

BOARD OF TRUSTEES

Date: 10th October 2012

Time: 16.30pm

Venue: MR 4/5

(Warwick SUHQ)

Circulation:

Nick Swain, James Entwistle, Cosmo March, Anna Chowcat, Silkie Cragg, Natasha Cabral, Ben Sundell, Judy Ryder, Tom Smeaton, James Hunt, Emma Cox, Aled Evans, Nathaniel Shiers, Samuel Hewlings, Amelia Moore, Jacqui Clements, Tracey Grant, David Dedman

In attendance:

Nick Swain, James Entwistle, Cosmo March, Anna Chowcat, Silkie Cragg, Natasha Cabral, Ben Sundell, Judy Ryder, Tom Smeaton, James Hunt, Aled Evans, Nathaniel Shiers, Samuel Hewlings, Amelia Moore, Jacqui Clements, Tracey Grant, David Dedman

KD in attendance for closed session item 1.14.4 Chief Executive Salary Review

MINUTES

Meeting Quorum: 9

1.1 APOLOGIES FOR ABSENCE

Emma Cox

1.2 DECLARATION OF CONFLICT OF INTEREST

- JR and TS declared a conflict of interest in item 4.13.1 Board of Trustees Review, recommendation 5.
- NS declared a conflict of interest in 1.13 Permission to study a part time Masters Degree.

1.3 MINUTES OF THE PREVIOUS MEETING AND ANY MATTERS ARISING

RESOLVED:

That the minutes of the meeting held on the 11th July 2012 be approved.

Matters Arising

4.13.1 Board of Trustees Review

Papers noted.

SC presented to the Board of Trustees background information with regards to the conception of the Board Effectiveness Working Group and progress to date.

NSh

With regards to recommendation 5 there is a requirement to consider the remaining term of office for individuals who put themselves forward.

Reported: (By: JR)

Efficiency of new templates to be reviewed after two/three meetings and adjustments made if deemed necessary.

NSh

It is essential that minutes from the Board of Trustees meeting are posted to the L drive at the earliest opportunity as this has not always been the case.

NS

This will be considered as part of the review process.

Recommendations:

1. note the Board Effectiveness Action Plan, **noted.**
2. approve the executive summary template
Resolved: To approve recommendation 2 unanimously, nil against, nil abstentions.
3. approve the report template
Resolved: To approve recommendation 3 unanimously, nil against, nil abstentions.
4. approve that prior to the start of Board/Committee meetings, Trustees meet for half an hour on an informal basis with refreshments.
Resolved: To approve recommendation 4 unanimously, nil against, nil abstentions.
5. approve that the position of Vice Chair to the Board of Trustees is filled on an elected basis by a Lay Trustee for a 3 year period
Resolved: To approve recommendation 5 unanimously, nil against, JR and TS abstained due to conflict of interest.

4.9 Democracy Review

Papers noted.

Adoption of the new Memorandum and Articles of Association at a General Meeting held on the 29th June 2012 and University Council meeting on the 13th July 2012, **noted.**

Discussion took place with regards to By - Law 12, Appendix 1; issues raised relating to general requirements relating to University property.

Resolved: By- Law's 1-11 approved, unanimously, nil against, nil abstentions.

By- Law 12 and appendix 2, 3, & 4 approved, unanimously, nil against, nil abstentions.

By - Law 12 Appendix 1 deferred to the next meeting. Further discussion to take place, JC to circulate update via email for comment.

6.4 Chairs Business

Strategy Day

Papers noted.

6.12 Insurance Provider

Endsleigh appointed as insurance provider for the next three years, **noted**.

1.4 CHAIRS BUSINESS

Reported: (By: NS)

- Strategy Day – Paper with regards to reserves position to be submitted to Finance & HR Committee on the 27th November 2012, will then be circulated to the Board of Trustees.
- Freshers – went well.
- Outlets – all outlets performing well.

1.5 NOTIFICATION OF ANY OTHER BUSINESS

None

1.6 MANAGEMENT ACCOUNTS

Papers noted.

Reported: (By: TG)

To note external audit currently taking place, to date no concerns raised.

Year end results good.

£200K year-end position noted, reserves figure of £532K noted.

Reported: (By: JH)

Very satisfactory year end results. To note increase in cash position likely to instigate discussion with relevant committee with regards to short/medium/long term investment for the Union.

1.7 STRATEGIC PLAN

Paper noted.

Reported: (By: JC)

No significant changes to Strategic Plan approved last year. Aims and detailed objectives reviewed in light of last year's activity and progress, and incorporated priorities of current Sabbatical Team.

