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

**Tuesday 20th October 2020 – 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:**

**In attendance:** Tim Benford CEO

Charlotte Wrigley Proposed Student Trustee

 Sam Wright RSM (for point 29/20)

 Mollie Pitt RSM (for point 29/20)

 Jonathan Perry Co-Op (for point 30/20)

**Conflicts of interest:**

**27/20** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 23rd June 2020.

**28/20**  **Action points from previous meeting:**

*Action* – POT to take to Student Council **(ongoing)***Action* – POT to take to nomination to Student Council **(ongoing)**
*Action* – TB to update regularly on covid impact and recovery planning **(complete)**
*Action* – TB to continue to maximise support opportunities and manage savings vs service impact **(complete)**
*Action* – TB to update Finance on the gift aid approval **(complete)**
*Action* – TB to add to October agenda **(complete)**

**29/20** **Finance – Audit Presentation:**

The Board received the full audit report from RSM and noted the findings. Key areas to note were strong financial management and robust processes during what was a challenging year.

The Board requested the full management responses to be circulated for completeness.

The Board approved sign off of the audited accounts following RSM’s final going concern secondary review.

The Board extended their thanks to MB and the finance team

*Action* – TB/MB to circulate management responses
*Action* – ACN to sign accounts following going concern review

*Action* – TB to pass thanks to MB and team

**30/20** **Commercial Presentation:**

The Board received the presentation from the Co-Op. The presentation covered the full proposal and a number of questions were asked on both financial and practical elements.

Following the presentation the Board discussed next steps and identified a number of follow up questions to be posed. TB to collate these asap and proceed with conversations with Co-Op.

In addition the relationship impact with NUS/NUSSL was discussed and the Board actioned TB to open discussions with NUS/NUSSL

*Action* – TB to collate questions and continue dialogue with Co-Op
*Action* – TB to open discussion with Nus/NUSSL

**31/20** **Covid19 update:**

The Board noted the update on actions taken by the organisation and supported the virtual and physical welcome as well as the planning and process for covid secure physical on campus working. As the situation evolves the Board requested continued regular updates on changes on planning/reactions to changes to approve.

*Action* – TB to continue with regular covid updates

**32/20** **New Student Trustee:**

The Board was presented with the Appointment Committee’s recommendation for CW to become a Student Trustee.

CW introduced herself and answered questions

The Board unanimously voted to confirm CW as a Student Trustee.

*Action* – CW to produce small introduction for presentation at Student Council.
*Action* – ACN to present to CW to Student council

**33/20** **Student Democracy and Bye Law update:**

No Student Council meeting has occurred so no ideas to be discussed. The Board were supportive of the plans for virtual meetings to enhance potential for quorate meetings.

The Board were presented with minor amendments to the legal update on the constitution changes and voted to approve the additions. TB to pass to WH for referendum planning.

The Elections report was noted and TB instructed to escalate the previous challenges to remove them for the 2020/21 Leadership Race

*Action* – TB to pass to WH for referendum planning
*Action* – TB to escalate election challenges

**34/20 CEO Report:**

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

**Items to note\***

**35/20 \*Report from Staff Committee**

The Board noted the staff committee report.

**36/20 \*Report from F&GP Committee**

The Board noted the F&GP committee update.

**37/20 \*Governance - Policy and Bye Law Review:**

 The H&S policy was approved.

**38/20 \*Report from Elected Officers:**

Board noted the ongoing monthly and online updates and congratulated the team on the improved communications both internally and with external stakeholders

**39/20 \*Sustainability Report**

The Board noted the report.

**40/20 \*Student Advice Centre Annual Report**

The Board noted the report and passed on their congratulations and thanks to the Advice centre team

*Action* – TB to add to pass on thanks to Advice team

**AOB**

**Time and date of next meeting:**

Next meeting: Tuesday 8th December 2020

**Action Points:**

*Action* – ACN to take to Student Council **(ongoing)***Action* – ACN to take to nomination to Student Council (HB) **(ongoing)**
*Action* – TB/MB to circulate management responses
*Action* – ACN to sign accounts following going concern review
*Action* – TB to pass thanks to MB and team
*Action* – TB to collate questions and continue dialogue with Co-Op
*Action* – TB to open discussion with Nus/NUSSL
*Action* – TB to continue with regular covid updates
*Action* – CW to produce small introduction for presentation at Student Council.
*Action* – ACN to present to CW to Student council
*Action* – TB to pass to WH for referendum planning
*Action* – TB to escalate election challenges
*Action* – TB to add to pass on thanks to Advice team