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

**Tuesday 19th October 2021 – 5.30pm**

**Present:**

**Trustees:** Evan Botwood President & Chair

Samuel Ikpe VP Societies & Communications

Rania Regaieg VP Community & Welfare

Oluwadamilola Okeyoyin VP Education

Molly Harris VP Sports & Health

Chris Clements External Trustee

Kieran Woodhouse Student Trustee

Les Redwood External Trustee

**Apologies:** Helen Balmer External Trustee

**In attendance:** Tim Benford CEO

Mollie Pitt RSM (Agenda item 36 21)

**Conflicts of interest:**

**34/21** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 10th August 2021.

**35/21**  **Action points from previous meeting:**

*Action* – TB to convene group (Unison) **(ongoing)**  
*Action*- EB to speak to HB re social media **(complete)**  
*Action* – TB to circulate risk register for October meeting **(complete)**  
*Action* – TB to update RC and KH **(complete)** *Action* – TB to add EB in **(complete)**  
*Action* – TB to move F&GP and Staff Committee to main agenda **(complete)**

**36/21** **Finance – Audit Report:**

The Board received the audited accounts from RSM and discussed the management controls and management responses and noted the quality of the audit.

The Board commended TB, MB and team for the work throughout the year and during the audit.

The audited accounts were approved pending the submission of the agreed management responses

*Action* – TB/MB to send across management responses  
*Action* – EB to sign accounts  
*Action* – TB to pass thanks to MB and team

**37/21** **Strategic planning:**

The Board were updated on the planning process for the 2022-2026 strategic plan and confirmed the stage gates from the previous meeting and ensured that there was a focus on the work to give clarity and a compelling vision

The Board are to receive initial research data for the December meeting

*Action* – TB to book in Scott for December meeting

**38/21** **Presidents Team Updates:**

The Board noted the update on the Presidents manifestos and congratulated them on a number of success and team projects.

The Board continued to encourage clear communication of progress and successes.

**39/21** **Student Democracy:**

The Board noted the student ideas since the last meeting and approved all bar 3 which were amended as linked items.

Action – TB to update WH and SA

**40/21** **Trustee calendar:**

The Board noted the proposed changes and agreed to consider alterations at the next meeting to ensure timing and content as well as social interaction is included in the annual calendar.

Action – EB/TB to bring to the next meeting

**41/21** **Risk Register:**

The Board approved the new Risk Register and preferred its layout and accessibility compared to previous versions.

The Risk Register is to be reviewed twice a year, March and October to ensure accuracy and content

Action – TB to add to March and October meetings

**42/21** **CEO Report:**

The Board noted the report and actions undertaken and TB/MB were commended for their work on the VAT case and removal of historical VAT liability.

**AOB**

The Board noted their thanks to the Advice centre for the annual report and continued work supporting our members.

**Time and date of next meeting:**

Next meeting: Tuesday 14th December 2021

**Action Points:**

*Action* – TB to convene group (Unison)  
*Action* – TB/MB to send across management responses  
*Action* – EB to sign accounts  
*Action* – TB to pass thanks to MB and team  
*Action* – TB to book in Scott for December meeting   
Action – TB to update WH and SA  
Action – EB/TB to bring to the next meeting  
Action – TB to add to March and October meetings