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

**23rd October 2018 – 5.30pm**

**Present:**

**Trustees:** Giang Nguyen President & Chair

Augusta Nnajiofor VP Community & Welfare

Freddie Gough VP Societies & Communications

Jade Marsella VP Sports & Health

 Clare Davidson External Trustee

Chris Clements External Trustee

William Omoma Student Trustee

Les Redwood External Trustee (arrived post discussions)

**Apologies:** Ayrden Pocock VP Education

**In attendance:** Tim Benford CEO

Sam Wright RSM (point 32/18)

**30/18** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 26th June 2018.

**31/18**  **Action points from previous meeting:**

*Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB/JJ to review format **(complete)***Action –* TB to call meeting with new Presidents, Representation and Marketing in July/August **(complete)***Action –* TB to collate proposals by December re Good Governance **(ongoing)***Action* – TB KPI‘s to be reported at December Board meeting **(ongoing)***Action –* TB to update on Pension at October Board **(complete agenda item 33/18)**
*Action –* JJ/WH to action in the Rep/Elections team **(complete)**
*Action –* TB to book December GDPR review **(complete)**
*Action –* ZC (GN) to present LR to student council **(ongoing)**
*Action –* TB pass to RC for the Sustainability Boards attention **(complete)**
*Action –* ZC to communicate salary details with HR/Payroll **(complete)**
*Action –* TB/CD to ensure annual review is completed **(complete)**

**32/18** **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, the best since SW has been involved
As with last year, good management controls and good staff segregation processes
No issues around cash sales and cash handling – current incident noted but happened after audit period
Noted for the second year that monthly captures of salaries was incomplete – requirement for 18/19
Going concern narrative- new narrative supplied via NUS/SUSS for the pension

The Board registered their thanks for the work by the Finance Manager and his team for a clean and well-managed audit

*Action* – TB to arrange for GN to sign off
*Action* – TB to speak to HR re salary reports
*Action* – TB to add pass thanks to MB and his team

**33/18** **Pension Update:**

A further pension update was received with increased information on options available via SUSS forums and discussion with the university.

No final decision on options was taken as further discussion are needed

*Action –* TB/MB to continue progressing negotiations
*Action -* TB to update on Pension at December Board

**34/18** **Student ideas:**

There were no student ideas for this meeting.

As it fell under democracy, the issue of the proposed changes to council and the addition of two new PTO’s was raised and discussed at this point.

It was noted the council changes had been put on hold and will remain with the existing processes until further discussion has been carried out.

With regards the PTO,’s the board noted the challenges around multiple routes to take changes forward and confirmed this should be clarified to ensure ease of use for all involved, Trustees, students and staff. In addition, a communication plan needs creating for such changes to ensure each stage is publicised and understood by all.

CD noted whilst the roles had been mentioned at previous meetings, no formal job descriptions had been seen by the Board which made it hard to make a decision at this point.

The Board actioned the Men’s and Trans officer to go back out for consultation to the student community with the inclusion of a job description and remit.

The decision whether to keep the roles on the ballot for this election period was to be decided by the Presidents by majority before the closure of the election period.

*Action –* TB/WH to create process sheets for changes to ensure clarity of democratic change processes
*Action –* TB/HM to create comms plans in line with the process sheets
*Action –* All Presidents to meet to decide on roles for current election

**35/18** **Presidents Manifesto Matrix:**

 The Board welcomed the new Presidents and complimented them on their work on the manifesto matrix so far.

The Presidents noted the following key points

GN – business case competition
AN – value for money work
JM – Varsity into one week
FG - Movember

The Board felt that with such positive progress being made this needed to be communicated to students fully. Presidents were tasked with ensuring communications goes out to students and stakeholders

*Action –* All Presidents to produce communications for manifesto matrix completions

**36/18 Objectives & Management of CEO incorporating update:**

The Board noted the CEO activity update and confirmed the focus areas for the next period in line with the KPI’s and key risks.

*Action –* TB to pass thank to Mike for audit work

**37/18 Report from Staff Committee**

The Board noted the staff committee update congratulated the management team on the extremely positive staff engagement survey.

*Action* – TB to communicate thanks to management team for satisfaction outcome

**38/18 Report from F&GP Committee**

The Board noted the F&GP committee update and commented on the lower than expected performance of external welcome activity. The Board action the commercial team to ensure the programme for 18/19 is still relevant and desirable to students

*Action –* TB/PD to report back for March Board meeting on external welcome activity

**Items to note\***

**39/18 Policy Review:**

The Board approved the H&S Policy and the Risk Register. The Board request an additional column for the Risk Register of changes in risk and the actions to be dated when completed

*Action –* TB to update the risk register

**40/18 \*Report from Elected Officers:**

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

**41/18 \*Sustainability Report**

The Board noted the report

**AOB**

The structure of future meetings was discussed and CD proposed the agenda be focussed around the four key responsibilities of the Board;

Finance
Governance (inc Student Ideas)
Legal compliance
Reputation management

This in addition with President oversight was approved and TB actioned to ensure new agenda reflects this

*Action* – TB to produce new layout for meeting for December

**Time and date of next meeting:**

Next meeting: Tuesday 4th December 2018

**Action Points:**

*Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB to collate proposals by December re Good Governance **(ongoing)***Action* – TB KPI‘s to be reported at December Board meeting **(ongoing)***Action –* ZC (GN) to present LR to student council **(ongoing)**
*Action* – TB to arrange for GN to sign off
*Action* – TB to speak to HR re salary reports
*Action* – TB to add pass thanks to MB and his team
*Action –* TB/MB to continue progressing negotiations
*Action -* TB to update on Pension at December Board
*Action –* TB/WH to create process sheets for changes to ensure clarity of democratic change processes
*Action –* TB/HM to create comms plans in line with the process sheets
*Action –* All Presidents to meet to decide on roles for current election
*Action –* All Presidents to produce communications for manifesto matrix completion
*Action –* TB to pass thank to Mike for audit work
*Action* – TB to communicate thanks to management team for satisfaction outcome
*Action –* TB/PD to report back for March Board meeting on external welcome activity
*Action –* TB to update the risk register
*Action* – TB to produce new layout for meeting for December