

Minutes of UWESU Trustees Meeting

30th September 2010

Present:

Trustees:

Colin Offler (CO) – SRC President
Gail Wilson (GW) – SRC Vice President
Nadia Harding (NH) – Sports President
Terry Atkinson (TA) – Activities President

In attendance:

Craig Pocock (CP) – Trustee Elect
Ben Lock (BL) – Trustee Elect
Peter Brasted (PB) – Trustee Elect
Hugh Boyes (HB) – Acting General Manger
Helen Pugh (HP) – Campus Administrator.

CO welcomed all to the meeting. CO explained that as SRC President he will Chair the Trustees meetings.

01/10 Minutes from the previous meeting:

Minutes of the previous meeting were agreed.

02/10 Schedule of items for board of Trustees

Schedule for four trustees meetings per academic year was agreed (one meeting per term plus an additional handover meeting). Papers for the meeting will be sent out 7 days prior to the meeting. If an emergency meeting is called then there will be 10 days notice.

Minutes of the trustees meetings are to be made public other than where there is confidential data.

03/10 Report from Elected Officers

No written report from the sabbatical team as it has been very busy over the Fresher's period for them and they were not sure what the external trustees wanted. CP suggested that one report was made from all four officers that gave brief bullet points under general headings eg people and finance etc.

The external trustees would also be happy to receive the report that the Sabbatical officers take to their Councils.

04/10 Report from the Acting General Manger

GW asked if HB had anything extra to add from the Fresher's period to this report.

HB – feedback that is coming through is that there has been a general increase in ticket sales over Fresher's, however bar & shop takings may be down. However sales of membership cards have almost hit budget already.

NH – expressed concern that student registration was down on the UWESU web pages. This will be reviewed at the next Trustee meeting.

05/10 Report from Staffing Committee

BL - Asked how can increase workload for the SMT and then reward with more time off.

HB – Managers are building up their holiday in order to take a longer break later in the year.

PB – Are these the final accounts?

HB – Yes.

06/10 Report from the Finance and General Purposes Committee

HB – Summarised major decisions and explained last year's £12k deficit. Projections for this academic year are to make a £25k surplus.

PB – asked how firm the block grant was.

HB- Block grant is stable for this year and next. After that we are expecting a 5% cut and 2.5% rise in inflation however this does depend on the October review. In the future there maybe concerns about our block grant.

BL – Asked if our long term commitments and deals were firm.

HB – Gave an overview of the major commitments of the Union and informed the meeting that last year there had been issues around Easter time with the GPR not being what it was expected to be. The systems have now been up-dated and new checks are in place to make sure this does not happen again – a stock check was done before Fresher's and another one was done on Monday 27th and the results are due on 1st October.

07/10 Returning Officer

It was agreed that Stuart Hook would be asked to return as Returning Officer for next year's elections. Trustees would like to pass on some recommendations to the Returning Officer before the process commences.

08/10 360 Appraisal of Senior Managers

CP – Gave a brief overview of the 360 appraisals. Generally good results.

HB – Added that all managers have had their reports back and are having follow up meetings with their line managers after the Fresher's period.

09/10 Annual Accounts

HB – Draft accounts had been e-mailed to all trustees, the audit is not yet finished, there have been no issues as yet.

PB – Provisionally said he would be at F&GP on 19th October to meet with the Auditors and the sabbatical team.

Agreed that F&GP could sign off the accounts.

10/10 Three Year Financial Projection

HB – Talked through the financial report. UWESU currently matches the university cost of living salary increases, the university plan 2012-2013. HB gave some examples of General Manager salaries at other student unions.

HB – will seek indemnity insurance for the trustees as long as the new constitution goes through on November 25th at the AGM. To be taken to next F&GP committee for approval.

11/10 Board of Trustees delegation of Powers

GW – Explained the need for a change in the constitution not only from a democratic level but also due to changes in Charity commission.

It was agreed that the three committees, Appointments, F&GP and Staffing Committees should be defined in the Byelaws and that a paraphrase should be added to allow the trustees to set up more committees as and when required.

12/10 Future Staffing Structure (HP left the meeting for this agenda item)

Agreed that UWESU will recruit for a General Manager in December 2010. HB declared that he will not be submitting an application for the position.

HB and GW to work on Job description, person spec, recruitment schedule and explore using an external recruitment agency.

All trustees are to bring their ideas for a staffing structure to the next meeting.

13/10 Any Other Business.

The external trustees were invited to UWESU Staff Christmas Meal.

Next Meeting will be at 5:30pm on Wednesday 8th December 2010