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

**26th June 2018 – 5.30pm**

**Present:**

**Trustees:** Zain Choudhry President & Chair

Jamie Jordon VP Education
Sian Hampson VP Community & Welfare

Bahkai Wynter VP Societies & Communications

Erin Mills VP Sports & Health

 Clare Davidson External Trustee

Chris Clements External Trustee

William Omoma Student Trustee

Mariam Amini Student Trustee

**Apologies:** None

**In attendance:** Tim Benford CEO

Les Redwood Nominated External Trustee

Giang Nguyen President Elect

Ayrden Pocock VP Education Elect
Augusta Nnajiofor VP Community & Welfare Elect

Freddie Gough VP Societies & Communications Elect

Jade Marsella VP Sports & Health Elect

**15/18** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 20th March 2018.

**16/18**  **Action points from previous meeting:**

*Action* – TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support with execution/delivery **(complete)**

*Action –* TB to create KPI’s in line with strategic planning for the October meeting. **(complete)**

*Action* – AE to develop a WO job description **(complete for by-election)***Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB create KPI’s for approval pre March meeting **(complete)***Action –* TB/JJ to review format **(ongoing – tasked to incoming team)***Action* – TB KPI action ongoing **(complete)** *Action –* TB to submit the Block Grant paper **(complete)**
*Action –* TB, SB and MB to investigate legal options re pension issue **(complete)**
*Action –* WH to provide Leadership Race paper for June **(complete)**
*Action –* TB to call meeting with new Presidents, Representation and Marketing in July/August **(ongoing)**
*Action –* JJ to respond to request **(complete)**
*Action –* TB to collate proposals by December **(ongoing)**
*Action –* TB to provide external company with Trustee emails **(complete)**

**17/18** **Strategic Planning Update:**

The Board received and approved the KPI’s as Global organisation KPI’s and in addition the Board approved the new sub sections KPI’s.

*Action* – TB KPI‘s to be reported at December Board meeting

**18/18** **Finance update – Block Grant, Pension, Cash Flow, Budgets and audit timeline:**

The Board approved the audit timeline and presentation at the Ocotber meeting.

The Board discussed the commercial trading performance and acknowledged it has increased over previous years but would like to see an increase of 25 % by the 2022 end of strategic planning cycle.

A further pension update was received with limited new information as awaiting legal guidance.

*Action –* TB to update on Pension at October Board

**19/18** **Student ideas:**

Two student ideas were discussed;

Increased resource for Team Representation – the Board agreed that this would continue to be the SU’s priority ask for additional resource.

Voting improvements – the Board agreed that this should be implemented and actioned for the December Board meeting

*Action –* JJ/WH to action in the Rep/Elections team

**20/18** **Leadership Race update:**

 The Board noted the update and after discussion agreed that the operational processes around the election (individual budgets) could be decided outside of the full Board by the Presidents and elections committee.

**21/18** **Presidents Handover:**

 The Board noted the progress made by the Presidents and welcome the new Presidents as they are about to start their term in office.

The outline schedule for training was discussed and approved.

CD noted that a key element for the coming year would be to reengage with the membership and ensure they value the work the SU does.

**22/18 GDPR Update:**

The Board noted the GDPR paper and requested a review in December to be fed back to the March Board meeting

*Action –* TB to book December GDPR review

**23/18 Trustee Resignation and appointment:**

The Board noted a number of resignations from the Board and thanked the members for their service. DO, SB and MA have all moved on.

LR was presented to the Board as a nominated trustee and after an introduction and Q&A he was unanimously elected to the Board

*Action –* ZC (GN) to present LR to student council

**24/18 Policy Review:**

The Board approved the data protection and general complaints procedure and felt the palm oil statement should be passed to the Sustainability Board for a recommendation

*Action –* TB pass to RC for the Sustainability Boards attention

**25/18 Objectives & Management of CEO incorporating update:**

The Board noted the CEO activity update discussed the outcome of the appraisal and noted the highly positive responses. An additional 0.4% increase was agreed to be added to the proposed increase by the CEO Management group.

The Board also request an annual review rather than a three-year review to bring the salary in line with similar organisations.

*Action –* ZC to communicate salary details with HR/Payroll

*Action –* TB/CD to ensure annual review is completed

**26/18 Report from Staff Committee**

The Board noted the staff committee update and passed their thanks to MW, the Board and Presidents feel there has been a marked benefit in the HR department and across the organisation since his arrival.

**27/18 Report from F&GP Committee**

 The Board noted the F&GP committee update

**Items to note\***

**28/18 \*Report from Elected Officers:**

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

**29/18 \*Sustainability Report**

The Board noted the report

**AOB**

Lock In Paper – the Chair noted this was received too late to be given full consideration and would if appropriate to be moved to the next Board meeting.

The Board would like to thank Zain and the Presidents for the hard work for this last year and previous year for JJ and SH.

The Board wish them all the best for the future and look forward to the successes of the incoming team.

**Time and date of next meeting:**

Next meeting: Tuesday 23rd October 2018

**Action Points:**

*Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB/JJ to review format **(ongoing – tasked to incoming team)***Action –* TB to call meeting with new Presidents, Representation and Marketing in July/August **(ongoing)***Action –* TB to collate proposals by December **(ongoing)***Action* – TB KPI‘s to be reported at December Board meeting*Action –* TB to update on Pension at October Board
*Action –* JJ/WH to action in the Rep/Elections team
*Action –* TB to book December GDPR review
*Action –* ZC (GN) to present LR to student council
*Action –* TB pass to RC for the Sustainability Boards attention
*Action –* ZC to communicate salary details with HR/Payroll
*Action –* TB/CD to ensure annual review is completed