



## Minutes of UWESU Trustees Meeting

30<sup>th</sup> June 2011

**Present:**

**Trustees:**

Colin Offler (CO)	President
Safi Henderson (SH)	VP Societies & Communication
Ariana Alexander-Sefre (AS)	VP Sports
Louise Goux-Wirth (LG)	VP Community & Welfare
Olly Reid (OR)	VP Education
Peter Brasted (PB)	Trustee
Hayley Wright (HW)	Student Trustee (Elect)
Chris Nicholls (CN)	Student Trustee (Elect)
Jonathan Bradley (JB)	Trustee (Elect)

**Apologies:**

Craig Pocock (CP) Trustee

**In attendance:**

Hugh Boyes (HB) General Manger

**20/11 Minutes of the Previous Meeting:**

Agreed the minutes of the meeting held on 31<sup>st</sup> March 2011.

**21/11 Matters arising:**

The action points arising from the previous meeting were addressed and unless raised below have been completed.

**08/11** *HB still to finalise the analysis of the staff survey, to be circulated once completed.*

**15/11** *The elections for Sports Officer will be on the 18<sup>th</sup> to 20<sup>th</sup> October 2011.*

**22/11 Report from Elected Officers:**

CO gave an update on behalf of the sabbatical team. It was agreed that a verbal update was fine unless a decision was required in which case a written request would be required.



**23/11 Report from the General Manager:**

Report noted. It was requested that in future for information to be included it had to be significant and the report was to be brief, if necessary further detail would be requested.

**24/11 Report from Staff Committee:**

Report noted.

**25/11 Report from Finance & General Purposes Committee:**

Report noted.

***Action: UWESU Risk Register to be discussed at the next meeting.***

**27/11 SUSS Pension Consultation**

It was agreed the document could be sent to the SUSS trustees on the basis of a 5% contribution by UWESU to the NUSPS pension scheme, together with Permanent Health Insurance and Death in Service (3x salary) benefits being taken out by UWESU. The pension contribution rate is to be reviewed in 12 months time. A response to the letter from a member of staff to be sent by CO on behalf of the Trustee Board.

***Action: HB to draft letter for CO to review and send. HB to ensure review of pension rate in 12 months.***

**28/11 Terms of Reference for Finance & General Purposes Committee**

Agreed the accounts should be presented to the whole Board of Trustees and that CN and PB would be the student and external trustees sitting on F&GP.

***Action: HB to re-draft Financial Regulations, to go to next F&GP and then next Board of Trustees meeting.***



**29/11 Budget 2011/12**

The Budget was discussed. It was agreed that the draft detailed budget is to be agreed by F&GP, the final sign off by the Board of Trustees. It was agreed that there should be contingency plans if planned income levels are not being achieved.

***Action: HB to organise for the next F&GP meeting.***

**30/11 Reserves policy**

The proposed policy was agreed.

**31/11 Terms of Reference for Staff Committee**

It was agreed that HW would be the student trustee and that CP be asked if he would be the external trustee.

***Action: HB to ask CP if he is willing to sit on Staff Committee.***

**32/11 Objectives and Management of the General Manager**

It was agreed that once the sabbatical team had agreed their objectives for the year ahead this would affect his objectives. Also CP was undertaking an appraisal of HB at the moment and this could also affect his future objectives.

***Action: HB to review action plan and bring to the next meeting.***

**Time and date of next meeting:** Thursday 29<sup>th</sup> September 2011