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

**18th October 2016 – 5.30pm**

**Present:** No conflicts of interest

**Trustees:** Ahmd Emara President & Chair

Jamie Jordon VP Education

Serena Smith VP Sports & Health
Sian Hampson VP Community & Welfare

Olivia Evans VP Societies & Communications
Clare Davidson External Trustee
Alvaro Loxton Student Trustee
David Osborne External Trustee

Chris Clements External Trustee

**Apologies:** Sarah Eden External Trustee

**In attendance:** Tim Benford CEO

 Kerry Gallagher RSM –Auditors (point 30/16 only)

**28/16** **Minutes of the previous meeting:**

 Agreed the minutes of the meeting held on 28th June 2016

**29/16**  **Action points from previous meeting:**

1. *Action* – All to review and feedback on the Decision Making Matrix to TB. (completed)
2. *Action* – each motion to be agreed and allocated to officers and to report on progress. (31/16)
3. *Action* – TB to circulate reserves document (38/16)
4. *Action* – agree timelines for audit and budgets (30/16)
5. *Action* – FG&P to be reinstated – agree to introduce again. (completed)
6. *Action* – to be sent out next week for discussion. (33/16)
7. *Action* – include driving engagement with student population in officer mandate. Officers to review and present engagement strategy at next Board meeting. (ongoing)
8. *Action* – TB to update on ongoing complaints (34/16)
9. *Action* – TB to circulate updated objectives (35/16)
10. *Action* – objectives and strategy for Board to be created (ongoing)

**30/16** **Draft Audit Report:**

Kerry from RSM presented a draft audit report and confirmed that a final report would be available form 1st week of November.

Questions for further investigation

Pension liability – appears to high and is it in the incorrect place
What has taken longer this year as all information has been received

Signoff of the audit delegated to F&GP in the November meeting

*Action* – TB to confirm final audit report date

**31/16** **Student Ideas:**

The current activity was outlined and has begun to gain momentum with some positive ideas over the past two weeks.

The Board suggested allocating both officers and external trustees existing policies to enhance output.

CD - Can the ideas look more at themes rather than discreet ideas

*Action* – JJ - each motion to be agreed and allocated to officers and consider external trustees

*Action* – JJ – To investigate marketing channels and themes of ideas

**32/16** **Student Trustee Resignation and Recruitment:**

The Board note the resignation of Laura Goode on completion of her studies and would like to thank her for her two years on the Board and wish her the best for the future.

*Action* – TB / AE to recruit by December Board meeting

**33/16 Engagement Statistics Update:**

Presentation of the proposed engagement statistics.

The Board would like to see key targets and in some areas more challenging targets.

The document needs reformatting with rankings of importance to allow the Board to decide on funding priorities.

 *Action* – Officer team to select target areas to present in December

**34/16 Complaints Summary:**

4 x noise complaints and one on the new Democratic structure.

**35/16 Objectives & Management of CEO incorporating update:**

TB left the meeting for discussion

*Action* – TB to update objectives with milestones, red/amber/green and highlight challenges

 *Action* – DO to meet with TB to confirm consultant support

Action – DO/TB to create CEO support group

**Items to note\***

**36/15 \*Report from Elected Officers:**

Board received and reviewed reports from SU President, VP Education, VP Sport, VP Socs & Comms and VP Comm & Welfare

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

 Main items discussed at Staff Committee since last trustee meeting

**38/15 \*Report from F&GP Committee**

Very positive feedback from the reinstatement of F&GP and the Board will return financial mandates to F&GP

 *Action* – TB to add current balance sheet to papers

 *Action* – F&GP to look at Financial Regulations specifically section 24

**AOB**

Graduation Costs reduction – a very positive step forward if it is approved at the Board of Governors

Raising of fees to £9,250 – is this increase reflected in what the students receive in terms of bursaries
CC – recommend checking the OFFA agreement as this should be covered there

*Action* – AE /JJ to check OFFA agreement

**Time and date of next meeting:**

13th December 2016 at 5.30pm

**Action Points:**

1. *Action* – TB to confirm final audit report date
2. *Action* – JJ - each motion to be agreed and allocated to officers and consider external trustees
3. *Action* – JJ – To investigate marketing channels and themes of ideas
4. *Action* – TB / AE to recruit by December Board meeting
5. *Action* – Officer team to select target areas to present in December
6. *Action -* TB to update objectives with milestones, red/amber/green and highlight challenges
7. *Action* – DO to meet with TB to confirm consultant support
8. Action – DO/TB to create CEO support group
9. *Action* – TB to add current balance sheet to papers
10. *Action* – F&GP to look at Financial Regulations specifically section 24
11. *Action* – AE /JJ to check OFFA agreement