

BOARD OF TRUSTEES

Date: 23rd July 2014

Time: 16.30pm

Venue: MR4/5

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, Shadi Brazell, Ayesha Khan, Nyasha Pitt, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman

Maahwish Mirza, Andrew Thompson, Rob Ankcorn, Bebe Husakova, Ruby Compton – Davies, Isaac Leigh

ED chaired the meeting in BS's absence.

Meeting Quorum: 9

MINUTES

APOLOGIES FOR ABSENCE

Ben Sundell, Graham Parker, Aled Evans, Shadi Brazell, Nyasha Pitt

DECLARATION OF CONFLICT OF INTEREST

None.

On behalf of the Board of Trustees the Chair thanked SH and AK for their contributions to the Board of Trustees and the SU during their term of office.

7.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the open minutes of the meeting 25th June 2014 were approved as a true and accurate record of that meeting.

7.2. O MATTERS ARISING

None

7.3. O CHAIRS BUSINESS

None.

7.4. O MAY MANAGEMENT ACCOUNTS

Accounts noted.

Resolved: Write off of £10K from fixed asset register (mainly carpets), and provision for bad debts noted and **approved**, unanimously.

Matters for decision/discussion

7.5.O ACCOUNTABILITY MOTION CONSULTATION

Paper noted.

Reported: (By: JC)

Would advise whatever decision is taken that the Board of Trustees release a statement outlining reasons behind the decision taken.

Reported: (By: CT)

I would be comfortable issuing a statement outlining the reasons behind the decision not to implement resolves five.

Reported: (By: LG)

Agree, on page three with regards to all the extra work the staff put in that they are not required to do is important, this has not been grasped, could we incorporate that into the statement.

JH

Is this a Board of Trustees decision?

Reported: (By: CM)

The exact wording was 'this resolve is subject to successful negotiations with staff and Trade Union representatives'.

Reported: (By: JC)

The Board of Trustees are the employer body, this is the consultation; the Board make the decision.

EC

The statement should be positive, it would be dangerous for the organisation to implement this, we say we want to uphold all of the work that is being done and the best way to do it is to support our staff.

NSh

Who is going to write the statement and we should communicate to the individuals who submitted the motion first.

CM

If somebody writes the statement I will communicate to the individuals that submitted the motion.

JR

The statement will have to be communicated to the whole of the Board of Trustees for approval before release.

JC

I would see no problem in giving the individuals some of the feedback we have had as long as it is anonymised.

Resolved: CT and LG to write statement on behalf of the Board of Trustees, statement to be circulated to Board of Trustees via email for approval prior to publication.

CM to communicate decision to individuals who submitted motion prior to release of statement.

7.6.O RISK POLICY

Paper noted.

Resolved: Proposed changes to the Risk Management Policy approved, unanimously.

7.7.O WARWICK SPORT MEMORANDUM OF UNDERSTANDING

Paper noted.

Reported: (By: DD)

To note following recent legal and tax advice the MOU has been redrafted accordingly.

Project moving forward, and on target.

NSh

Under section three Governance Arrangements - Warwick Sport Advisory Board it is recommended that the SU has a position on the Board, will that mean that we will get representation on the Board?

Reported: (By: JC)

We have said that there should be at least two SU representatives, the Board will be advisory it will have no specific powers, purpose to engage a number of potential external individuals who may be able to support the University and the SU in the development of sport rather than having a governance role. We have asked that a senior member of SU staff and the Sports Officer sit on the board, it is anticipated that this will go forward, no indications to suggest otherwise.

NSh

Similarly the Student Sport Committee, committee will have reporting line to Student Council to whom it is accountable. Within agreed parameters it will take direction from the Partnership Group, the phrase 'agreed parameters' a little uneasy about exactly what that means.

Reported: (By: JC)

It has not yet been agreed, do not see that there will be a lot of difference, the only discussion taken place is that we think Sports Committee needs to actively have determined the principles under which budgets are allocated, would like that approval to sit with Sports Committee. At the moment it sits with the Sports Officer but would rather it was the Sports Committee, and similarly we would do the same with Societies Committee, say these are parameters, the approval of that principle would come from Societies Committee, the only perceived change as to how they will work.

NSh

Will that also incorporate the Kite Mark approval and the recognition, would Sports Committee have a say in that?

Reported: (By: JC)

That has not yet been determined.

Reported: (By: DD)

We would certainly be able to make observations.

Reported: (By: JC)

It has been made clear that Sports Committee is not the representative for Sports Clubs, it is the representative committee for sport on campus and therefore it will be making representations on anything associated with sport that affects the members.

Resolved: The University of Warwick and Warwick Students' Union Sports Partnership MOU **approved**, unanimously.

7.8.O STRATEGIC REVIEW

Reported: (By: JC)

To be discussed at Trustees Strategy Day in September, to be completed by March 2015.

7.9.O BOARD OF TRUSTEES KPI'S & TRUSTEES ATTENDANCE RECORD

Paper noted.

Last year set KPI's for the Board of Trustees, recommending maintain the same KPI's for next year, also recommend we make available KPI's and progress against them on the SU website.

Resolved: Progress against KPI's for 2013 – 2014 noted, proposed KPI's 2014 – 2015 **approved** unanimously. Attendance report for 2013 – 2014 noted. Board KPI's to be posted on the website - **Approved**

Matters for information

7.10.O STRATEGIC PLAN UPDATE

Papers noted.

KPI's - final position to be submitted to the October 2014 Board of Trustees meeting.

Strategic Plan to be discussed at Sabbs and Senior Managers away day on the 1st August 2014.

AS

KPI - Officer Blog target, do not feel comfortable with that. Societies and Sports Officers do circulate weekly emails, we communicate to our members via this media.

ED

Email content should perhaps be communicated to the wider student population and not just those actively involved.

CM

Exec email could form part of your blog.

Resolved: Progress on objective setting for 2014 – 2015 noted.

7.11.O

ELECTIONS REPORT

Paper noted.

Reported: (By: DD)

We succeeded for the first time in getting the Medical Faculty election quorate, the Education Policy Manager (post approved by the Board of Trustees eighteen months ago) instrumental in achieving this, worked very hard.

JR

The whole team involved should be congratulated in achieving these results.

Resolved: SU Elections 2013/2014 report noted.

7.12.O

MINUTES – OPEN

Noted.

7.13.O

ANY OTHER BUSINESS – OPEN

7.13.O.1 Sage pay

Reported: (By: TG)

The SU would like to adopt facility used on the MSL website. MSL payment process online is with a product called Sage pay, currently if purchasing a ticket for any event when you log on and pay by credit card you have to enter details from scratch on every occasion, in order for the systems to store credit card details there has to be an encryption, Sage pay use a token system, two ways dependant on where the encryption sits. Would like to use the token system as a payment method subject to ensuring PCIDSS compliant, to progress approval required from the Board of Trustees.

EC

Is it in the budget?

Reported: (By: TG)

It will not cost other than an annual subscription fee.

Resolved: Permission to progress with Sage pay subject to ensuring PCIDSS compliant **approved**, unanimously.

7.13.0.2

JC

JC thanked the outgoing Officer and Student Trustees on behalf of the Board of Trustees for their contribution to the Board of Trustee meetings and Warwick SU.

7.8.C

ANY OTHER BUSINESS - CLOSED

None.

Time and Date of Next Meeting: Noted.
