

Minutes of UWESU Trustees Meeting

17th October 2013 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
	Craig Pocock (CP)	External Trustee
	James Clune (JC)	External Trustee
	Chris Nicholls (CN)	Student Trustee
	Holly Manners (HM)	Student Trustee
	Megan Edmunds (ME)	VP Education

Apologies: Peter Brasted (PB) External Trustee

Trustees elect: Anthony Harding Student Trustee elect

In attendance: Hugh Boyes (HB) General Manger
Ross Wild for item 14/14 Auditor from Baker Tilly

Apologies received from Peter Brasted.

08/14 Minutes of the Previous Meeting:

The minutes of the meeting held on 25th July 2013 were agreed.

09/14 Matters arising:

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. ***This was achieved.***
2. CR & HB to report back on any capital contribution agreed to the new building. ***The university is aware that the trustees have agreed to a contribution of £300k. The building project is stalled, whilst options around the budget are explored.***
3. CR to seek reassurance from UWE about proposed use of £10k. ***CR has discussed this with Steve West and he has no objections.***
4. CR to start trustee recruitment in September. ***This is in progress.***

10/14 Report from Elected Officers:

Questions were raised and answered on all the reports. The reports were noted.

11/14 Report from the General Manager:

The report from the General Manager was noted. It was agreed that the H&S Action Plan should be brought to the next trustee meeting.

12/14 Report from Staff Committee:

The report was noted..

13/14 Report from Finance & General Purposes Committee:

The report was noted. It was agreed to ratify the decision of F&GP to increase the staff training budget by £6,000.

14/14 Accounts for 2012/13:

Ross Wild, from the auditors Baker Tilly, gave a presentation on the accounts for the year ended 31st July 2013 for UWE Students' Union and UWESU Services Limited. It was agreed that both sets of accounts and the letters of representation could be signed and that the UWESU Services Ltd could gift aid the surplus of £50,215 to UWE Students' Union. It was agreed that HB should circulate the full audit report and letters of representation to all trustees

15/14 Risk Management

The proposed recommendations were agreed. It was noted that in future reviews it would be useful to also have a risk measure post mitigation.

16/14 Strategic Review

CR showed the trustees a the latest illustration from our graphic designer and HB outlined what the next steps will be. Agreed that heading in the right direction and that the trustees will be provided with the plan, once finalised along with the more detailed action plan that underlies it.

17/14 NUS Quality Students' Unions

The paper was discussed and it was agreed that we would sign up for the scheme.

18/14 Objectives & Management of General Manager

Appraisal is finalised. CR to decide with the team on Monday who this will go out to. It was agreed that it would not go out to a large range of staff.

CP suggested a review of the staff survey and this would go initially to Staff Committee.

JC requested a copy of the constitution, HB to arrange.

A copy of the Impact Report was given to all trustees.

CR thanked Chris Nicholls of behalf of all the trustees for his contribution to the Union and Membership Services for their hard work on the Impact Report.

Time and date of next meeting: Thursday 12th December 2013 at 5:30pm in 4F10

Action Points

1. CR & HB to report back on any capital contribution agreed to the new building.
2. CR to report on progress of trustee recruitment.
3. HB to ensure H&S Action Plan is brought to the next Board of Trustee meeting.
4. HB to circulate full audit report and letters of representation to all trustees.
5. HB to ensure trustees receive the strategic plan and detailed action plans, once finalised.
6. HB to sign Union up for the NUS Quality Scheme.
7. CR & CP to arrange for appraisal of General Manager.
8. HB to ensure review of staff survey put on Staff Committee agenda.
9. HB to send JC copy of constitution.