**Minutes of UWESU Trustees Meeting**

**26th March 2015 at 5:30pm**

**Present:**

**Trustees:** Charlie Roper (CR) President & Chair

Roisin Greenup (RG) VP Sports & Health

Scarlett Oliver (SO) VP Community & Welfare

Hannah Khan (HK) VP Societies & Communication

JJ Clark (JJC) VP Education

Craig Pocock (CP) External Trustee

Clare Davidson (CD) External Trustee

Peter Brasted (PB) External Trustee

Anthony Harding (AH) Student Trustee

**Apologies:**

**In attendance:** Tim Benford (TB) CEO

Laura Goode (LG) Proposed Student Trustee

Sarah Eden (SE) Proposed External Trustee

**27/15 Minutes of the Previous Meeting:**

Agreed the minutes of the meeting held on 11th December 2014.

**28/15 Action Points from Previous Meeting:**

1. CR & HB to report back on any capital contribution agreed to the new building.

**TB reported that three sums have been agreed as discretionary grants by UWE in regards to the new building.**

**£175,000 for FFE**

**£14,000 for the 40% of irrecoverable VAT o the £175,000**

**£50,000 to bring the Union contribution for the internal fit out to £350,000**

1. HB and JJC to report back on the progress of the constitutional review.

**See agenda point 30/15**

1. HB to amend Bye Laws to reflect the new LGBT Officer.

**Done**

1. HB to ensure implementation of Plastic Bag and Plastic Cup decisions.

**Done**

1. HB to report back on how the additional resource for Student Reps was achieved.

**Ongoing, TB to investigate**

1. PB to bring a more detailed proposal and options around the position of the Chair to the next meeting.

**See agenda point 32/15**

1. CR and HB to look to the recruitment of both external and student trustees.

**See agenda point 32/15**

1. HB to contact JC

**See agenda point 32/15**

**29/15 Student Council Motions:**

Help with Health Costs – Agreed

Extra Support for vulnerable students – Agreed

BME Part time Officer – Agreed with note that all part time officer roles would be up for review during the governance review process.

Ethical Lettings and campaigning for change – Agreed to endorse the charter but currently unable to implement it across our service. 1, 3-7 but not 2.

Hall Reps – Unable to agree as it is dependent on university funding. Agree to look into ways of supporting halls further with existing resources.

Question Time – Agree that this can be done as a pilot basis to assess interaction and cost.

**30/15 Constitutional Review:**

The progress and options were reviewed and it was agreed that option 1 would be undertaken immediately with legal assistance form either School of Law, SE or an external advisor.

**31/15 Block Grant:**

TB presented the provisional Block Grant paper with the context that a budget project of £80,000 loss is not a sustainable option and this is something that will be urgently reviewed. Three areas that are being addressed to bring the budget in to surplus are;

* Requesting an increase in Block Grant by 2% to cover standard increase in costs.
* Addressing the staff structure to find efficiencies and build an organisation built for the future challenges it will face
* Review the commercial performance targets to ensure they are being ambitious and delivering the maximum contribution from the new building

An additional Trustee meeting will be held on Tuesday 14th April to discuss proposed structural changes with a final budget being circulated for the June meeting.

**32/15 External Trustees:**

CR noted the resignations of Peter Brasted and James Clune and thanked them both for their service on the Board.

CR introduced the proposed two external Trustees and one student Trustee

External

Sarah Eden – Solicitor, Stone King

Chris Clements – Regional Manager Santander universities

Student

Laura Goode – 2nd Year Law

The Board discussed the merits of each candidate and duty appointed the new members on to the Board and will be voting members at the next meeting.

**33/15 Budget Uplift for Brand Review and Development:**

TB introduced the paper and explained the options for proceeding with a brand review and development.

The Board asked multiple questions about the level of investment and the engagement with stakeholders. These were addressed and the Trustees approved the budget uplift using option 1 and action TB and CR to investigate potential university support and TB to look at VAT savings where appropriate.

**34/15 Objectives & Management of General Manager**

CR raised the purpose of this section and it was decided that TB and CP would discussed and set objectives to be worked towards and then discussed at subsequent meetings.

**Items to note\***

No prior notification was given to the Chair so the reports below were noted.

**35/15 \*Report from Elected Officers:**

**36/15 \*Report from the SMT:**

**37/15 \*Report from Staff Committee:**

**38/15 \*Report from Finance & General Purposes Committee:**

**39/15 \*Quarterly Finance Report:**

**AOB**

PB requested that cashflow forecasts, reserves levels and F&GP budgets were presented to the board as financial decisions were being made. Agreed TB to bring

Trustee away day was discussed and will be looked in to for the summer handover period.

**Time and date of next meeting:** Tuesday 14th April 2015 at 5.30pm 4F10

**Action Points**

1. TB to report back on how the additional resource for Student Reps was achieved.
2. TB to present structure paper at the next meeting.
3. CR to note new Trustees in his Student Council report.
4. TB to action tender for brand consultant.
5. TB and CR to speak to the university about support for the brand process.
6. TB to look into VAT savings on the brand project.