

BOARD OF TRUSTEES

Date: 3rd December 2014

Time: 16.30pm

Venue: MR4/5

Circulation:

Cat Turhan, Maahwish Mirza, 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

MINUTES

Item.No.O/C

APOLOGIES FOR ABSENCE

None.

DECLARATION OF CONFLICT OF INTEREST

None declared.

2.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the open minutes of the 15th October 2014 were approved as a true and accurate record of that meeting.

2.2. O MATTERS ARISING

None.

2.3. O

CHAIRS BUSINESS

The Chair welcomed the two new student trustees MB and SF to their first Board of Trustees meeting.

Reported: (By: CT)

Free Education Demonstration

Eighty students from Warwick SU attended the Free Education Demonstration on the 19th November 2014, peaceful event, one student arrested, not a member of the Warwick SU delegation, approximately 5,000 demonstrators in attendance in total.

Rugby Club Initiations

Rugby Club Adoptions - disciplinary took place followed by an appeal hearing, outcome suspended ban, members of the club will not be attending Pop or Skool Dayz during Term 2 and potentially Term 3 dependant on attendance at Equality and Diversity training.

People and Planet

People and Planet demonstration took place earlier in term one, skirmish took place with University Security, statement released stating disapproval of the action taken by University Security, met with the Registrar and Deputy Registrar to discuss the options moving forward.

Housing Day

Successful event over 1,000 attendees receiving advice on house hunting

Housing and Accreditation Scheme

RA working hard on the Housing Accreditation Scheme.

BUCS

Currently 20th in the league, better than this time last year.

Canal Clean Up

Very successful community event.

Equality & Diversity Training

A lot of Equality & Diversity and other training has taken place with clubs and societies this term – great achievement.

2.4. O

MANAGEMENT ACCOUNTS OCTOBER

Paper tabled.

Reported: (By: TG)

Key movements, Admin & Central Overheads – due to delayed depreciation on IT, and recruitment in Finance Department, £9K on recruitment not yet spent, recruitment will take place in the New Year.

MSL currently £37K ahead of budget; this is in respect of recruitment costs, this recruitment will take place over the next six months.

Societies Federation membership figures ahead of target, this has enabled us to allocate additional grants to a couple of societies that were unsuccessful with their bids at the end of last year.

In process of establishing how to account for Warwick Sport, requirement to establish membership numbers – difficult due to changes in definitions.

This year's budget assumed sale of MSL shares this is currently parked, income originally due in January accounts, £130K will offset against that.

Reported: (By: TG)

Pension deficit pre - payment made, cash situation good, will begin to reduce in January.

The Pre-Fit Delivery company debt of £550.00 – would like permission to make provision against that debt.

NP

There are three other debts on the list that are as old as the Pre Fit Delivery Company debt.

Reported: (By: TG)

They will go back to the society who will cover the debt.

Resolved: Provision against The Pre-Fit Delivery Company debt **approved**, unanimously. Year to date figures for the end of October 2014, noted.

Matters for decision/discussion

2.5.O

KPI REPORTING

Paper noted.

AT

Percentage of functioning and viable SSLC's, I don't necessarily know what a viable SSLC or functioning SSLC would be, but there should be something in there with regards to SSLC's.

Reported: (By: DD)

We make an educated guess, we look at different departments, it is working and would be a good rule of thumb for now.

Reported: (By: JC)

We have to have something around SSLC's, but it was a question of how do we measure it.

It would be helpful if you could discuss further and come up with two or three indicators, we would welcome thoughts on more appropriate measures.

AT

3.4 PG proportion of enquiries – questioning in terms of increasing it as a KPI, questioning it as a measure of effectiveness.

Reported: (By: JC)

PG's key area of interaction is the Advice Centre we felt we had to acknowledge and recognise/know the level of interaction that is why we have put the measure in there, it is probably not the best measure of effectiveness but it tells us whether we are actually getting a degree of interaction from that group of students as it is really important.

GP

Do you view this as a management working tool?

Reported: (By: JC)

I would say our bigger document is used for that, this paper is about managing the reporting to the Board, myself and the senior team look at the bigger document.

GP

I would be concerned that you are chasing KPI's in order to satisfy the Board.

JC

No, that wouldn't be the case.

RA

Representing Students and Campaigning to Achieve Change – There isn't much around campaigning to achieve change, I can think of two surveys that we have run this term (taxi survey and bus survey) they would be good indicators, useful KPI's for the board to be made aware of.

Reported: (By: JC)

If we go back a step to when we set up the KPI's we set them against the Strategic Aims and we approved that whole set, have taken out the existing ones which we are all measuring, if there are new ones I would suggest they go into the cover paper as additional successes. that would successfully account for new initiatives?

EC

Supporting and Informing Students about Issues Affecting their lives – wondered about the narrative I wouldn't know what the issues were.

Transforming Students' Lives and Enhancing Employability – I didn't see anything there that shows how we had enhanced employability.

