

Minutes of UWESU Trustees Meeting

23rd October 2014 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
	Peter Brasted (PB)	External Trustee
	Craig Pocock (CP)	External Trustee
	JJ Clark (JC)	VP Education
	Anthony Harding (AH)	Student Trustee
	Clare Davidson (CD)	External Trustee

Apologies: James Clune (JC) External Trustee

In attendance: Hugh Boyes (HB) General Manger
Kerry Gallagher Baker Tilly Auditor for agenda item 03/15

01/15 Minutes of the Previous Meeting:

Agreed the minutes of the meeting held on 26th June 2014.

02/15 Action Points from Previous Meeting:

1. CR & HB to report back on any capital contribution agreed to the new building. **No additions to report to the £158,959 already committed.**
2. CR & CP to arrange for appraisal of General Manager. **Done.**
3. CR & HB to take budget discussions to F&GP. **Done and budget agreed at a deficit of £25,700 pre nursery and clubs, networks & societies. CD raised the point about action being taken to cover the deficit. HB explained that looking at new income streams. Agreed there would be a report to the trustees on this point at the next meeting.**
4. HB to update Bye Laws to include the Disabled Student Officer. **Done.**
5. CR & HB to run briefing session for new officers on NUS Stretch Diagnostics and circulate conclusions for discussion and agreement. **Done, results also shared with CEO at UBU. Awaiting feedback from their trustee meeting. HB to follow up.**
6. CR and CD to arrange suitable time for review of officer training. **Done.**
7. HB and CR to organise constitutional review actions to fit the timeline. **Outstanding to carry forward to next meeting.**
8. Letter to be sent to student re complaint raised. **Done, no response.**

9. HB & CR to review how papers are selected for consideration at Board meetings. Also to review the presentation and content of papers. **Done, see new format.**

03/15 Accounts for year ended 31st July 2014:

Kerry Gallagher of Baker Tilly, presented her report on the accounts and answered questions from the trustees. It was agreed for CR to sign charity accounts and HK to sign the company accounts.

04/15 UWE / UWESU Partnership Board:

The proposed terms of reference were discussed and it was agreed the Union will continue to engage in this process.

05/15 Alternative Arrangements for Sports Club Provision:

A discussion took place and it was agreed that the trustees would need to see clear evidence about how change could benefit students before agreeing to any such change. Agreed would wait for the report which should be circulated to all trustees for consideration. The trustees would then agree what the union position should be at the Partnership Board discussion.

06/15 Terms of Reference

The Terms of Reference for the H&S Committee were agreed. It was agreed that the terms for Staff Committee should be amended to ensure that quoracy is only achieved when the external trustee either attends or has communicated their views to the Committee.

07/15 Objectives & Management of General Manager

CR & CP noted that there was no issues to be flagged around Hugh based on the 360 Feedback received. The Board noted and agreed.

Items to note (no prior notification given to the Chair about wish to discuss these items so they were noted)

08/15 Report from Elected Officers:

09/15 Report from the General Manager & SMT:

10/15 Report from Staff Committee:

11/15 Report from Finance & General Purposes Committee:

It was noted that two of the Vice-Presidents reports were not included in the papers. It was also agreed that a quarterly finance summary should be in the Items to note section.

Action Points

1. CR & HB to report back on any capital contribution agreed to the new building.
2. HB to report back at next meeting on action taken to reduce deficit and raise new income streams.
3. HB to follow up with UBU on their trustees response to the recommendations in the NUS Stretch Diagnostics report.
4. HB and CR to organise constitutional review actions to fit the timeline.
5. CR and HK to sign the respective accounts.
6. HB to amend terms of reference for Staff Committee.
7. HB to ensure that in future a quarterly finance report is included.