



BOARD OF TRUSTEES OPEN MINUTES

Date: 25th June 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

In attendance:

Ben Sundell, Cosmo March, Erin Davies, Cat Turhan, Anthony Scott, Zoe Buckland, Lucy Gill, Judy Ryder, James Hunt, Aled Evans, Nathaniel Shiers, Samuel Hewlings, Shadi Brazell, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman, Toby Leek, Harrison Gould

Meeting Quorum: 9

APOLOGIES FOR ABSENCE

Emma Cox, Nyasha Pitt

Absent without apologies

Ayesha Khan

DECLARATION OF CONFLICT OF INTEREST

None declared

6.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the open minutes of the meeting 30th April 2014 were approved as a true and accurate record of that meeting.

6.2. O MATTERS ARISING
None

6.3. O CHAIRS BUSINESS

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

6.4. O MAY MANAGEMENT ACCOUNTS

April Management Accounts noted.

Reported: (By: TG)

May Management Accounts available for circulation, little variance to the April accounts with one noticeable exception MSL, due to staffing changes MSL will deliver a bigger contribution at year end. Forecast at year end at January £143K ahead of budget, will be circa £170K at year end.

Dirty Duck performing well. Bread Oven Science Park no longer trading, incurred loss.

Summer Party – Loss incurred.

Bread Oven – Made changes, improvement in summer trading.

Cash position good.

Expecting to achieve reserves target at year end.

AS

Do you know how much of a loss was incurred by the Summer Party?

Reported: (By: JC)

Breakeven figure reduced to 2,600 tickets, sold in the region of 2,000, anticipating £27K loss.

Feedback from attendee's best summer party to date. Considering future of the event, currently have no site location for next year. SR considering formats moving forward, report likely to be presented at the next Finance & HR Committee meeting.

AS

Did the other events break even?

Reported: (By: JC)

Have not as yet seen the final figures, Grad Ball likely to make small surplus.

Reported: (By: ZB)

Sports Ball had small contingency, likely to break even.

Resolved: TG to circulate via email May Management accounts.

Matters for decision/discussion

6.5. O FIVE YEAR PLAN – OPEN

Papers noted.
Five Year Plan discussed at length.

Resolved: Proposals and priorities as submitted by the Finance & HR Committee **approved**, unanimously,

Priority One

- **Alignment of Bank Holiday** – recommendation approved, unanimously.
- **Refresh Buffet Development** – recommendation approved, unanimously.
- **SUSS Deficit Early Payment Discount (cost reduction)** – recommendation approved, unanimously.
- **Staffing Proposals: 2yrs Only – HR** - recommendation approved, unanimously.

Priority Two

- **Increase Socs Fed Fee** recommendation approved, unanimously.
- **Staffing Proposals: 2yrs Only - Societies Co-Ordinator** – term time, plus cover, uplift to .9 post – recommendation approved, unanimously.

Priority Three

- **Staffing Proposals: 2yrs Only - Marketing - Graphic Design** recommendation approved, unanimously.
- **Staffing Proposals: 2yrs Only - Marketing - Web Support** recommendation approved, unanimously.

JC/KD to produce five year strategy with regards to pay/reward, Five Year Strategy to be submitted with an update on all of the aspects of the Reward Review and then a series of recommendations on expenditure and priorities, including consideration of implementation of Living Wage policy

6.6. O

WARWICK SPORT MEMORANDUM OF UNDERSTANDING AND THE FUNDING MODEL

Paper noted.

Reported: (By: JC)

To note room move subject to MSL vacating premises in SUHQ.

Resolved: Progress of the review and MOU noted.

6.7. O SUSS DEED OF AMENDMENT

Papers noted.

Reported: (By: JC)

Incorrect Appendix 3 circulated with papers, replacement paper tabled.

NS

Would we be in a better position if we were not to do this?

JC

No.

Resolved: Deed of Amendment **approved** and signed accordingly, associated expenditure of £625 plus VAT **approved**, unanimously.

6.8. O DRAFT YEAR PLANNER (Committee Timetable) /ANNUAL CALENDAR OF BUSINESS

Papers noted.

Reported: (By: JC)

Draft Year Planner – Key omitted from draft Year Planner, now updated.

January and July omitted from the Calendar of Business, to be updated.

Resolved: Draft Year Planner (Committee Timetable), **approved**, unanimously.

6.9. O BOARD OF TRUSTEES COMMITTEE COMPOSITION 2014/ 2015

Paper noted.

AS

Societies Officer omitted from Finance & HR Committee.

Resolved: With inclusion of the Societies Officer into membership of the Finance & HR Committee, committee composition 2014/2015 **approved**, unanimously.

6.10. O SCRUTINY OF ASM IMPACT ASSESSMENT

JR took the Chair for this agenda item.

Papers noted.

NS

Article 40.3, not sure specifically under this article as talking about the Board of Trustees overruled the decision made by Composite it's not really within Composite's power to have rejected it, in some ways we have overturned their decision but they didn't really have the power to do so.

Reported: (By: BS)

Point of clarification, when it was presented last time, Composite scrutinise decision taken by Convenors, raises important point it is not essentially Composite's decision.

Resolved: Content of report noted, decision made by the Motion Impact assessment scrutinised, unanimous decision that the right decision was made to withdraw the motion.

Matters for information

6.11. O ACCOUNTABILITY MOTION ACTION PLAN

Paper noted.

Reported: (By: JC)

Outcome of SCF meeting in August and staff feedback will be presented to the Board of Trustees for a decision on SU response to the motion.

Reported: (By: DD)

Resolve 2 – formal and comprehensive minutes at certain times of the year will prove problematic for the Democratic Services Department.

Reported: (By: CM)

Original motion did state minutes to be published within a week; this was changed to read ‘as soon as possible’.

Resolved: Motion and implementation progress to date, noted.

6.12. O MINUTES – OPEN

Noted.

6.13. O ANY OTHER BUSINESS – OPEN

None.

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| Time and Date of Next Meeting: Noted. |
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