

BOARD OF TRUSTEES

Date: 4th December 2013

Time: 17.00pm

Venue: MR4/5

Refreshments available from: 16.30pm

Circulation:

Ben Sundell, Cosmo March, Erin Davies, Cat Turhan, Anthony Scott, Zoe Buckland, Lucy Gill, Judy Ryder, James Hunt, Emma Cox, Aled Evans, Nathaniel Shiers, Samuel Hewlings, Amelia Moore, Shadi Brazell, Ayesha Khan, Nyasha Pitt, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman

Meeting Quorum: 10

MINUTES

Item.No.O/C

APOLOGIES FOR ABSENCE

Zoe Buckland, Cat Turhan, Nyasha Pitt, Aled Evans,
David Dedman

DECLARATION OF CONFLICT OF INTEREST

None declared.

3.1. O PERMISSION TO RECORD MEETINGS

Resolved: Permission to record Board of Trustee and associated committee meetings **approved**, unanimously.

3.2. O MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the open minutes of the meeting of the 16th October 2013 be approved as a true and accurate record of that meeting.

3.3. O MATTERS ARISING

None

3.4. O CHAIRS BUSINESS

Reported: (By: BS)

Love Community Campaign

Canal clean-up operation took place in Leamington on Sunday, twelve students and 8/10 residents participated, making progress on campaign.

Reported: (By: CM)

ASM

Reduced agenda in terms of controversial items, turnout 707 voters against circa 1,000 for past meetings. Number of regulation issues making it difficult to regulate ASM, will be deregulating going forward.

Reported: (By: BS)

Housing Day

Excellent turnout of over 1100 people, rebrand of Student Advice Centre very professional, the best housing day to date, credit to AW, CT and the team.

Discover Disabled Sport Event

Reported: (By: AS)

Event organised by ZB and the Sports Committee, three sessions wheel chair basketball, blind athletics, and wheelchair tennis, number of Sabbatical Officers in support on the day, well attended event. Team GB Wheelchair Basketball in attendance.

Plans for event to go ahead next term.

3.5. O STUDENT TRUSTEE APPOINTMENT

Papers noted.

Reported: (By: SB)

AK appointed as student trustee as per email vote.

BS formally welcomed her onto the Board of Trustees.

3.6. O OCTOBER MANAGEMENT ACCOUNTS

Papers noted.

Reported: (By: TG)

Year to date surplus £314K against last year £315K.

Bread Oven Science Park – initial upfront costs, monitoring going forward.

Bread Oven & Curiositea - income targets down for the quarter, constraints, reached trading capacity, to address moving forward, small margins still trading well.

Dirty Duck – excellent trading for the first quarter. Investments worthwhile

Ents – Friday evening events underperforming, under review, bar sales in venue affected, Terrace Bar has picked up these sales. General commercial income trend- plateaued on food sales, small growth in wet sales.

Premises – appears overspent, upfront costs and depreciation. No concern over longer term budget

Finance Office – increase in credit card charges, potential budget phasing issue, to address.

Marketing & Comms – Merchandising and other trading activity moved into SUSW for tax purposes will be reported under Marketing Department as managed by the Marketing Manager.

Sports Committee – Unable to attract same level of sponsorship as in previous years, sponsorship has been obtained for the Sports Ball.

Debt and cash position both good.

Matters for decision/discussion

3.7. O **WARWICK SPORT REVIEW PRESENTATION**

Paper noted.

Reported: (By: JC)

‘Frequently asked questions’ circulated to club Executive Committees and will be circulated to the Board, and confidential document ‘Feasibility Study’ to be circulated to the Board of Trustees after the meeting.

Review of Warwick Sport conducted eighteen months ago, within the review recommendation to look at delivery for clubs, in particular the administration requirements, recognition in terms of the feasibility study that Sports Clubs critical to lifeblood of the University community. University sports community current membership circa 10,000 individuals of which half are members of sports clubs and half non- members of sports clubs. Feasibility Study conducted and options developed in relation particularly to the administration of sports clubs, process commenced in June 2013, communication circulated to variety of stakeholders on Monday 18th November 2013 to advise on progress to date.

Feasibility study to address approach that would be implemented in the academic year 2014 – 2015, main aim of achieving Warwick Sports objectives. Consultation with all stakeholder groups important.

Presentation delivered by JC on behalf of the working group.



