



BOARD OF TRUSTEES

Date: 26th June 2013

Time: 17.00pm

Venue: MR4/5

Circulation:

Nick Swain, 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, Nyasha Pitt, Graham Parker, Jacqui Clements, Tracey Grant, David Dedman

Meeting Quorum: 9

MINUTES

APOLOGIES FOR ABSENCE

Anna Chowcat, Emma Cox

Absent without apologies

Phillip Kallberg

DECLARATION OF CONFLICT OF INTEREST

None

1.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the minutes of the meeting of the 1st May 2013 be approved as a true and accurate record of that meeting.

1.2. O MATTERS ARISING 4.9 NUSSL Shares

Reported: (By: JC)

Documentation completed and returned to accept offer to sell Warwick SU's shareholding in NUSSL to NUS Holdings. Return communication received to advise only 50% of Unions returned papers by the original

deadline, deadline now extended to December, therefore unlikely to receive results until the end of the calendar year.

Reported: (By: TG)

Provision incorporated into accounts year end.

1.3. O

CHAIRS BUSINESS

The Chair welcomed GP and NP to their first meeting of the Board of Trustees.

Summer Events

The Chair acknowledged the success of the summer events that had taken place, and reported that it was expected that the Summer Party Event would break even. Excellent feedback received from the students with regard to the events, congratulations to all the staff involved.

Occupation of Senate House

Vacated premises on Saturday 22nd June 2013 following a peaceful protest, protestors have scheduled a meeting for Thursday, Sabbatical Team in process of discussing next steps.

FGPC Meeting

To note at the meeting The Registrar congratulated the SU on four years of sustainable and positive financial growth, Warwick SU commended in the meeting.

1.4. O

APRIL MANAGEMENT ACCOUNTS

Accounts received and noted.

(Reported: By: TG)

To note following success of summer events forecast for year end is £40K ahead of budget.

Society Debt – Fat Jockey Ltd working with the Law Society to resolve this debt, Law & Sociology will cover the debt if necessary.

University – Debt accumulated due to internal processing procedures at the University, this has now been resolved.

Transition Events – payment plan in place, debt fully provided for.

No additional provision required for the debt position at this stage.

Accounts approved, **unanimously**.

Matters for decision/discussion

1.5. O FIVE YEAR PLAN

Reported: (BY: JC)

Verbal confirmation received that annual allocation bid of £53K approved, figures circulated incorporate this figure.

Presentation received from JC.

Five Year Plan 2013-17

June 2013



Five Year Plan Risks

AO

Is the Dirty Duck not a major concern for the future?

Reported: (By: JC)

Yes in relation to this and is specifically mentioned under departmental specific risks, no further decline anticipated, improvements on going, linked to increased competition more generally.

JH

How big is the risk with MSL? What is the figure we are assuming?

Reported: (By: JC)

£160K, update on MSL at CEO report agenda item.

Budget Decisions

Pricing Strategy

SB

What will the difference in price be in the Pop season ticket?

Reported: (By: TG)

It is the same saving.

NS

How long has it been priced at £3.00?

Reported: (By: JC)

At least three years.

Help Us Help You Survey – Tables behind results to be circulated.

NS

Did the survey company indicate that they would looking to do more proactive work to reach hard to reach groups, is it worth spending the same money again to get the penetration we quite didn't see this time.

Reported: (By: JC)

In terms of proportionate representation it was okay, not many areas where statistically indicated unreliable because of the sample sizes, general view in majority of areas were okay.

In discussions with company, will negotiate on price, there are other research companies in the market they have to be competitive.

NSh

What is the £2K difference?

Reported: (By: JC)

Budget incorporated employment of two full time field workers, not required given the penetration it had achieved.

JC to circulate the background information via email.

1.5.1. 0 - Five Year Plan Web Designer

Paper noted.

Capex

Papers noted.

Reported: (By: JC)

To note

One desirable item request received that the Finance & HR Committee deemed non-essential, finance reallocated to Copper Rooms 2 refurbishment, £25.5K in Cap Ex plan to carry out this refurbishment, plan to establish a fortnightly Friday night event in that venue, work to be carried out over the summer period if approved.