5.4 – Achieved Planned Surplus – there is nothing about achieving the current budget.

JC

I will make a note of the points raised to make sure that they act as a prompt to make sure that we talk about those in the covering paper.

HG

I would suggest that if there are educated guesses, we should highlight the fact that they are educated guesses.

JC

Agreed.

Resolved: KPI Summary indicators **approved** unanimously.

2.6.O

2013 – 2014 STATUTORY ACCOUNTS/AUDIT REPORT

Reported: (By: TG)

Auditors in process of finalising the 2013 - 2014 Statutory Accounts.

In process of negotiating adjustments, Auditors want to lose the provisions we have for restructuring, a small amount with regards to VAT, adjustment for MSL Direct, all together additional £12K, will impact on the numbers. The Auditors want to have a look at TAR (Trustees Accountability Report)

New Impact Statement requirement, RA to put together statement, will be circulated. No significant worries, cash handling always an issue, also funding relationship with the University.

Auditors have looked at auto - enrolment maybe some feedback from that. Looking at the recapitalisation issue, may also wish to look at how some of the banking procedures have been applied.

GH

To what extent do any external bodies show interest in the annual accounts?

Reported: (By: TG)

Difficult to say, they are available at Companies House and on line for any interested parties.

This year Experian will be using the company accounts to assess credit ratings, may have effect on credit rating.

GP

You could separate review from the facts and figures, focus on the impact statement.

Reported: (By: TG)

SORP – legal changes to the structure of the accounts, it is very important that we have an impact statement and that the Union is able to demonstrate its public benefit and what it is doing.

Resolved: TG to update the Board as necessary and circulate finalised Statutory Accounts.

2.7.O NCVO CONFERENCE FEEDBACK

Paper noted.

RA

Explaining your Impact – a positive step.

EC

I would suggest that once we have the Strategic Plan we look at how we measure impact, may involve working with the NUS.

I would be happy to help RA with writing the Impact Statement.

Resolved: Information provided, noted.

2.8.O SABBATICAL PAY

Paper noted.

Resolved: Recommendation that the policy is included in the scope of the working group evaluating the SU's response to the NCVO report on CE pay, **approved**, unanimously.

Matters for information

2.9.O STRATEGIC REVIEW PROGRESS

Paper noted.

EC

Is there a way to obtain some external benchmarking, get externals in to run workshops, externals that are not associated to the Union?

Reported: (By: JC)

Agreed that this would be a useful addition. Given the lack of resources available at some point we will come back and ask for the Board to agree the top ten projects, the Board will have to make choices, we will then have to look at how we engage other people.

JH

Are there any implications if the Strategic Plan were to be delivered late as set out in the new document?

Reported: (By: JC)

No, this timescale is a sensible approach.

Resolved: Progress to date, noted.

2.10.O DEMOCRACY ROUNDUP

Paper noted.

NSh

All Student Meeting – I do not think one term should matter so much, it is more important over the year as to how many students have got engaged with the Union, it is typical as we do not have control over the motions coming in, it is also an excellent indicator as to how our students feel they can get questions asked, it is also a measure of how well our students are doing in terms of campaigning.

Reported: (By: RA)

Related to term one last year as it is a noticeable trend that term one is lower, term two higher maybe related to elections, term two 1800 voters, in term 3 last year around 600 voters.

Resolved: Activity to date noted.

NSh left the meeting at 18.23

2.11.O MSL RECAPITALISATION

Paper noted.

Resolved: Current position and advice from Baker Tilly noted, payment of £2,092 liability from the Union back to MSL **approved**, unanimously.

2.12.O ZONE CONFERENCE FEEDBACK

Reported: (By: CT)

Discussion at Union Development Zone - SU34.

Conversations around Unions hierarchy and how that works, where SU's are going and the student relationship, may be pertinent to strategic review process.

Reported: (By: MM)

Attended session relating to Attainment Gap, currently in process of setting up focus groups in relation to Race, Academic Attainment, and Equality (RAAQ) at Warwick.

Reported: (By: CT)

A lot of work on PG Education, PG's under thirty years old will be entitled to apply for a loan of up to £30K.

IL

Congratulations to CT and MM on their election to Higher Education and Welfare Zone Committees.

2.13.O

MINUTES – OPEN

- **Finance & HR – 23/09/14**
Noted.
- **Search & Noms – 23/07/14**
Noted.

2.14.O

ANY OTHER BUSINESS – OPEN

2.14. O Warwick SU KPI's

HG

At the last meeting NSh raised the point about the 'Help us Help You' survey, is it worth incorporating that into the KPI's.

5.13 – Diversity statistics, should it incorporate sexual orientation?

Reported: (By: JC)

Agreed to include HUHYS satisfaction in KPI's. We do not monitor sexual orientation in recruitment otherwise we could include the figures in KPI's.

Time and Date of Next Meeting: Noted.