Reported: (By JR)

Concerned at number of objectives, are they achievable, is there the capacity.

Reported: (JC)

In August Senior Management/Sabbatical Team identified top ten priorities for the year, have strong view on key issues and what in the plan is less of a priority. Last year there were very few had not been achieved or made significant progress on. Will take concerns on board.

TS

Should consider identifying what we must do, what we would like to do, what we ought to do, gives clear order of priorities.

JC

Practically what happens, will take it on board.

JR

Maybe for future years could anecdote as suggested by TS.

Strategic Plan 2012 – **noted**.

1.8 KPI OUTTURN 2011 – 2012

KPI Outturn 2011-2012, **noted**.

1.9 KPI' 2012 - 2013

Papers noted.

JR

Disciplinarys and grievances as KPI's, how can you have targets; do not feel these should be KPI's.

Reported: (By JC)

Discussed this last year, do not have problem with removing 5.13, and 5.14 as disciplinarys are now monitored by the Finance & HR Committee.

NSh

3.7 complaints received from residents, hard to control, is it appropriate.

Reported: (By: JC)

Increase in issues reported particularly in Leamington, incorporated to highlight awareness. Will be readdressed if improvement forthcoming.

JE – 1.19 – 1.21 – NSS scores, 5% increase in one year unlikely with three months to go University will achieve the target, are they appropriate to have as KPI's for the Union.

Reported: (By: JC)

Only way of measuring the impact of our campaigning from an academic representation point of view. Largely out of our control if can come up with replacement to measure success in academic representation will replace.

AC

2.10 - 80% positive impact?

Reported: (By: JC)

Aspirational target, moveable target if Board of Trustees feels this should be lower.

Headline KPI's

CM

Communications – Do we have any figures on readership of all members' emails? The system can produce this information.

Reported: (By: JC)

Will investigate and incorporate into KPI's if attainable.

NSh

Log posts would be interesting to get figures on how many read them.

Reported: (By: JC)

Statistics on number of readers available, would need to check if further information available. Requirement to consider available resources, requirement to target exact requirements.

JE

Academic Representation should be incorporated into this.

Reported: (By: JC)

Requirement to ascertain suitable measure.

Resolved: Appendix 1 approved with amendment to remove 5.13 and 5.14, unanimously, nil against, nil abstentions.

Appendix 2 approved with exception to membership participation, unanimously, nil against, nil abstentions.

JC to discuss how best to measure Academic and PG representation with relevant individuals. To confirm information available on all member emails.

Any further suggestions/comments to JC via email.

1.10 COMMUNICATION STRATEGY

Papers noted.

Road map for developing Communication Strategy noted.

Resolved: Communications Strategy – Development Roadmap approach and timescales approved, unanimously, nil against, nil abstentions.

1.11 SEARCH & NOMINATIONS

Paper noted.

Resolved: Silkie Cragg, Aled Evans, Sam Hewlings appointed to Search & Nominations Committee for 2011 -2012. Vice Chair or in their absence one other Lay Trustee to sit on the Search & Nominations Committee when

considering appointments of Lay Trustees approved, unanimously, nil against, nil abstentions.

1.12 ELECTION OF VICE CHAIR

Reported: (By NS)

Two notifications of interest received, JR and TS.

Following a short speech from both candidates a secret ballot took place.

Result: Eight votes in favour of JR, four votes in favour of TS, JR duly elected Vice Chair of the Board of Trustees for 3 years.

1.13 PERMISSION TO STUDY PART TIME MASTERS DEGREE

NS left the meeting for this agenda item. JE as Deputy President took the Chair for this item.

Paper noted.

A robust discussion took place focusing on the risks and benefits to the Students' Union.

A secret ballot took place to approve the application with the following amendment:

Subject to satisfactory performance and regular reviews.

TS and JH left the meeting prior to the announcement of the result.

Result: six votes for, six votes against, one abstention. The Chair declined to cast the deciding vote given the nature of debate and outcome of vote.

Item deferred. Re poll to take place via email tomorrow to include the members of the Board that left the meeting prior to the announcement of the result. JC to discuss outcome with NS.

To note that on his return to the meeting NS gave a short speech outlining changes that had taken place since he had written the original paper.

1.14 CLOSED SESSION BUSINESS

See closed session agenda.

1.15 ANY OTHER BUSINESS

None.

1.16 FOR INFORMATION

1.16.1 Audit & Risk

Noted.

1.16.2 Finance & HR

Noted.

1.16.3 MSL

Noted.

1.16.4 SUSW

Noted..

1.17 TIME AND DATE OF NEXT MEETING

Noted.