Reported: (By: TG)

To note finance system due for upgrade, SAGE platform licence for development expires part way through upcoming financial year will continue to support it but upgrade required. Will require rewrite of interfaces with external systems including MSL.

GP

We should consider the creation of a wish list to anticipate potential expenditure should funds allow.

Reported: (By: JC)

Currently there would only be a couple of items on a wish list, but yes we can have that discussion.

AM

Bread Oven refurbishment, what is that?

Reported: (By: JC)

It is for back of house and kitchen work, general view may not need to spend it all.

SB

What are the plans for Copper Rooms 2?

Reported: (By: JC)

The team currently in discussion, have not as yet received detail.

Reported: (By: CM)

To date had brainstorming session mainly led by technical team. Mainly involves lighting, furniture, relocating DJ booth.

Reported: (By: JC)

Based on £53.5k additional funding from the University, target surplus £50k minimum.

Position £40.7k with all bids included.

Position based on recommendations - £49.1k

Reserves will be **£780k** at the end of the year.

Capital Expenditure - £130k

Resolved:

- Five Year Plan Assumptions, approved, unanimously.
 - Five Year Plan Risks 2013 – 17, noted
- Budget Decisions
- Pricing Strategy, approved, **unanimously**
 - Help Us Help You Survey, approved **unanimously** with the proviso that timing of survey be reviewed on an annual basis.
 - Web Design Post

SB

What is the benefit of having another individual part time as opposed to offering one full time post as opposed to two part time?

Reported: (By: JC)

Referred to paper with pros and cons of options. Current part time staff does not wish to become full time.

Proposal approved, **unanimously**.

NSh

Coins & Vending Machines, this year forecasting £50K.

Reported: (By: TG)

It is improving, will be replacing some of the gambling machines and exchanging for skills for prizes.

Reported: (By: JC)

This incorporates the Launderette, the company that runs the machines will be instigating a 20p price increase next year, this is likely to offset.

GP

My preference is for budget to be driver for change, accept requirement to be realistic and attainable, the point about pushing a bit harder could be captured by KPI's, business strategy, there is an argument to be had to be able to synchronise, there is opportunity for pushing harder against budget.

Reported: (By: JC)

It does happen in terms of the SDR process with targets set for individual managers. We have other mechanisms to encourage and drive those changes.

GP

As long as targets and KPI's are entrenched.

BS

The Launderette, it is unfair to increase prices considering how much it takes to run the machines and how often they are out of order, incredibly expensive already.

Resolved: JC to raise the issues of the SU's Launderette with appropriate individuals.

Resolved: Capital Expenditure Plan, Budget 2013 - 2014, 2014 - 15 approved, **unanimously**.

1.6. O

LIVING WAGE

Paper noted.

Reported: (By: JC)

Propose to discuss reward review and living wage item at the Trustees Strategy day scheduled for 12th September 2013. Requests for any additional information individuals would like to see incorporated into the document welcome.

JH

Agree it is a good idea to have the in depth discussion, not clear about the relationship between the living wage and the pension costs, experiencing big increase in the latter and I would like a little bit more information on how one relates to the other.

AM

Is it right there are different levels?

Reported: (By: JC)

Research conducted has very granular calculations for different household types; however they have taken all of that, taken an average and gone with the lowest. This came out of the discussion about poverty and poor families; however the most recent calculations talk about basing on a number of different groups. This is the living wage figure that the Living Wage Foundation quote.

JR

For the discussion at strategy day it would be useful to have background and history so that can have discussion within that context rather than without not understanding where it came from.

SH

In terms of other information I understand no other SU's have introduced this, information on other third sector institutions and how they have financed it would be useful.

Reported: (By: JC)

Coventry City Council have just approved it, they will be cutting services.

Will confirm if any other SU's have introduced the living wage rate.

Reported: (By: TG)

A lot of those institutions that have implemented the Living Wage have salaried staff; they do not have the range of job roles that we do.

NP

I would be quite interested to know comparatively how other students get paid, what is the average for this area?

JC

We have that data for benchmark employers.

NP

Does that also include what those that are not students get paid that do similar roles?

Reported: (By: JC)

Yes, we have that information in the reward review.

