



## BOARD OF TRUSTEES

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Date: 16<sup>th</sup> October 2013

Time: 17.00pm

Venue: MR4/5

Refreshments available from: 16.30pm

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### 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, Nyasha Pitt, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman

Meeting Quorum: 9

# MINUTES

Item.No.O/C

### **APOLOGIES FOR ABSENCE**

Zoe Buckland, Judy Ryder, Emma Cox, Amelia Moore

### **DECLARATION OF CONFLICT OF INTEREST**

None declared.

### **2.1. O MINUTES OF THE PREVIOUS MEETING – OPEN**

**Resolved:** That the open minutes of the meeting of the 24<sup>th</sup> July 2013 be approved as a true and accurate record of that meeting.

### **2.2. O MATTERS ARISING**

None

## 2.3. O

**CHAIRS BUSINESS**

**Reported: (By: BS)**

**Radio Warwick** – nominated for station of the year at the National Radio Awards, also nominated in the category of best sound. Congratulations to Radio Warwick.

**Freshers** – successful freshers period. Freshers and Societies Fairs took place over period of two days as opposed to three; this assisted with overall logistics during the freshers period.

**Reported: (By: AS)**

Societies Fair went well, overall increase in Post Graduate membership, up 40% overall on same time last year, increase in society memberships of 25%.

**Reported: (By: BS)**

**Accommodation** - over recruited by 300 undergraduates, as a result some undergraduates now sharing rooms, some post graduates in particular international postgraduates left in difficult situation.

**Reported: (By: LG)**

SU in regular contact with Warwick Accommodation who have estimated approximately 220 students in hotels and conference centres subsidised accommodation for three weeks, subsidy ended on Monday at midday. Some students unable to extend hotel accommodation beyond today, unaware of current situation with this group.

AWS very supportive. In communication with University Senior Management team. SU currently in process of writing report summarising stress, disruption, communication issues, will be going forward with series of recommendations.

Blog written read by over 800 unique people, clearly big issue for members.

Thank you to AWS Department.

**Reported: (By: BS)**

**University NSS Score** - University disappointed with results, this opens up potential opportunities for the SU to demonstrate how they can make a difference for students. Met with CH (Pro VC for Education), composed joint communication of recommendations to departments, good opportunity for the SU to acquire some wins with the University.

**Your Town Your Choice/Love Community** – project run over the last twelve months to develop partnership with the local council. Council run event ‘alcohol awareness’ ran on the first Monday of term, a lot of student engagement, student targeted night, a lot of fun, good messages coming out, also first night of the Street Marshall scheme where University funding extension. Street Marshalls are welfare based stewards in the town on Friday and Saturday nights, University extended to male and female stewards during weekday nights, initiative very well received.

**Reported: (By: DD)**

Attended South Leamington Forum a lot of valuable work carried out, very good in terms of community relations strategy, excellent event.

Your Town Your Choice, BS led on this initiative have ensured this is a student friendly event, good feedback received, SU made a huge impact.

**Reported: (By: BS)**

**DARO Disbursement Fund** – meeting taken place, SU applied for £22K funding in total, all approved at the meeting, includes funding for Society Awards, community and welfare, post graduate initiatives, potential for additional funding, will update.

**University Council** – University Council members had lunch at the SU following a Council meeting, excellent job by all involved. Prior to this BS and CM gave presentation outlining the SU priorities for the coming year, incorporated ideas for the building development, this was followed by a tour of the building.

**Reported: (By: CM)**

As a result of the presentation with regards to the building small group of Council members including the Chair and previous Chair of the Buildings Committee requested sight of problem areas in the buildings, wanted to view for themselves, acknowledged the issues.

Council have now asked the SU to go back to the drawing board and produce detailed analysis of the building, to include total requirements to make buildings totally fit for purpose, and to demonstrate how the SU would cope with potential increased footfall.

**Reported: (By: JC)**

To note there is still a risk that we conduct the work and still do not get the end result that we want.

#### **2.4. O JULY YEAR END ACCOUNTS**

Accounts noted.

**Reported: (By: TG)**

To note increase in designated building reserve to £250K actioned as approved at the July meeting of the Board of Trustees.

#### **Matters for decision/discussion**

#### **2.5. O LIVING WAGE**

Papers noted

**Reported: (By: JC)**

To note a lot of work currently being conducted in context of the reward review, TG/KD looking at the figures around that.

**NSh**

Personal view we should be meeting the living wage for permanent staff in particular, the living wage is calculated classification that does not address students. If not getting closer to this do not feel we are working towards it.

**ED**

It does not take students into account with regards to the calculation; it is something we can work towards but cannot implement at this stage.

**CM**

I do not think this is saying we are not working towards it, it is acknowledging at this point in time the implications of implementing it.

**NSh**

That is fine as long as we are absolutely clear.

**Reported: (By: JC)**

Have always planned to get closer to it, our budget assumptions are to move closer over a three year period, problem is that the living wage itself may move, has not been announced that it has moved this year but we are anticipating that a recalculation will take place and it will move away again, and therefore do not know if we will be moving closer or whether the increase in the living wage will have moved so far away we will actually be getting further away from it.

**Reported: (By: CM)**

The policy will be on the Union Council agenda in six week's time.

**Reported: (By: BS)**

Sub group are very clear this is in no way us not supporting the policy; agreement of group was that we would very much support this policy being renewed.

**SH**

I would question the value of working towards an arbitrary figure that has no relevance to students.