Club Administration
Presentation_Nov2013

Reported: (By: JC)

To note financial modelling the most difficult and sensitive issue, underlying message that this would need to be addressed irrespective of the rest of the review.

24 recommendations developed, project group currently working through them

Project Group consists of CM/BS/ZB/JC/DD/GM (University)/JE (University)/RY (External consultant) TG periodic attendee.

Concluded staggered approach required, deadline of September 2014 not feasible, may be staged over three year period

EC

Does 'review the funding' mean the need to save money?

Reported: (By: JC)

No, there is a general view that the way that sport is currently funded is skewed towards clubs, a member pays to join Warwick Sport irrespective of whether they participate in club sport or not, a large proportion of this money funds sports clubs, not equitable, view from the University that we should be expanding provision for non-club activity, funding proportion to clubs may increase slightly but more to go into other sporting activity.

JR

What about the other 5,000 members, or is this focused around administration, more to do with clubs?

Reported: (By: JC)

Bulk of review at this time is focused on how we support sports clubs; it is quite a significant part of the proposal that sports clubs administration comes to the Union, funding conversations will be mindful of all members.

Reported: (By: BS)

We require further information, we expressed that view, we are pushing to make sure we have all the information before we go any further and will only proceed and give our support if we believe it is in the best interests of our students

Reported: (By: JC)

Not all clubs realise they are governed and constituted under the Students' Union; this has been highlighted in the FAQ's document. Requirement to have MOU and clear governance arrangements in all aspects including clear processes on how the University facilities are allocated.

JH left the meeting at this point.

A detailed proposal will be submitted to the Board of Trustees outlining implications, time consuming, to commence implementation September 2014.

Resolved: JC to circulate FAQ's and confidential Feasibility Study documents.

3.8. O 2012 – 2013 STATUTORY ACCOUNTS
Paper noted.

Reported: (By: TG)

Page 16 & 17 - text to be incorporated.

Net income resource £196K, last year £214K, reserve fund of £739K of which set aside £250K for potential future building development, free reserves £469K.

NUSSL share value work ongoing, incorporated at year end, impact investment value slightly down.

Creditors down on last year, this time last year changeover of staff resulting in admin error, two lots of NI and pension contributions to be paid.

Affiliations incorporated into financial statements this year.

Accounts currently with auditors, will be back in the New Year for signature.

Reported: (By: JC)

Accounts and Management Letter to be submitted to January 2014 Audit & Risk Committee Meeting.

NSh

Requirement to update KPI's to incorporate 'All Student Meeting voting', and update numbering as agreed at Board of Trustees meeting 16th October 2013.

Resolved: Statutory accounts **approved** unanimously subject to incorporation of text on pages 16 & 17 that will be circulated via email, and incorporation and amendment of headline KPI's,

3.9. O LIVING WAGE UPDATE

Reported: (By: BS)

At the last Student Council meeting the Living Wage Policy was renewed with a small change to update the living wage from £7.20 to £7.65. In light of the fact that the policy has not been amended no action in addition to that already planned required at this stage, Warwick SU to continue to work towards the Living Wage.

Matters for information

3.10. O DARO FUND

Paper noted.

3.11. O MINUTES – OPEN

- **MSL – 07/10/13**
Noted
- **Audit & Risk – 17/09/13**
Noted
- **Finance & HR – 25/09/13**
Noted

- **SUSW – 18/10/13**
Noted
- **Search & Nominations – 31/10/13**
Noted

3.12. O ANY OTHER BUSINESS

3.12.1 By-laws

Papers noted.

Reported: (By: LG)

By Law 6, 6.3.2 amendment incorrect, change ratified at Student Council as follows:

6.3.2 In the case of the Postgraduate Officer the term of office will commence on 1st September until 31st August, inclusive.

Resolved: With amendment to By-Law 6

6.3.2 In the case of the Postgraduate Officer the term of office will commence on 1st September until 31st August, inclusive.

Changes to the by-laws as approved at the Student Council meeting on the 25th November 2013 **approved** unanimously.

3.12.2 Societies Coordinator

Reported: (By: AS)

PW Societies Coordinator who has been employed at the SU for the last 25 years will be leaving on the 12th December 2013. I would like to take this opportunity to recognise the contribution she has made to students and the SU during this time.

Time and Date of Next Meeting: Noted.
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