SB

How much does the University pay students?

JC

They pay more than us; Freshers Helpers will be paid by the Students' Union, all the comparative data is in the Reward Review.

NS

Does this factor in £6.31 which is the minimum wage from October?

JC

Yes

AE

£114K cost is that one block?

JC

Every year it would add £114K to the salary bill. Could agree a percentage increase year on year, we have built some of that into the Five Year Plan; problem is the living wage itself goes up every year.

TG

Would be requirement to consider that some students would be taken over the threshold for auto enrolment for pensions.

NP

What was the main driver?

Reported: (By: JC)

It is policy.

NP

Does this discussion include none students, even contract staff?

Reported: (By: JC)

It would if we had contract staff but we don't, we do have a couple of members of permanent staff that this would include.

BS

KD went through at Finance & HR Committee the difference between the gross and net figures.

JC

I will incorporate that information.

SC

As this is an open document the tone could be more positive, convey our desire to achieve this if it is feasible.

JC

It is very difficult to present positively given the choices available (achieving this does depend on cuts to services or increases in prices) however, we can of course discuss and amend as necessary. We need to be open and transparent about discussions.

Resolved: Further discussion to take place at the Strategy Day scheduled for 12th September 2013. JC to circulate website address.

OF THE CEO

Paper noted.

Reported: (By: JR)

To note on the CEO pay scale there is a increment progression based on performance, initially had concerns with regards to timings of awarded increments in relation to everything else, incremental pay increases awarded from 1st August, moving the 360 degree review does not have implication for that and we can then make decision for any future CEO who is starting at the bottom of the pay scale. Changes to timescales all workable.

Resolved: Amended policy and process for conducting the annual performance and development review of the Chief Executive approved, **unanimously.**

1.8. O STRATEGIC REVIEW/STRATEGY DAY

Papers noted.

JH

Will MSL form part of the discussions for the strategy day?.

JC

I will add it to the agenda.

Resolved: To delay Strategic Review by one year approved **unanimously.**

1.9. O COMMITTEE YEAR PLANNER / SUB COMMITTEE COMPOSITION

Papers noted.

To note potential change to 4.30pm for Finance & HR Committee meetings, to be discussed and agreed with the members of that committee.

Resolved: Committee Year Planner and Sub Committee Composition approved, **unanimously.**

1.10. O MEETING PROTOCOL REVIEW

Paper noted.

Reported: (By: JR)

Ideas/comments to be emailed to JR for consideration, Meeting Protocol document will then be re submitted with relevant changes to the July Board of Trustees meeting.

Resolved: JK to circulate JR email address to the members of the Board of Trustees. Members to submit comments/ideas via email to JR.

Matters for information

1.11. O HELP US HELP YOU REPORT

Report noted.

Reported: (By: JC)

Currently in process of reviewing report at departmental level, forming numerous discussions. Top three concerns for students fits into to earlier discussions. Propose to discuss certain strands at the Strategy Day.

NSh

There is not much reference between PGR's and PGT in the summary reports, is that something which we are thinking about.

JC

Absolutely, I will circulate the tables that sit behind report they are very detailed.

NSh

Did we note down funding streams?

Reported: (By: JC)

No, we did not. You will see there has been a lot more focus on hard to reach groups of students, a lot pulled out from that analysis will look at department by department. Staff will be asked to look at things specific to their area and how it impacts on hard to reach groups.

Reported: (By: CM)

We can approach Redbrick for specific analysis.

Resolved: JC to circulate associated tables behind the report.

1.12. O ANNUAL REPORT – 2011/2012

Report noted.

Reported: (By: JC)

Overall vision is to have report online as page that you can click through. Website resource to this point has constrained that, also pulling together after the year that it has taken place, capturing the information difficult. Member of Marketing Team tasked with collating information as the year progresses

Report will be available on line.

1.13. O MINUTES – OPEN

- **Finance & HR Committee – 30/04/13**

Noted

- **MSL – 10/05/13**

Noted

- **Search & Nominations – 23/05/13**

Noted

1.14. O ANY OTHER BUSINESS

None

Time and Date of Next Meeting: Noted.
