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

**22nd March 2016 – 5.30pm**

**Present:** No conflicts of interest

**Trustees:** Jack Polson President & Chair

Lauren Conen VP Education

Adam Brittain VP Sports & Health

Gem Heywood VP Societies & Communication
Scarlett Oliver VP Community & Welfare
Laura Goode Student Trustee
Alvaro Loxton Student Trustee
Chris Clements External Trustee

**Apologies:** Clare Davidson External Trustee
Sarah Eden External Trustee

**In attendance:** Tim Benford CEO
 David Osbourne Proposed External Trustee

**01/16** **Minutes of the previous meeting:**

 Agreed the minutes of the meeting held on 8th December 2015

**02/16**  **Action points from previous meeting:**

1. Action – LC to feedback amendments necessary from proposed ideas **(completed)**
2. Action – TB to implement audit processes with HR Manager and ensure evidence reaches trustee level. **(completed)**
3. Action – TB to clarity if maximum appointment is 4 years. If so, to circulate update for new appointment of external trustee. **(completed and point 06/16)**
4. Action – All to review and feedback on the Decision Making Matrix to TB. **(ongoing)**
5. 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. **(completed)**
6. Action – TB to ensure there is an external trustee on all committees. **(completed)**

**03/16** **SUM Motions:**

Report received and discussed with all idea points passed.

The Board have requested a paper for the next meeting covering all of this year and last year’s motion points and progression.

Action – LC/TB to provide document for next meeting

**04/16** **Constitutional Review:**

The Board received and reviews the 4 current proposals and agreed the timeline for implementation.

The Board requested modelling of the proposals on how they would be implemented and when received would feedback by the 4th April to feed into the discussions at committees in early April.

Action – TB to circulate modelling of the proposals

Action – All to feedback by the 4th April

**05/16** **Trading update, financial overview and 3 year budget proposals:**

The Board received and approved the 3 year budget to form the basis of the Block Grant Application with the following areas for specific attention;

The Board have requested reviews of the following departments;

Priority Departments – Advice, Community, Representation, Marketing and Opportunities

Non Priority Departments – Student Lettings.

Structure – Finance, Jobshop,

Once reviewed the Board will consider appropriate action for each to be actioned via email/phone/meeting prior to the next Board meeting.

The university are then to be approached for additional funding

Action – TB to liaise with Managers and staff to undertake the review.

Action – TB to speak to JM regards funding

**06/16 External Trustee Recruitment**

Appointment committee interviewed and recommend David Osbourne. Board approved David’s appointment

The Board would like to formally thank Craig Pocock for his 4 years of service as as Trustee and his long term support of the Students’ Union. TB presented him a parting gift on a visit to the SU in March.

**07/16 Policy Reviews**

The three policies were all approved;

Legislation Responsibilities
 Document Retention
 H&S Policy

**08/16 Responsible Futures Briefing**

The Board noted and expressed it full support of the Responsible Futures project

 Action – TB to feedback to Rachel Colley

 Action – TB to introduce DO to RC/DP to discuss effective use of electricity.

**09/16 EU Referenda**

The Board discussed the guidance from NUS and the government and have actioned the Officer team to support discussion on the topic through societies and highlight the pro’s and con’s to the student body.

Action – GH to promote discussions

**10/16 Halley Nursery**

The update was noted and reserves policy change was confirmed as well as agreeing the future reporting structure.

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

TB discussed main focus areas not covered in agenda items and the Board have requested new formalised objectives to be agreed in the June Board meeting.

Action – TB / JP to produce objectives

**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**

**Time and date of next meeting:**

28th June 2016 at 5.30pm

**Action Points:**

Action – All to review and feedback on the Decision Making Matrix to TB. **(ongoing)**

Action – LC/TB to provide document for next meeting

Action – TB to circulate modelling of the proposals

Action – All to feedback by the 4th April

Action – TB to liaise with Managers and staff to undertake the review

Action – TB to speak to JM regards funding

Action – TB to feedback to Rachel Colley

 Action – TB to introduce DO to RC/DP to discuss effective use of electricity.

Action – GH to promote discussions

Action – TB / JP to produce objectives