



BOARD OF TRUSTEES

Date: 22nd July 2015

Time: 16.30pm

Venue: MR4/5

Circulation:

Cat Turhan, Andrew Thompson, Rob Ankcorn, Bebe Husakova, Ruby Compton – Davies, Isaac Leigh, Harrison Gould, Toby Leek, Rachel Strudwick, Marissa Beatty, Sam Fry, Judy Ryder, James Hunt, Emma Cox, Nathaniel Shiers, Nyasha Pitt, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman

Meeting Quorum: 10

OPEN MINUTES

In attendance

Cat Turhan, Andrew Thompson, Rob Ankcorn, Bebe Husakova, Ruby Compton – Davies, Isaac Leigh, Harrison Gould, Toby Leek, Rachel Strudwick, Marissa Beatty, Sam Fry, Judy Ryder, James Hunt, Nathaniel Shiers, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman, Charlie Hindhaugh, Oliver Rice, Luke Pilot, George Creasy, Alex Roberts

APOLOGIES FOR ABSENCE

Emma Cox, Nyasha Pitt

DECLARATION OF CONFLICT OF INTEREST

None declared

6.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the open minutes of the meeting of the 24th June 2015 were approved as a true and accurate record of that meeting.

6.2. O MATTERS ARISING

None.

6.3. O CHAIRS BUSINESS

The Chair thanked HG for his contribution to the Board of Trustees and Warwick SU, and wished him every success for the future.

The Chair welcomed and introduced the Sabbatical Elect Team to the meeting.

The Chair highlighted some of the achievements attained over the last twelve months

- Public transport, led by RA, real improvements achieved.
- One of the lowest accommodation issues within a Russell Group Union.
- Excellent Mental Health and Housing Day events.
- Excellent Society Awards event and Sports Ball.
- Varsity – Warwick victors for the 25th year in succession.
- Sports Kit – secured funding from the University to provide standardised sports kit across the board.
- Increased PG and UG engagement.
- Excellent Black History Month event.
- Opening of The Graduate, first PG specific venue in the SU.
- Trained more SSLC Reps than any other year.
- General Election – increase in student participation.
- Gained University commitment to fossil fuels.
- Protests – SU came out strongly.
- Strategic Review.

6.4. O MANAGEMENT ACCOUNTS MAY

Paper noted.

TG reported Management Accounts for June latest forecast at £70K surplus, largely due to MSL. Statutory accounts - additional income received in the year if not spent will increase surplus figure e.g. £46K for sports kit not yet purchased. Year-end forecast £150K.

Resolved: Year to date figures and revised full year forecast surplus noted.

Matters for decision/discussion**6.5.O NEW OUTLET PRESENTATION**

Becci Burrows-Watson/Alexis Lyon-Sinclair in attendance for this agenda item.

Papers noted.

BBW and AS talked through the papers presented.

It was noted that specific research had been conducted via Survey Monkey, along with feedback gained from wider ranging surveys

such as Help Us Help You, and the International and Student Barometer feedback as well as research on national trends.

Impact on other outlets previously discussed in detail, based on development of present offers impact expected to be limited on other outlets, small switch anticipated.

Potential loss of two pool tables, confident that reduction in two tables should not impact on the overall revenue, alternative sites under consideration.

Loyalty card will be implemented in this outlet when available, there will be an offer even if loyalty card not immediately available.

Timeline - Estates to conduct behind scenes work during term one to minimise disruption.

It was noted that there was likely to be a competitor locating into the Atrium that would be offering a late night food provision.

ALS and BBW left the meeting at this point.

Location of pool tables during refurbishment raised, JC advised the Board that SR likely to have this issue resolved, overall impact on pool tables to be discussed further.

Resolved: To proceed with the preferred option with a view to opening the new outlet **approved**, unanimously.

6.6.O

STRATEGIC PLAN

Papers noted.

Some concern raised over the size of the Strategic Plan and that the bulk of the work appeared to be scheduled mainly in the first two years of the plan, issue of resources was raised and where the priority areas lay.

JC reported that she was in the process of producing a heat map outlining all the key strategic activities and who was assigned to what in a spreadsheet to enable the Trustees to discuss and prioritise. Measures as yet to be written.

Resource requirements and potential impact outlined in separate document.

It was noted that presentations had been made to the University.

To note population of financial strategy to take place as a separate exercise.

