

# BOARD OF TRUSTEES

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**Date:** 13<sup>th</sup> February 2013

**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, James Hunt, Emma Cox, Aled Evans, Nathaniel Shiers, Samuel Hewlings, Amelia Moore, Philip Kallberg, Shadi Brazell, Jacqui Clements, Tracey Grant, David Dedman

## MINUTES

**Meeting Quorum: 9**

### 3.1 APOLOGIES FOR ABSENCE

Judy Ryder, James Hunt, Emma Cox, Aled Evans

### 3.2 DECLARATION OF CONFLICT OF INTEREST

None Declared.

The Chair welcomed PK and SB to their first Board of Trustees meeting.

### 3.3 MINUTES OF THE PREVIOUS MEETING AND ANY MATTERS ARISING

**Resolved:** That the minutes of the meeting of the 5<sup>th</sup> December 2012 be approved as a true and accurate record of that meeting.

#### **Matters Arising**

##### **2.9 Research Working Group**

Paper noted.

**Reported: (By: CM)**

After a competitive tender process, contract awarded to Redbrick at a cost of £7.5K. To note email correspondence received from JR (as part of Research Working Group) approving the appointment of Redbrick. Meeting taken place with Managing Director of Redbrick went through detail, very thorough. Input received from Union staff and Sabbatical Team, finalised version to be submitted to Redbrick tomorrow. Proposed commence distribution on Monday, in process of finalising name, all suggestions to CM. Results of analysis expected from Redbrick by the beginning of April.

**Reported: (By: JC)**

Issue with obtaining agreement from the University to share data, email correspondence received from the University Data Protection team expecting to obtain required assures from Redbrick by Friday, although this date cannot be confirmed. Data sharing agreement to be signed between the University and Redbrick and Warwick SU and Redbrick. Redbrick insurance cover meets University compliance standards, requirement to ensure IT security adequate. Redbrick expecting to be able to comply with University requirements. This may delay start date.

**TG**

To note cost factored into the latest forecast.

**Reported: (By: JC)**

There will be no negative impact on the financial position, in forecast have accounted for it. Requirement to ascertain approval from the Board of Trustees given the amount involved.

**Resolved:** Approval of an additional £2.5K expenditure for the project, **approved**, unanimously.

### **3.4 CHAIRS BUSINESS**

**Reported: (By: NSw)**

- All Student Meeting – 1,092 votes received
- University Gym – The new gym is now open, inductions now taking place.

### **3.5 NOTIFICATION OF ANY OTHER BUSINESS**

None

### **3.6 BY – LAWS VOTE**

Noted.

### **3.7 MANAGEMENT ACCOUNTS**

Papers noted.

**Reported: (By: TG)**

MSL year to date contribution of £11K some additional costs to account for the MSL project, will hit budget but no additional contribution expected. Debt figures receding Lloyds TSB Bank debt to be written back to Warwick Finance Society.

**Reported: (By: JC)**

Discussion took place at Finance & HR Committee with regards to performance of the Dirty Duck. Commercial Manager to attend the next Finance & HR Committee meeting to discuss performance in detail, and plans for the future.

**Reported: (By: TG)**

Tax computations calculated for subsidiary companies, unlikely to receive request to conduct tax calculation for the charity.

### **3.8 PCI DSS COMPLIANCE – Purchase of Tills**

Paper noted.

**Reported: (By: JC)**

To note expenditure proposed approved by the Finance & HR Committee. Only high risk area identified by internal audit report as a result of which paper also submitted to the Audit & Risk Committee.

Additional charge to income and expenditure account of maximum £7,900 based on assumption that remaining capital expenditure budget for the year will be spent, this may not turn out to be the case.

**SB**

Would there be any implications for staff?

**Reported: (By: JC)**

Yes, but it will be very little staff training required, recommending installation over the Easter vacation period.

**Reported: (By: TG)**

The tills will have improved functionality.

**Resolved:** Purchase and installation of new tills across the SU in order to comply with PCI DSS requirements and mitigate on-going risk - **approved**, unanimously.

### **3.9 BOARD OF TRUSTEES SUB COMMITTEES**

Paper noted.

**Reported: (By: JC)**

To note any trustee who wishes to be considered as a member of a different committee for the next academic year to notify the CEO by June 2013.

**Resolved:** Allocation of Student Trustees to Sub Committees as follows **approved**, unanimously.

**Audit and Risk Committee**

- Nat Shiers
- Aled Evans

**Finance and HR Sub Committee**

- Sam Hewlings
- Amelia Moore

**Search and Nominations Sub Committee**

- Shadi Brazell
- Philip Kallberg

**3.10 NUS AND NUSSL GOVERNANCE**

Papers noted.

**Reported: (By: JC)**

Option to circulate motion via email when received and conduct email vote.

**Resolved:** JC to circulate motion when received, email vote to be conducted, **approved**, unanimously.

**3.11 CLOSED SESSION BUSINESS**

See closed session minutes.

**3.12 ANY OTHER BUSINESS**

None.

**3.13 FOR INFORMATION**

**3.13.1 Finance & HR**

Noted.

**3.13.2 MSL**

Noted.

**3.13.3 Search & Nominations**

Noted.

**3.14 TIME AND DATE OF NEXT MEETING**

Noted