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

**8th December 2015 – 5.30pm**

**Present:**

**Trustees:** Lauren Conen VP Education – Acting Chair

Adam Brittain VP Sports & Health

Gem Heywood VP Societies & Communication
Laura Goode Student Trustee
Chris Clements External Trustee
Clare Davidson External Trustee
Sarah Eden External Trustee

**Apologies:** Jack Polson President & Chair

Scarlett Oliver VP Community & Welfare

**In attendance:** Tim Benford CEO

 Phillippa Scott HR Manager

 Alvaro Loxton Student

GH left prior to meeting due to sickness but provided feedback.

**65/15** **Minutes of the previous meeting:**

 Agreed the minutes of the meeting held on 20th October 2015

**66/15**  **Action points from previous meeting:**

* + 1. LC to collate feedback and pass to governance team **– complete**
		2. TB to produce paper for the December meeting on proposals for Trustee sub committees and effectiveness **– all agreed – TB to circulate**
		3. TB circulate the budget and present to November F&GP as trading patterns begin to settle **- complete**
		4. TB to circulate plans for student trustee recruitment **- complete**
		5. TB to put project team in place to deliver a German style Christmas market - **complete**
		6. TB to bring draft reserves policy to next F&GP – **policy was revised – currently ahead of plan**
		7. TB to update on nursery agreements and liabilities **- updated and agreed**

67/15 **SUM Motions:**

Report received and discussed.

Motion 1
Approve points 1-5
Amend point 6 to be Request instead of Ensure then approve.

Motion 2
Approve points 1-3
Point 4 is unclear so further clarification required
Reject point 5 but commit to offer as many places as facilities and funding will allow
Reject point 6 as it is already written in to Off The Wall but ensure it is highlighted that it is available to all.

Motion 3
Approve points 1-4
Amend point 5 to ensure that items are priced competitively providing they still deliver sufficient profit levels

Motion 4
Approve the first half of point 1
Delay a decision on the second half of point 1 and points 2- 9 until the university has carried out its review of support provision as the Board feels that this should be provided by the university so any work we do links in with and compliments the overall offering.
The Board also feels that funding for running Nightline if it was to be introduced following the universities review should come directly from the university as this is support they should be providing.
Reject point 10 as there isn’t space within the existing building to be dedicated to such use this would need to be found by the university.

Motion 5
Approve point 1
Reject point 2 as this are superseded by licencing legislation.
Approve point 3 and 4
Approve point 5 with the replacement of university with Union
Approve points 6 and 7
Reject point 8 as again it is cover by licencing legislation.

Action – LC to feedback amendments necessary from proposed ideas

Action – TB to implement audit processes with HR Manager and ensure evidence reaches trustee level.

**68/15** **Constitutional Review:**

 Survey is currently open. Voting will take place on the final 3 proposals.

**69/15** **Trading update, financial overview and current actions:**

The board received and approved the budget overview and commentary. TB discussed proposed removing the Group Income Protection benefit in January. All agreed.

TB discussed plans for retail in order to retain sales until campus sites are completed. More information will be available by March.

**70/15 Recruitment:**

TB updated board on current recruitment. Contracts and staff handbook are to be review with the HR Manager.

Marketing Manager, Alexis Hodgson to start in January

Currently recruiting for Sports & Events Coordinator with further recruitment in January to backfill leavers in December.

**71/15 Student Trustee Recruitment**

Appointment committee interviews and recommend Alvaro Loxton. Board approved Alvaro’s appointment

Craig Pocock is due to finish his appointment of Trustee

Action – TB to clarity if maximum appointment is 4 years. If so, to circulate update for new appointment of external trustee.

**72/15 Decision Making Matrix**

TB proposed decision making matrix to the board to ensure all bodies doing their part. Agreed that an additional area should be added to include F&GP and Trustees’.

CD – discussed approval levels as part of the document review.

Action – All to review and feedback to TB.

**73/15 Discussion of the potential impact of Green Paper**

LC circulated proposed response letter. Board feels there’s a particular cause of concern and should collaborate with the University to assess and align on how to pitch.

Action – LC to look into potential networks both locally and nationally to have a bigger impact and to look into further education on current students.

**74/15 Objectives & Management of CEO incorporating update**

TB discussed main focus areas not covered in agenda items.

**Items to note\***

**75/15 \*Report from Elected Officers:**

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

**76/15 \*Report from Staff Committee**

 Main items discussed at Staff Committee since last trustee meeting

**77/15 \*Report from F&GP Committee**

**AOB**

New meeting structure in effect from January.

Action – TB to ensure there is an external trustee on all committees.

**Time and date of next meeting:**

22nd March 2016 at 5.30pm

**Action Points:**

Action – LC to feedback amendments necessary from proposed ideas

Action – TB to implement audit processes with HR Manager and ensure evidence reaches trustee level.

Action – TB to clarity if maximum appointment is 4 years. If so, to circulate update for new appointment of external trustee.

Action – All to review and feedback on the Decision Making Matrix to TB.

Action – LC to look into potential networks both locally and nationally to have a bigger impact and to look into further education on current students.

Action – TB to ensure there is an external trustee on all committees.