**Minutes of UWESU Trustees Meeting**

**20th October 2015 at 5:30pm**

**Present:**

**Trustees:** Jack Polson (JP) President & Chair

Adam Brittain (AB) VP Sports & Health

Gem Heywood (GH) VP Societies & Communication

Lauren Conen (LC) VP Education

Laura Goode (LG) Student Trustee

Craig Pocock (CP) External Trustee

Chris Clements (CC) External Trustee

**Apologies:** Scarlett Oliver (SO) VP Community & Welfare

Clare Davidson (CD) External Trustee

Sarah Eden (SE) External Trustee

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

Prior to the commencement of the standard agenda David from the auditors Baker Tilly presented on the **Annual Audit** findings.

The presentation covered the organisations; performance, balance sheet, risks identified at planning, issues identified during the audit and deficiencies in internal controls.

It was a very positive report with only one minor issue identified within the audit and two deficiencies in internal controls which are already being rectified.

The board approved the audit reports and were duly signed by JP.

**53/15 Minutes of the Previous Meeting:**

Agreed the minutes of the meeting held on 26th March 2015.

**54/15 Action Points from Previous Meeting:**

1. JJC (LC) propose options for DPC

**LC updated covering the trial year with 3 positions likely to be filled this year.**

1. TB to call the first meeting to commence the process of re writing the Headers.

**Covered under 56/15.**

1. TB as actioned to circulate the budget before the meeting so Trustees could be aware prior to the start of the financial year.

**Due to auditor changes and grant changes budget is to be presented under 57/15.**

1. TB to seek opinion to ensure all stakeholders are aware of the change and associated implications of the new brand identity.

**Completed and so far only positive responses to changes.**

1. TB to communicate decision with Ms Francis.

**Completed**

1. CR to communicate with Pete Daw.

**Completed**

**55/15 Student Council Motions:**

As it is out of term there are no motions to discuss. LC noted that the Students’ Union Meeting (SUM) will be taking ideas for projects which replaces the direct motions.

**56/15 Constitutional Review:**

The Board received the update and approved the name for the review – ‘The Big Review – Democracy starts with you’ and provided several comments on the paper that LC will be able to feed back. Any further queries please direct them to LC [vpeducation@uwe.ac.uk](mailto:vpeducation@uwe.ac.uk)

CC asked if this would also look at Trustee sub committees and effectiveness. TB confirmed this is being addressed and will be discussed at the December meeting.

Action – LC to collate feedback and pass to governance team.

Action – TB to produce paper for the December meeting on proposals for Trustee sub committees and effectiveness.

**57/15 Trading update:**

The Board received and approved the budget for the year 15/16 and noted the current trading position as well as actions being taken to reduce the current drop off in retail sales.

Action - TB to circulate the budget and present to November F&GP as trading patterns begin to settle.

**58/15 Recruitment:**

TB updated the Board on the final phase of recruitment.

The following staff will be joining the organisation over the coming months

Alexis Hulme – Marketing Manager

Phillippa Scott – HR Manager

Luke Bailey – Web designer and videographer

**59/15 Student Trustee resignation and recruitment:**

Anthony Harding has completed his studies and has resigned as a student trustee, the Board would like to formally thank him for his time and commitment to the Board and Staff Committee.

Action – TB to circulate plans for student trustee recruitment.

**60/15 Christmas Market and Ice Rink**

The Board discussed at length the proposal and felt that the potential risk in the current trading climate was too high and therefore approved option two, having the Christmas market only.

Action – TB to put project team in place to deliver a German style Christmas Market

**61/15 Objectives & Management of General Manager incorporating update**

TB gave an update on current work streams that weren’t covered in the agenda.

**Items to note\***

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

**62/15 \*Report from Elected Officers:**

CD commented on the quality of these first reports from the new officer team.

**63/15 \*Report from Staff Committee:**

Updated on one leaver

**64/15 \*Report from Finance & General Purposes Committee:**

CC led a discussion following the auditor’s report about the current reserves policy

Action – TB to bring draft reserves policy to next F&GP

**AOB**

**Nursery**

TB highlighted the outcomes from the recent Nursery Board meeting

The Trustees requested greater detail on our financial and reputation liability with the Nursery through the joint management board.

Action – TB to update on the Nursery agreements and liabilities.

**Time and date of next meeting:** Tuesday 8th December 2015 at 5:30pm in the SU Building

**Action Points**

1. LC to collate feedback and pass to governance team.
2. TB to produce paper for the December meeting on proposals for Trustee sub committees and effectiveness.
3. TB to circulate the budget and present to November F&GP as trading patterns begin to settle.
4. TB to circulate plans for student trustee recruitment.
5. TB to put project team in place to deliver a German style Christmas Market
6. TB to bring draft reserves policy to next F&GP
7. TB to update on the Nursery agreements and liabilities.