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

**24th October 2017 – 5.30pm**

**Present:** Conflicts of interest - none

**Trustees:** Zain Choudhry President & Chair

Jamie Jordon VP Education
Sian Hampson VP Community & Welfare

Bahkai Wynter VP Societies & Communications

Erin Mills VP Sports & Health

Sarah Eden External Trustee

 Clare Davidson External Trustee

David Osborne External Trustee

Chris Clements External Trustee

 Mariam Amini Student Trustee

**Apologies:**

**In attendance:** William Omoma Nominated Student Trustee

Tim Benford CEO

 Sam Wright RSM (point 30/17)

 Scott Farmer Temple Farmer (point 31/17)

**28/17** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 27th June 2017 with the additional of the 3 paragraphs re: Lock In Discussion and that the Round Up to RAG would also include Union 2 activity.

**29/17**  **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 **(ongoing)**

*Action –* TB/SH to action the charitable activities possible in the shop. **(ongoing)**

*Action –* WH to provide report by the October meeting **(complete)**

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

*Action* – TB to produce presentation for October meeting **(complete)**

*Action* – AE to develop a WO job description **(ongoing – reassigned to JJ)**

*Action* – TB to book CD in to facilitate a training session **(complete)**

*Action* – TB / DO to represent CEO document in October. **(complete)**

**30/17** **Annual Accounts and Audit Presentation:**

The Board received the audit report from SW of RSM with the following items noted;

Audit has gone well this year
Good management controls
Good staff segregation processes
No issues around cash sales and cash handling
Fund accounting needed an amendment for Red Bull alcohol impact support
An updated Risk Register is required (in this meeting)
Fraud – Loyalty scheme – only example over a period of years and managed well
No examples of it but concern about ghost employees on campus sites
Going concern narrative- TB to discuss wording relating to pension debt

The Board registered their thanks for the work by the Finance Manager and his team

*Action* – TB to arrange for ZC to sign off
*Action* – TB to add wording to going concern narrative
*Action* – TB to add pass thanks to MB and his team

**31/17** **Strategic Planning Update:**

The Board received the presentation from SF and TB and noted and approved the progress.

The Board approved in principle 5 priority strands and themes (student priorities + enabling priorities = strategy)

Student priorities
Active
Network
Support
Value
Voice

Enabling Priorities
Communications
Governance
Facilities
Finance
People

Some of the sub wording needs further work and the enabling focus’s appear tactical and need revising to become strategic.

Mid December 2017 internal launch, January 2018 external launch

*Action* – TB to work on wording and resubmit prior to December meeting for discussion

**32/17** **Student ideas:**

No Student Council since the last Board meeting.

One idea has become our first to pass with a first and will come to the next Board for discussion.

**33/17** **Presidents Manifesto Matrix:**

 The Board noted the progress made on the manifesto matrix and congratulated the team on the presentation and documentation of the impact the manifesto points appear to be having.

Manifesto selected update from the Presidents

ZC
Faith Facilities

JJ
Course Costs
EM
Authorised Absence

BW
Student Media

SH
Out of Hours support – 875 responses on survey

**34/17 Elections Report:**

The Board noted the report and approved 3 of the 4 recommendations.

The reimbursement recommendation has been deferred so more evidence can be gathered and greater discussion had.

An additional recommendation was noted that the Elections team should look into the demands of approving all posters pre printing

*Action* – WH to produce full reimbursement figures for discussion

*Action* – TB to discuss with WH re poster approval

**35/17 Policy Review:**

The Board noted and approved the DPC ToR and referred the Risk Register to TB and DO to add in specific controls where needed and approve at F&GP

*Action* – TB/DO to update and represent to F&GP

**36/17 Student Trustee Replacement:**

The Board noted the resignation of Alvaro Loxton and thanked him for his work on the Board and Staff Committee and wish him the best for the future.

The Board heard from the proposed Trustee and unanimously approved William Omoma as the new Student Trustee

*Action* – ZC / BW / EM to present at Student Council

**37/17 Objectives & Management of CEO incorporating update:**

The Board approved in general the document and agreed to trial for 1 year and then have the option to review.

Some finer points to be discussed around composition of the group.

 *Action* – TB / DO to meet to schedule the management group.

**Items to note\***

**38/17 \*Report from Elected Officers:**

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

**39/17 \*Report from Staff Committee**

**40/17 \*Report from F&GP Committee**

**41/17 \*Sustainability Report**

Staff Committee and F&GP Reports are to be un-starred items for future meetings and will require a summary sheet to be presented by the Chair of each Committee.

*Action* – TB to have summary sheets created

**AOB**

**Time and date of next meeting:**

Next meeting: Tuesday 5th December 2017

**Action Points:**

*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 **(ongoing)**

*Action –* TB/SH to action the charitable activities possible in the shop. **(ongoing)**

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

*Action* – AE to develop a WO job description **(ongoing – reassigned to JJ)***Action* – TB to arrange for ZC to sign off
*Action* – TB to add wording to going concern narrative
*Action* – TB to add pass thanks to MB and his team
*Action* – TB to work on wording and resubmit prior to December meeting for discussion
*Action* – WH to produce full reimbursement figures for discussion
*Action* – TB to discuss with WH re poster approval
*Action* – TB/DO to update and represent to F&GP
*Action* – ZC / BW / EM to present at Student Council
*Action* – TB / DO to meet to schedule the management group.
*Action* – TB to have summary sheets created