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

**Tuesday 22nd June 2021 – 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

Evan Botwood President Elect

 Rania Regaieg VP Community & Welfare Elect

 Oluwadamilola Okeyoyin VP Education Elect

 Molly Harris VP Sports Elect

 David Lamb UWE Board of Governors Chair (22/21)

 Jenny Body UWE Chair of SPP Committee (22/21)

 Ian Mackenzie UWE Chair of FEIT Committee (22/21)

 Richard Bacon UWE Chair of ARA Committee (22/21)

**Conflicts of interest:**

**14/21** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 23rd March 2021.

**15/21**  **Action points from previous meeting:**

*Action* – TB work with MB on cash flow **(complete)**
*Action* – TB to pass to WH for confirmation to UWE **(complete)**
*Action* – TB to add to agenda for August additional meeting **(complete)**
*Action* – TB to add risk register to every meeting agenda as standing item **(complete)**
*Action* – TB to liaise with UWE to add Chairs to June meeting **(complete)**

**16/21** **Finance – Projections update:**

The Board received the updated and current projections for year end and approved the following with regards 2020-21

CapEx and Budget Spend to be kept as per budgets and in line with a year end cash position of £520,000
The payment of profit from the company to the charity via gift aid on completion of the financial year

With regards 2021-22 the following was approved

Cost of living increment to be paid from 1st August 2021 (1.5%)
Maintain cash point for 21-22 and report back to F&GP

The Board received and approved the new Financial Regulations to be enacted with immediate effect.

*Action* – TB to liaise with managers on spend within year
*Action* – TB to instruct MB to make the gift aid payment
*Action* – TB to inform MW to action the increment payment
*Action* – TB to inform managers of updated finance regulations

**17/21** **Covid19 update:**

The Board noted the update on actions taken with the delay to the lockdown.
The plans and dates for 2021 and beyond were noted and agreed to ensure the organisation can fully deliver the physical on site needs of the members.
It was noted some restrictions or requirements may remain in place (Lateral Flow Testing) and will be built into risk assessments and event planning.

*Action* – TB update Welcome teams

**18/21** **Student Democracy:**

The Board were informed that the Student Ideas are prepared and will be presented at the August meeting for the incoming team to consider.

*Action* – TB to add to agenda for August meeting

**19/21** **New President Team:**

The Board welcome the new President team and following introductions they outlined key manifesto pledges and areas of interest.

**20/21** **Unison Recognition agreement:**

The Board noted the current documentation and were updated on the current position by HB/TB.

The Board agreed that a sub group of Trustees through Staff Committee should take forward the questions raised and report back to the August/October meeting.

*Action* – TB to convene group

**21/21 CEO Report:**

The report highlighted the continued work gone into Covid 19 recovery and supporting staff colleagues and CEO 360 appraisal.

LR outlined the recent CEO Management Group meeting, highlighting the positive 360 appraisal and the Board confirmed the outcomes and actions.

**22/21 Chairs of UWE Bristol Sub Committees:**

The Board welcomed the Chairs to the meeting and discussions were had on a range of topics

Mental Health support – UWE Mental Wealth Strategy and Implementation
Report and Support – How do we effectively close the feedback loop
SU strategy – engagement with UWE will begin in September
International students – UWE has 5,282 international students, how could we improve the support that these group of students receive to ensure it sets us apart from other HEIs and increases the number of prospective students.
Estates – Glenside campus and future considerations.

What one thing could the SU do to help you as a governor…?
Ian - Helping understand on a personal level the voice of the student
Richard – have a representative – use the channel to the governors
Jenny – need representatives to be there as representatives as student body not just SU
David – danger of sitting in committees and just going from meeting to meeting – can’t be impactful – how do we enable Board members to engage with students

The Board and Governors agreed to continue the collaborative meetings outside of UWE and SU meeting cycles.

*Action* – TB to liaise with UWE to schedule in additional meetings

**Items to note\***

**23/21 \*Report from Staff Committee**

The Board noted the staff committee report.

**24/21 \*Report from F&GP Committee**

The Board noted the F&GP committee update.

**25/21 \*Governance - Policy and Bye Law Review:**

 None for the meeting.

**26/21 \*Report from Elected Officers:**

Board noted the ongoing monthly and online updates

**27/21 \*Sustainability Report**

The Board noted the report.

**AOB**

CW – missed 3 meetings – action TB to communicate and feed back to August Board – agreed

HB – update on people strategy with MW – meet prior to every Board the week before for regular updates and move to un-starred.

Review Board meeting agenda as part of the August meeting (risk register, strategic planning)

CC thanks to the Presidents team for hard work and doing extraordinary job in a challenging year

*Action* – TB to liaise with CW
*Action* – TB to move F&GP and Staff Committee to main agenda
*Action* – TB to add agenda discussion to August meeting

**Time and date of next meeting:**

Next meeting: Tuesday 10th August 2021

**Action Points:**

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