

Minutes of UWESU Trustees Meeting

26th June 2014 at 5:30pm

Present:

Trustees:	Charlie Roper (CR)	President & Chair
	Chris White (CW)	VP Sports & Health
	Tom Renhard (TR)	VP Community & Welfare
	Hannah Khan (HK)	VP Societies & Communication
	Holly Manners (HM)	Student Trustee
	Peter Brasted (PB)	External Trustee
	Craig Pocock (CP)	External Trustee
	Megan Edmunds (ME)	VP Education
	Anthony Harding (AH)	Student Trustee
	Clare Davidson (CD)	External Trustee

Apologies:

James Clune (JC)	External Trustee
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In attendance:

Hugh Boyes (HB)	General Manger
Scarlett Oliver (SO)	Officer Elect
Roisin Greenup (RG)	Officer Elect
JJ Clark (JC)	Officer Elect

Apologies received from James Clune.

Welcome to Clare Davidson who was ratified at Student Council on the 1st April 2014.

46/14 Minutes of the Previous Meeting:

To agree the attached minutes of the meeting held on 27th March 2014.

47/14 Action Points from Previous Meeting:

1. CR & HB to report back on any capital contribution agreed to the new building. ***Details in GM report, HB warned that he believed the spend required would be more than £300,000 agreed in December, currently assumed £400,000 for the purposes of the budget.***
2. HB to present detailed action plans that support the strategic plan at the June meeting. ***This has not been completed, target is to do over the summer.***
3. HB to report on progress on Quality Student Union Scheme at June meeting. ***Completed Part A, plan to complete Part B over the coming year.***
4. CR & CP to arrange for appraisal of General Manager. ***In progress.***
5. HB to implement the referendum decision. ***Done.***
6. To discuss the living wage options at the June Board meeting. ***This was considered at Staff Committee when agreeing the casual pay for next year. It was agreed that when the student jobs were brought into the new Job Evaluation scheme the Living Wage position would be reviewed then.***
7. HB & President to put forward proposal on the constitutional review at the October 2014 meeting. ***See Agenda item 60/14.***

8. HB to explore possibility of paying pension deficit payments in advance, proposals to go to F&GP for decision. ***It was agreed at the May Meeting of F&GP to pay the deficit payment up front.***
9. HB to update Bye Laws to include the Sustainability Officer. ***Done.***
10. HB to organise the implementation of the Bristol Pound in the Frenchay shop. ***In progress.***
11. CR to lobby the University to introduce the Bristol Pound. ***CR has raised and been informed that not university not interested.***
12. HK to lobby University about companies in potential conflict with clubs, societies & networks and talk to the proposer of motion. ***In progress.***
13. HB to put in place a system to consult with clubs, societies and networks when the Union has a potential conflict as in 12 above. ***System now in place.***
14. HB to implement Complaints Procedure and amend the web page. ***Done.***
15. CP to feedback on progress of Job Evaluation at the June meeting. ***See agenda item 52/14.***
16. CR and HB to finalise and submit Block Grant application for meeting next week. ***Done.***
17. HB to instigate recruitment of two agreed posts. ***Done.***
18. CR to circulate to the trustees the request about endorsement. ***Done, agreement reached and feedback given to the relevant party.***

48/14 Report from Elected Officers:

Reports Noted

49/14 Report from the General Manager & SMT:

Reports noted.

50/14 Report from Staff Committee:

Report noted.

51/14 Report from Finance & General Purposes Committee:

Report noted

52/14 Job Evaluation Review

Craig went through the progress made on the JE review and answered questions. It was agreed that the review should continue to the next stage and the additional budget of £2,600 agreed.

53/14 Widening Participation Strategy

Charlie went through his paper. It was agreed to adopt the Widening Participation strategy and to implement it if funding was forthcoming from UWE's Access Fund.

54/14 Budget for 2014/15

A lengthy discussion was held around the budget, the projected deficit and how additional income streams could be sourced. The paper about the Student Voice at UWE and the request for funding of £40,000 was distributed and briefly summarised by Charlie and Megan.

It was agreed that:

- the budget should be set for a deficit of no more than £30,000;
- that the Union should develop an action plan to raise additional income from new sources of £25,000 pa, not to be included in above budget;
- that F&GP will agree the budget and report back to the next trustee meeting.

Craig Pocock left the meeting at this point.

55/14 Student Council Motions

Agreed to amend the Bye laws to include a Disabled Student Officer and remove the Campus Officer for St. Matthias.

56/14 Union Bye Elections

Agreed the dates for the Bye election in October 2014.

57/14 Union Elections & Returning Officer

Agreed to appoint Stuart Hook as Returning Officer and agreed dates for main elections in March 2015.

58/14 NUS Stretch Diagnostic Report

Charlie & Hugh provided some background to this report. It was agreed that trustees would provide the requested feedback. Charlie & Hugh would run a briefing session for the new officers. The conclusions would then be circulated for discussion and a decision.

59/14 Officer Training & Team Development

The proposals were agreed and Clare offered to help with a review.

60/14 Constitutional Review Timeline

Proposed timeline was agreed, Hugh & Charlie to implement.

61/14 Complaint by Student

Prior to the discussion the existing Officers declared a degree of conflict in that they had all had some degree of contact with the individual concerned.

After lengthy discussion the trustees agreed that the call by the student for an independent review is not supported and deemed it unnecessary. It was agreed that a letter should be sent to the student informing them of the decision and also that the trustees do not intend to have any further discourse on the matter. Also in the event the complainant wrote in public in a personal manner about any member of the Committee, the NUS would be contacted to obtain legal advice as to how to deal with the matter. Anyone in receipt of any communication from the complainant should forward the information on to the General Manager.

62/14 Dates of future meetings

Dates agreed.

Hugh Boyes left the meeting at this point.

63/14 Objectives & Management of General Manager

The procedure in which papers are decided to be submitted to the agenda of the board was discussed. The board set an objective for the General Manager to review how papers are selected so that strategic papers are included in the agenda and paper size overall is reduced. CD was more than happy to support and get involved. TR raised a view around advice and guidance given. The Board are awaiting the results of the General Managers 360 to identify if any development objectives need to be set.

The trustees gave their thanks to Holly for her contribution to the Board and wished her all the best for her new job. Charlie gave her a certificate and small gift in recognition.

Time and date of next meeting: Thursday 23rd October 2014 at 5:30pm in 4F10

Action Points

1. CR & HB to report back on any capital contribution agreed to the new building.
2. CR & CP to arrange for appraisal of General Manager.
3. CR & HB to take budget discussions to F&GP.
4. HB to update Bye Laws to include the Disabled Student Officer.

5. CR & HB to run briefing session for new officers on NUS Stretch Diagnostics and circulate conclusions for discussion and agreement.
6. CR and CD to arrange suitable time for review of officer training.
7. HB and CR to organise constitutional review actions to fit the timeline.
8. Letter to be sent to student re complaint raised.
9. HB & CR to review how papers are selected for consideration at Board meetings. Also to review the presentation and content of papers.