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

**Tuesday 23rd March 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

David Lamb UWE Board of Governors Chair (8/21)

**Conflicts of interest:**

**01/21** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 8th December 2020.

**02/21**  **Action points from previous meeting:**

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

**03/21** **Finance – Projections update:**

The Board received the budget projections and 3 year plans that have been submitted alongside the Block Grant request and approved the position. The Board instructed that cash flow modelling is now completed on these budgets/plans

Key areas to note were the continued maximising savings and ensuring use of the furlough scheme where business needs allow until September.

*Action* – TB work with MB on cash flow

**04/21** **Covid19 update:**

The Board noted the update on actions taken as the lockdown easing commences. The updated plans for 2021 and beyond were noted and agreed to ensure the organisation can fully deliver the physical on site needs of the members.

**05/21** **Student Democracy, Leadership Race and Referendum update:**

The Board were presented with the Elections results and congratulated all those involved on a successful elections during a pandemic.

The Board also noted the successful passing op the referendum and approved this to be passed to UWE as per constitutional processes

*Action* – TB to pass to WH for confirmation to UWE

**06/21** **Risk Management:**

The Board noted the new layout and approved its use once completed.

The next review would take place at the August extra meeting so the new team can feed in before final approve at the October meeting.

*Action* – TB to add to agenda for August additional meeting  
*Action* – TB to add risk register to every meeting agenda as standing item

**07/21 CEO Report:**

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

**08/21 David Lamb – Chair of Governors UWE Bristol:**

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

Having the right questions to ask – a critical friend  
Student numbers and retention  
Listening to students – joint trustee sessions?  
How is the blended learning moving forwards  
Reviewing the positive and negatives  
Personalisation  
Keeping the drive and being ambitious – examples of nightingales and moving teaching online

The Board and David agreed to invite the Chairs of sub groups to the June meeting to continue the progress on collaborative working and understanding

*Action* – TB to liaise with UWE to add Chairs to June meeting

**Items to note\***

**09/21 \*Report from Staff Committee**

The Board noted the staff committee report.

**10/21 \*Report from F&GP Committee**

The Board noted the F&GP committee update.

**11/21 \*Governance - Policy and Bye Law Review:**

None for the meeting.

**12/21 \*Report from Elected Officers:**

Board noted the ongoing monthly and online updates

**13/21 \*Sustainability Report**

The Board noted the report.

**AOB**

**Time and date of next meeting:**

Next meeting: Tuesday 22nd June 2021

**Action Points:**

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