action Points:**

*Action* – ACN to take to Student Council **(ongoing)***Action* – ACN to take to nomination to Student Council (HB) **(ongoing)**  
*Action* – ACN to present to CW to Student council **(ongoing)**  
*Action* – TB add budgets to March meeting  
*Action* – TB to pass to WH for next steps for student ideas  
*Action* – TB to add dates to existing template  
*Action* – TB to investigate new templates to manage and record risk  
*Action* – TB to add risk register to every meeting agenda as standing item