Resolved: Plan **approved** unanimously, subject to the prioritisation and resourcing process.

6.7.O

THE LEASE

Paper noted.

It was noted that The Foundation was currently in the process of producing the documentation for the new lease, understanding that the lease will be extended at the peppercorn rate for a period three years, three year period largely related to VAT issues.

Timespan will enable negotiations with the University with regards to refurbishment of the building University considerations largely windows, wiring, and heating, this opportunity will enable discussions with the University with regards to the internal restructuring of the building.

Resolved: Delegation of authority for signing the leases subject to no further material changes to a sub group comprising of:

- The Chair of The Board
- The Chair of Finance and HR Committee
- A suitably qualified lay trustee (James Hunt)
- The Chief Executive
- The Finance Director

approved, unanimously.

Matters for information

6.8.O RISK REGISTER

Papers noted.

To note NUS seeking legal advice from Bates and Braithwaite's legal advisors for guidance on what is a legal requirement for Student Union's with regards to the Counter Terrorism Act 2015, further communication to follow when received.

HG reported that the Audit & Risk Committee were in agreement in terms of scoring and detail, discussed a couple of tweaks for example the resignation of Sabbatical Officers where it has happened in the past but the impact not catastrophic, it had been acknowledged that this would be very dependent on time of the year and how many involved.

It was noted that the Governance Review had highlighted the requirement for the Board to examine the Risk Register in more detail.

JC proposed possible incorporation into a Board of Trustees training event in January 2016.

Resolved: Summary of major risk and the organisational Risk Register as at July 2015 noted.

6.9.O DEMOCRACY REVIEW

Presentation received from RA, see link below.

http://prezi.com/qk0hywuxnjx5/?utm_campaign=share&utm_medium=copy

TL left the meeting at this point.

RA reported that the SU were currently in the process of revamping how students put forward motions to simplify the process, incentivisation also under consideration, discussion point for the Democracy Steering Group.

It was noted that there had been an increase year on year with regards to voting at the autumn elections.

It was noted that this was a wholesale change for democracy at the SU being introduced at the same time as the Strategic Plan.

Resource implications had been discussed, potential loss in hours in the democratic area likely to be incorporated elsewhere as a result of the review, estimated this will amount to fourteen hours per term.

To further note technical issues a potential problem may require additional computer programme to be written.

Resolved: Presentation noted, review to be monitored going forward.

6.10.O END OF YEAR ELECTIONS REPORT

Paper noted.

6.11.O BOT KPI UPDATE AND ATTENDANCE REPORT

Papers noted.

JC reported amendment required to page one of the KPI papers, two conflicts of interest had been identified over the period, and these were recorded and managed effectively, wording to be amended accordingly.

Resolved: Progress against KPI's for 2014 -2015, **noted**. Board of Trustees Attendance Report, **noted**. Proposed Board of Trustees KPI's 2015 - 2016, **approved**, unanimously.

6.12.O MINUTES – OPEN

Noted.

6.13.O ANY OTHER BUSINESS – OPEN

6.13.1 Varsity Review

RCD reported that Warwick SU were currently awaiting a decision from Coventry with regards to proposal a submitted to them, discussions also taken place with Birmingham, AR to prepare report for the October Board of Trustees meeting.

LDM aware and has informally notified University officers.

6.13.2 Thank You

On behalf of the Board of Trustees JR thanked CT and the Sabbatical Team for their contribution to Warwick SU and the Board of Trustees during their term of office.

Time and Date of Next Meeting: Noted.



MEETING PROTOCOLS

INTRODUCTION

This is a quick guide for members of the Board of Trustees and attendees of Board meetings including members of staff, on meetings and the protocol that surrounds them. It is split into two sections: the first for the chair of a meeting and the second section for those attending the meeting.

The Chair

- **Before a Meeting**
 - If calling a meeting of the Board of Trustees, other than those scheduled within the Board of Trustees Meetings Timetable, think clearly about the aims and objectives of the meeting

- Why are you calling it?
- What do you want to be the outcomes of the meeting?
- Who needs to attend the meeting?
- o For all meetings, think carefully about how long you have for the meeting. Have some idea of how long the agenda for the meeting will be and how long you should allocate to each agenda item.
- o Ensure that the person who will be servicing the meeting sends out the draft agenda in good time and that papers go out no less than 7 working days before the meeting so that people have had time to read through everything.
- o In most instances it is the responsibility of those attending the meeting to print out their own papers as long as you make clear where they can access them.