**Reported: (By: CM)**

Our statement has said that we do not necessary think the living wage applies to our organisation so we cannot say we are working towards it, already said do not agree with it in that sense.

**NSh**

More difficult argument to make when applied to permanent staff, two permanent members of staff involved.

**Reported: (By: JC)**

To clarify our reward principles, we, have always worked on the principle if doing the same job you are paid the rate for the job and not treated differently. We do not discriminate between student staff, casual staff and permanent staff.

**LG**

With movements up the incremental pay scale does that mean that with the living wage continuing to rise when individuals reach the top of the incremental scale will we go back to a situation where more people become under the living wage and how do we deal with at in the future?

**Reported: (By: JC)**

Theoretically yes, because we do not know what is going to happen with the living wage we do not know, it is a possibility, have no experience of that as yet. It is unlikely but theoretically possible.

**ED**

Were there any real complaints in the staff reward review survey?

**Reported: (By: JC)**

There were some comments as we explicitly asked about the living wage; got some feedback, general perspective other things that student staff wanted us to investigate more as you will have seen from the reward review feedback.

TG/KD to conduct modelling exercise based on some of the proposals from the review that will enhance the decision making when budgeting for next year. Modelling will help the Board to make decisions around the living wage, other reward suggestions from staff and general staff rewards and benefits packages.

**Reported: (By: BS)**

This needs to be conveyed to Council, we are bound by the policy and we therefore need to convey this to the student body.

**NP**

Does the wording of the policy need to be changed, rather than 'working to' we will review on an annual basis based on number of factors.

**BS**

That is the conclusion of what we all have said, we need to convey if it is not something we can do at this present time, whilst showing how we continue to work towards it in the long run.

**JC**

Statement required outlining collective view to be conveyed to Student Council.

When discussion takes place at Council outline the work that the Board of Trustees have been doing with regard to this so that Council are reassured you have looked at it. The Trustees do not want to influence debate, probably better to wait for the outcome of the debate and then agree to go back and do short presentation on this is what we have done, these are some of the issues.

**Resolved:** AE/CT/SB and BS to prepare statement and circulate to the Board of Trustees via email for consideration.

CM left the meeting at this point.

## 2.6. O

### **KPI'S**

Papers noted.

**Reported: (By: JC)**

Two amendments to note:

**Appendix four** - membership participation to read 7800 as opposed to 8700.

**Environmental impact** – volume of waste to read 116 tonnes and 4% reduction.

**NSh**

KPI's 2013 – 2014

**2.19** – Mature students, measure is a percentage figure.

**Reported: (By: JC)**

It should read just the number 50.

**NSh**

Some of the figures should be percentages where they are actually figures.

**1.12** - We should be looking at percentage figures as there is variation year on year.

It should be slightly higher, keen that this should be a headline KPI, Officer elections also important.

**Reported: (By: JC)**

Percentage discussion needs to take place whilst CM present, requirement to consult with him. Do you want 1.12 as a KPI in addition to or instead of?

**NSh**

In addition to, although conscious of the number already in place.

**1.3** – Voter turnout, also society and sport membership should be percentage figure, and should be students.

**JC**

We could have the number and percentage.

**NSh**

**3.4 – 3.6** – what are we aiming for, do we think it is a good thing to have more email responses.

**Reported: (By: JC)**

It is about monitoring trends.

**Reported: (By: DD)**

It is about student friendliness, clear over the years members want to contact via email due to ease of using this form of communication.

**Reported: (By: JC)**

At end of term at department performance reviews discuss requirements in response as a result of some of these, monitoring.

**DD**

It is also about equal opportunities, i.e. distance learners, part time students.

**AS**

Should the societies federation membership be higher?

**Reported: (By: JC)**

We didn't hit it last year, our achievement against headline KPI's was mixed last year.

**DD**

In a different situation having run society fairs over two days, new, perhaps not this year, would like to see the outcome for this year, it may slow down.

**Resolved: 1.12 All Student Meeting Voting to become headline KPI, approved, unanimously.**

## 2.7. O

### **TRUSTEES KPI'S**

Papers noted.

**NSh**

I would suggest that the record of conflicts of interest is circulated amongst the members of the Board of Trustees, it would be more transparent, guidance/link does state that if a trustee feels a fellow trustee may have a conflict of interest that has not been declared they should raise it, without sight of the information trustees would not be in a position to do this.

**Resolved:** Register of Interest documents to be circulated to the Chair and Vice Chair on an annual basis (after the first meeting of the academic year) to note, **approved**, unanimously.

#### Matters for information

**2.8. O            HELP US HELP U ACTION PLAN**

Paper noted.

Any questions to be communicated to JC via email.

**Resolved:** JC to draw actions into the Strategic Plan.

**2.9. O            PAY REVIEW**

Papers noted.

**2.10. O          REGISTER OF INTERESTS**

Register of Trustee Interest forms resigned by all those present.

**Resolved:** GP to submit list of business interests to JK, JK to obtain updated forms from those not present at the meeting.

**2.11. O          MINUTES – OPEN**

- **MSL – 18/07/13**

Noted.

- **Audit & Risk – 10/07/13**

Noted.

**2.12. O          ANY OTHER BUSINESS**

**2.12.1 Bank Mandate**

**Reported: (by: TG)**

Permission sought to remove AT from bank mandate in favour of Deputy Finance Manager JA.

**Resolved:** Permission to remove AT from Warwick SU bank mandate and replace with JA, **approved**, unanimously.

<b>Time and Date of Next Meeting:</b> Noted.
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