

Minutes of UWESU Trustees Meeting

27th June 2013 at 5:30pm

Present:

Trustees:	Emmanuel Okon (EO)	President & Chair
	Olly Reid (OR)	VP Education
	Louise Goux-Wirth (LG)	VP Community & Welfare
	Peter Brasted (PB)	External Trustee
	Nina Gizzie (NG)	VP Sports
	James Clune (JC)	External Trustee
	Annie Turner (AT)	VP Societies & Communication
	Chris Nicholls (CN)	Student Trustee
	Holly Manners (HM)	Student Trustee

Apologies:	Craig Pocock (CP)	External Trustee
	Megan Edmunds	Trustee elect

Trustees elect: Anthony Harding, Chris White, Tom Renhard, Hannah Khan & Charlie Roper as trustees elect

In attendance:	Hugh Boyes (HB)	General Manger
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Apologies received from Craig Pocock and Megan Edmunds.

The Chair welcomed Anthony Harding as a Student Trustee awaiting ratification and noted that Jonathan Bradley resigned as a trustee on 3rd May due to time restraints imposed by other commitments.

14/13 Minutes of the Previous Meeting:

The minutes of the meeting held on 21st March 2013 were agreed.

15/13 Matters arising:

- 04/13 The breakdown of how the Block Grant is spent is essentially part of the budget and a separate breakdown provided no additional information. The new Student Trustee has been recruited.
- 05/13 The staff survey was sent via the HR Manager to CP in May, all other trustees received it as part of the papers for this meeting.
- 07/13 The Strategic Review was circulated.
- 08/13 The presentation was sent out.
- 09/13 The period for acceptance on the NUSSL share offer has been extended to 31st December. We have already sent in our acceptance.
- 10/13 HB reviewed the current progress on briefing staff about auto enrolment & highlighted the low take up by staff on joining the existing scheme.
- 12/13 The survey of trustees was completed and results in the agenda.

16/13 Report from Elected Officers:

The report from VP Education was circulated after the papers had been sent out and the report from the President was replaced by an updated version at the meeting. PB requested that for future meetings the reports were short and on time. It was agreed they should be one page and that the officers would agree their reports as a group before they were sent out. Some questions were asked and answered on some of the individual reports.

17/13 Report from the General Manager:

HB accepted that unexpected significant overspend on the summer ball was not acceptable from a trustee viewpoint and that ultimately he was responsible to the trustees for that loss. A full report would be produced for the July F&GP meeting that would answer in full how the overspend had come about. The elected officers circulated a paper at the meeting that expressed their concerns around the ball and Freshers 2013. HB informed the meeting that he had spoken to the Trading Services manager about the Freshers events and received her assurance that she was keeping expenditure under very close scrutiny.

HB took the meeting through a short presentation about the new building. Concern was expressed about keeping trustees up to date on the progress made. It was agreed that a report would be written each month for F&GP and this would be circulated to all trustees.

HB alerted the trustees to the work the university was doing in the space at Bower Ashton in which our bar sits and that the SU may be asked for some contribution towards renovating our space and bar.

18/13 Report from Staff Committee:

The report was noted.

19/13 Report from Finance & General Purposes Committee:

The report was noted.

20/13 Directors of UWESU Services Limited

It was agreed that the 5 elected officer trustee would decide which one of them will be a director of UWESU Services Limited.

21/13 Block Grant

It was noted that the Block Grant was submitted to the University on the 6th June. The grant will be discussed at the governors meeting on the 9th July at which CR and HB will be present.

22/13 Budget for 2013/14

The draft budget for 2013/14 was noted. HB circulated and went through a paper which outlined areas where savings could be made if necessary. The elected officer trustees made the point that those areas identified as strategic priorities should have the necessary financial resources applied to them in 2013/14.

23/13 Capital Contribution to New Building

After discussion it was agreed that the lessor of £300,000 or 50% of overspend could be contributed to the new building against specific items and that CR and HB were authorised to reach agreement with the University.

24/13 Staff Survey

The results were discussed and agreed that the action points and the proposed communication to staff could go ahead.

25/13 Review of Board of Trustees Survey

The results were discussed, no action was deemed necessary. The absence of comments in the report was raised, HB to investigate and circulate any comments to the trustees.

26/13 Bye Election dates

The Bye election date was agreed to be 15th to 18th October.

27/13 Complaints Procedure & University Code of Practice

The meeting had no objection to the changes the University are proposing.

28/13 Dates of meetings for 2013/01

The meeting agreed the proposed dates, HB to set up meeting at end of July to discuss budgets and strategy, to be held if required.

29/13 Objectives and Management of the General Manager

It was decided that the incoming President would liaise with CP to arrange for an appraisal of the General Manager. (HB left the meeting for this agenda item.)

Time and date of next meeting: Thursday 17th October 2013 at 5:30pm in 4F10

Action Points

1. Officers reports to be no longer than one page, to be agreed as a group and to be sent out with the papers for the meeting.
2. HB to ensure that a full and complete report on the summer ball is produced at the next meeting of F&GP in July.
3. HB to ensure that monthly written report on the progress of the building is made to F&GP and circulated to all trustees.
4. HB to contact University about type of contract with BAM and whether JC can sit in on monthly meetings once construction starts.
5. Five officer trustees to decide which one of them will be the director of UWESU Services Limited.
6. CR & HB to report back on any capital contribution agreed to the new building.
7. HB to circulate comments on trustee survey to all trustees.
8. HB to set up additional trustee meeting at end of July.
9. CR to liase with CP to arrange appraisal of the General Manager.