- **Day of the Meeting**
 - o Ensure that the room is set up to meet the needs of the meeting and that any refreshments have arrived on time.
 - o Arrive on time, ideally five minutes before to ensure everything is okay.
 - o Start the meeting on time
 - o Stick to the agreed agenda and allow other business only if it fits in to the timing for the meeting.
 - o Ensure that those present (where appropriate) indicate to you that they would like to speak and keep a rough note of the order that people are to speak in.
 - o When you feel discussion is starting to become bogged down or people are merely repeating the same points move discussion on or else come to some conclusion/summing up on what action will be taken and by whom.
 - o If appropriate remind people of the expected behaviour at meetings e.g. to signal they want to speak through the Chair; to address the point that is being made rather than attacking the person making it.
 - o Ensure an Action Plan is compiled from the meeting and that this is reviewed at the meeting.
 - o Make notes as the meeting progresses on what has been agreed etc so that you can double check after the meeting who is doing what and can chase people up where necessary.
 - o Ensure that the people servicing the meeting during complex discussion know exactly what has been said and/or agreed.

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- **After the Meeting**
 - o Read the draft minutes of the meeting to ensure they are accurate, amending as appropriate, and make sure that the minutes are sent around to those at the meeting within 2 weeks so that people know what has been agreed and who is doing what.
 - o Ensure that people who have been given actions arising from the meeting have carried them out by agreed deadlines, or if not whether there is a valid reason for this.

- Ensure that those people not present at the meeting who have been asked to attend are informed of the discussion and any relevant decisions taken – this will usually be through circulation of the minutes.

People Attending Meetings

• Before the Meeting

- If you cannot attend for any reason then make sure you have sent your apologies to the Chair or the person servicing the meeting in advance of the meeting.
- It will usually be your responsibility to print out your own papers for the meeting. There is no need to run off everything, particularly those items merely to note. Also ensure that you use resources efficiently through printing double-sided and when possible two pages to a side of A4.
- Ensure that you have read the papers for the meeting or else are fully aware of what is to be discussed. If you have been asked to prepare something for the meeting then ensure that you have done this in enough time and if not can explain why this is not the case.
- If you require further information on any agenda items, please contact the relevant officer or staff member to ensure you are as prepared as you can be.

• Day of the Meeting

- Turn up on time.
- Make sure you come to a meeting fully prepared. It is not fair to those who have, and is not an efficient use of the Board's time if you ask questions which would have been answered if you had spent time reading the papers for the meeting or otherwise being prepared.
- Where appropriate, signal to the chair of the meeting that you would like to speak rather than merely beginning as this can be frustrating for those people who have been waiting patiently for their turn to speak – (some meetings, however, i.e. brainstorming sessions work better with spontaneous contribution).
- Board meetings are safe spaces where everyone is urged to contribute. Each member is reminded to act in a way that encourages all members to speak, and is mindful of WSU Values:

DEMOCRATIC	We are student-led, member-focused and representative.
INDEPENDENT	We are the independent voice of Warwick students.
ETHICAL	We are fair, principled, transparent and environmentally
sound.	
FUN	We are friendly, vibrant and entertaining.
INFORMATIVE	We are supportive, knowledgeable, responsive and useful.
ENRICHING	We help students develop, we nurture their aspirations.
ACCESSIBLE	We are diverse, welcoming, tolerant and inclusive

- Do not feel you have to speak on every issue or just because you have not said anything. There is little point merely paraphrasing what someone else has said it merely prolongs a meeting and does not add much to discussion.
- Try to stick to general good protocols of not talking over people, turning mobile phones off (unless expecting a crucial call), not texting or sending emails during

the meeting, not holding personal side conversations and other unconstructive or distracting behaviour.

- Ensure you make notes on areas of interest and particularly decisions reached or areas you have been actioned to do something.
 - Light refreshments are provided at most Board meetings, however substantial eating during the meeting would not normally be appropriate (meals, sandwiches etc.)
- **After the Meeting**
 - Make sure that you know exactly what is expected of you if you have been given something to do and ensure that you carry this out to time. If you run in to problems etc then let the Chair know this.
 - Do not discuss closed agenda items with people who are not Board Trustees or WSU Managers present for the items.