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

**28th June 2016 – 5.30pm**

**Present:** No conflicts of interest

**Trustees:** Jack Polson President & Chair

Lauren Conen VP Education

Adam Brittain VP Sports & Health  
Scarlett Oliver VP Community & Welfare   
Clare Davidson External Trustee  
Alvaro Loxton Student Trustee   
Sarah Eden External Trustee

**Apologies:** Lauren Goode Student Trustee

David Osborne External Trustee

Chris Clements External Trustee

**In attendance:** Tim Benford CEO

Ahmed Emara SU President

Olivia Evans VP Societies & Communications

Jamie Jordon VP Education

Sian Hampson VP Community & Welfare

Serena Smith VP Sports

Phillippa Scott HR Manager

**15/16** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 22nd March 2016

**16/16**  **Action points from previous meeting:**

* + 1. Action – All to review and feedback on the Decision Making Matrix to TB. (ongoing)
    2. Action – LC/TB to provide document for next meeting (completed)
    3. Action – TB to circulate modelling of the proposals (completed)
    4. Action – All to feedback by the 4th April (completed)
    5. Action – TB to liaise with Managers and staff to undertake the review (completed)
    6. Action – TB to speak to JM regards funding (completed)
    7. Action – TB to feedback to Rachel Colley (completed)
    8. Action – TB to introduce DO to RC/DP to discuss effective use of electricity (completed)
    9. Action – GH to promote discussions (completed)
    10. Action – TB / JP to produce objectives (completed)

**17/16** **Handover:**

Introduction of incoming officers and thanks to outgoing officers.

**18/16** **Student Council Motions:**

Document has been circulated for the last 18 months. First 4 policies have passed, remaining are ongoing.

*Action* – each motion to be agreed and allocated to officers and to report on progress.

**19/16** **Constitutional Review:**

Circulated document to be updated with new democratic model and bye laws. To be complete by new academic year

**20/16 Finance update and audit planning timeline:**

Update on finance restructure.

Finance Audit – progress is positive. Audit date to be confirmed by new finance manager and present both trading and charity reports on 18th October.

*Action* – TB to circulate reserves document

*Action* – agree timelines for audit and budgets

**21/16 Structure Update:**

Update on voluntary redundancies for Finance and Student Lettings.

*Action* – FG&P to be reinstated – agree to introduce again.

**22/16 Elections report:**

Recommendations received – priorities to be reviewed.

*Action* – to be sent out next week for discussion.

*Action* – include driving engagement with student population in officer mandate. Officers to review and present engagement strategy at next Board meeting.

**23/16 Complaints summary:**

Annual review of complaints. Most minor/low level and 2 major.

*Action* – TB to update on ongoing complaints

**24/16 Objectives & Management of CEO incorporating update:**

TB discussed objectives – expansion needed following initial approval.

*Action* – TB to circulate updated objectives

*Action* – objectives and strategy for Board to be created

**Items to note\***

**25/15 \*Report from Elected Officers:**

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

**26/15 \*Report from Staff Committee**

Main items discussed at Staff Committee since last trustee meeting

**27/15 \*Report from F&GP Committee**

**AOB**

**Time and date of next meeting:**

18th October 2016 at 5.30pm

**Action Points:**

1. *Action* – All to review and feedback on the Decision Making Matrix to TB.
2. *Action* – each motion to be agreed and allocated to officers and to report on progress.
3. *Action* – TB to circulate reserves document
4. *Action* – agree timelines for audit and budgets
5. *Action* – FG&P to be reinstated – agree to introduce again.
6. *Action* – to be sent out next week for discussion.
7. *Action* – include driving engagement with student population in officer mandate. Officers to review and present engagement strategy at next Board meeting.
8. *Action* – TB to update on ongoing complaints
9. *Action* – TB to circulate updated objectives
10. *Action* – objectives and strategy for Board to be created