

# BOARD OF TRUSTEES

---

**Date:** 2<sup>nd</sup> May 2012

**Time:** 5.00pm

**Venue:** MR 4/5

(Warwick SUHQ)

**Circulation:**

Leo Boe, Sean Ruston, Chris Luck, George Whitworth, Izzy John, Chris Sury, Matthew Rogers, Cathy Watts, Andrew Clarey, Tom Smeaton, Judy Ryder, Jordaan Wolfson, Charlotte Ogilvie, Silkie Cragg, Alicia Mou, James Hunt, Emma Cox, Jacqui Clements, Tracey Grant, David Dedman

## MINUTES

**Meeting Quorum: 9**

### 4.1 APOLOGIES FOR ABSENCE

Andrew Clarey, Alicia Mou

**Absent without apologies**

Jordaan Wolfson

### 4.2 DECLARATION OF CONFLICT OF INTEREST

EC declared an interest in item 1.14.4 SUEI on closed agenda.

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

**RESOLVED:**

That the minutes of the meeting held on the 8<sup>th</sup> February 2012 be approved.

#### **Matters Arising**

None

### 4.4 CHAIRS BUSINESS

**Reported: (By LB)**

**Student Awards –**

NUS 'I am the Change Award, IT Computer Science Under Grad of the Year Award, Best University Society Award 2012 awarded to Warwick History Society.

**Charities Commission –** response submitted.

**New Registrar –** Open to SU input into University Committees, SU invited to submit paper to Fees Working Group for the first time. Number of opportunities to work with University Committees going forward.

**Reported: (By CL)**

**Student Trustees** – Nine candidates interviewed, 4 successful at interview stage, to be submitted to Search & Nominations Committee. Further recruitment to take place in the near future.

**Reported: (By SR)**

**Star Awards** – hugely successful, over 300 nominations, will continue in the future.

#### **4.5 NOTIFICATION OF ANY OTHER BUSINESS**

##### **4.5.1 NUS Lobby of Parliament**

**Reported: (By LB)**

NUS organised national lobby of parliament, Warwick delegation spoke to eight MP's on a number of issues, specifically on PG taught funding and the Immigration Policy.

#### **4.6 MANAGEMENT ACCOUNTS**

Papers noted.

**Reported: (By TG)**

March – ahead of budget by £92K, looking to hold proportion for year-end in anticipation of down turn traditionally associated to term 3/summer vacation. To note The Boar expected to pay back proportion of debt by year end. Project work on going. Cash position and balance sheet positive.

Student debt – monies not paid over to clubs and societies until payment received no risk therefore to the SU.

#### **4.7 ANNUAL ALLOCATION BID**

Paper noted.

**Reported: (By GW)**

Questions for consideration:

- Is the pitch right? Are we asking for enough, too much, too little?
- Is the tone and style of the paper right?
- Do we want to include Student Hubs as a potential organisational risk?
- What level (in terms of FTE) campaigns coordinator post do we ask for, or do we ask for it as a post with other responsibilities combined?
- Do we want to include the policy support and/or project worker roles?
- Do we want to ask, as the 'ideal option', to be able to fund all new roles with no reduction in Advice Centre FTE, or are we happy to reduce the FTE in the Advice Centre regardless?

**Resolved:**

- JH to communicate to GW via email use of language specific to the SU that requires more detailed explanation for those outside of the movement.
- To submit bid incorporating £69K to cover Membership Services staff restructure to include Policy Support/Project Worker/Campaigns Coordinator, with ideal scenario of maintaining current staffing levels in the Advice Centre, removing specifics with regards to the posts. To omit reference to Student Hubs.
- To incorporate £14K in respect of banking issues and to incorporate capital bid of £700K as a one off amount.

Approved, unanimously.

#### **4.8 COMMITTEE COMPOSITION**

Paper noted.

**Reported :( By JC)**

Five changes made to committee composition as outlined in the paper.

**Resolved: Changes approved, unanimously. Incoming Sabbatical Officers to be invited to attend the relevant committee meetings scheduled to take place between now and their start of term in office.**

#### **4.9 DEMOCRACY REVIEW**

**Reported: (By CL)**

Two Union Council meetings have taken place since the last Board of Trustees meeting. To note ninety nine policies now in existence.

**Officer Elections 2012** – turnout 5,883 up 22% on last year, 55% increase over the last 5 years. Increase in candidate diversity, PG numbers ratio in relation to UG last year 1:7, this year 1:3. Female candidate's percentage increased from 12% last year to 44% this year. Bi- election taking place this week for position of Welfare & Campaigns Officer following withdrawal of successful candidate after the initial elections.

**Democracy Review** - Currently working on structure and legal implications, will update at the next Board of Trustees meeting.

#### **4.10 STRATEGIC PLAN AND KPI'S**

Papers noted.

**Reported: (By JC)**

Income generation group – Can be readdressed at a later date if Board of Trustees wishes to do so.

**Resolved: Questions relating to the Strategic Plan and KPI's to be submitted via email to JC.**

#### **4.11 THE BIG 5**

**Reported: (By CL)**

Big 5 survey took place in week five, term 2, fewer respondents this year, 931, decrease of between 500 and 600.

Crucial questions

- Has Warwick SU contributed positively to your experience at University – achieved 82% last year, this year 93%.
- Would you recommend the Union to other students (current and prospective) - 73% last year, 89% this year.
- Services highly regarded.
- Are you aware of what Warwick SU is doing for students, 51% last year, this year 71%.

Data sent for analysis, results expected by the end of May, will be circulated at this point.

Review of Big 5 required particularly in relation to purpose and demographics with regards to type of student respondents, this year dominated by those students

who make use of the Students' Union, may have had some impact on increase in scores.

To note feedback changed little over the last three years, requirement to improve communication with regards to what the Union working on/progress to its members.

**Reported: (By SR)**

Results to National Student Survey expected in July/August. Question included along the lines of how has the SU contributed to your experience at the University. Result will have substantial impact on reputation.

**Reported: (By GW)**

To note - Student respondents will be those that only had a SU at Warwick for part of their first year at University.

**4.12 CLOSED SESSION BUSINESS**

See closed session minutes.

**4.13 ANY OTHER BUSINESS**

**4.13.1 Board of Trustees Review**

**Reported: (By LB)**

Subgroup set up to conduct Board of Trustees review, membership LB/TS/JR. In process of recruiting external consultant, when recruited confirmation of date for review will be circulated. Questionnaire will be circulated to Trustees for completion which will then be analysed by the consultant.

**4.14 FOR INFORMATION**

**4.14.1 Audit and Risk**

Noted.

**4.14.2 MSL**

Noted.

**4.14.3 Finance & HR Committee**

Noted.

**4.14.4 SUSW**

Noted.

**4.14.5 Search and Nominations**

Noted.

**4.15 TIME AND DATE OF NEXT MEETING**

Noted.