

BOARD OF TRUSTEES

Date: 30th April 2014

Time: 17.00pm

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

Meeting Quorum: 9

OPEN MINUTES

Item.No. O/C

Name

APOLOGIES FOR ABSENCE

Judy Ryder, Ayesha Khan

DECLARATION OF CONFLICT OF INTEREST- OPEN

None

5.1. O

MINUTES OF THE PREVIOUS MEETING – OPEN

Resolved: That the open minutes of the meeting of the 19th February 2014 be approved as a true and accurate record of that meeting.

5.2. O

MATTERS ARISING

4.7. O Notification of NUSSL Share Purchase

Reported: (By: JC)

Information obtained from the NUS website, no formal notification received, NUS shares have been purchased. Cheque for £5,460 received.

5.3. O

CHAIRS BUSINESS

5.3. O.1 Congratulations

Congratulations to CT on her successful election to the position of President for the 2014/2015 Academic Year and all newly elected officers.

5.3. O. 2 NUS Green Impact Award – Gold

Warwick SU awarded NUS Green Impact Award, congratulations to AB and the team.

JC

On behalf of the SU I would like to thank all of the students involved in achieving the award.

5.3. O. 3 NUS Disability Award

Warwick SU awarded NUS Disability Award for the 'Campaign of the Year'. SF/CT/ZB/JM all contributed to this achievement.

Noted that the SU won due to the volume of the campaigns run by the SU, including Disabled Students Week. New society formed, Warwick Enable, ZB conducted work with Disabled Sports Festival, all round team effort.

5.3. O. 4 CEO 360° Review

JR to circulate email with regards to JC 360° Review, trustees to ensure completion of feedback as requested.

5.4. O

FEBRUARY MANAGEMENT ACCOUNTS

Papers noted.

Reported: (By: BS)

To note accounts previously presented to and approved by Finance & HR Committee.

Reported: (By: TG)

Cash position good, work ongoing with regards to the debt position.

GP

Would it be beneficial at this stage to gain approval to designate any of the surplus funds we may accrue?

Reported: (By: TG)

It was agreed by the Finance & HR Committee that we would bring forward some of the options.

Resolved: February Management Accounts approved.

Matters for decision/discussion

5.5. O

WARWICK SPORT UPDATE, DRAFT MOU AND DRAFT FUNDING AGREEMENT

GM in attendance for this item.
Papers noted.
Power point presentation given by JC/ZB/GM (Link below).



Future Club Funding Model April 2014

THE UNIVERSITY OF
WARWICK

NS

Is the gym separate?

Reported: (By: JC)

Yes, it will be a separate fee for the gym.

SB

Can you get the upgrade package at any point?

Reported: (By: JC)

Yes.

To note the consultant who has carried out the work has offered to conduct a workshop for the trustees on the 21st May 10.30am – 11.30am, it will be an opportunity for those that wish to know the greater detail. Please advise if you wish to attend.

To note any surplus will be ring fenced for sport on campus. How it is distributed will be dependent on the circumstances at the time.

Allocation of club grants - If club membership in October significantly down will then have to make decision on how much of the second tranche is released.

SH

If BUCS increased their fees, is that risk covered?

Reported: (By: JC)

BUCS cost are committed to being covered by the University.

SH

Is there a reputational risk with Sports Clubs if cannot finance as promised, is there a risk clubs could lose faith.

Reported: (By: JC)

There is always that risk and as such it will require careful management if we are in the position where memberships are down considerably but, not expecting to be in that position.

SH

Would second part of the grant be withdrawn across all clubs or based solely on the reduction in membership of each club.

Reported: (By: JC)

Not known at this stage have said that end of October identified as time when most people buy membership that is the critical pinch point and when we would review the situation

Reported: (By: DD)

We would have advance warning if that was the case, this would enable us to enter into discussions with clubs as to how we can solve collectively.

LG

The membership costs, do you have to pay it all upfront?

Reported: (By: GM)

We are looking at possible payment options as part of the new management information system.

JH

If this goes to plan will the SU be spending more, less, or the same amount of money on Sport?

Reported: (By: JC)

We have assumed zero impact on next year's financial plan – i.e. no increase or decrease in the SU's spending on sport; believe we have accounted for everything, some nervousness in particular around staffing structures.

JH

Important new operations that the Union is taking on, see a shift of responsibilities a lot of detail to work on, assume we have time to implement successfully.

Reported: (By: JC)

The SU already deals with all the finances with regards to clubs, unless we see a massive increase in membership that will have an impact, we will have some income to cover some of that, should be able to partially offset. Other area management structures around Student Activities, other prime issue is how we manage transport, currently all transport for societies is dealt with by the Central Admin Department, transport for clubs administered through the Warwick Sports Team, looking at how those systems work how we can align and what that then means for the Central Admin Team and also the Sports Administrators, we have sensible approaches to that, most fundamental issues is in terms of staff duties.

Reported: (By: TG)

There will be a modest one off cost to facilitate retrieving the data back.

GP

Appears to be a lot riding on increase in participation.

Reported: (By: JC)

Membership figures we have used are stable, have seen increase in membership this year, have based on last year's figures.

NSh

Sports Clubs will remain for students only?

JC

Yes, although there is, as there has always been, provision for associate members who can demonstrate that they add value to the club. These are very limited as with societies.

NSh

Requirement to have representation on the Board, requirement to be specific with regards to the Sports Committee, what the partnership can do/say.

Reported: (By: ZB)

We have as far as we can, we have covered everything.

Reported: (By: BS)

Students have been represented during the consultation.

EC

I would be interested to hear from the Student Trustees about the cost rise, how will that go down?

Reported: (By: JC)

We have discussed with Sports Clubs the potential bands of costs. Conversation has been more about value for money.

Reported: (By: BS)

It has taken months to get to this point where we are comfortable with where we are at, credit to all involved for level of engagement and ensuring this represents value for money.

ZB

The improvement is tangible and you can see what you are getting for the extra money.

ED

I would be keen to see a payment instalment plan.

Reported: (By: ZB)

We have discussed Direct Debit, currently investigating.

SB

What happens if people want to play two sports, pay £6.00 twice?

JC

Yes.

SB

How are we expecting it to increase participation, how is Warwick Active performing?

Reported: (By: GM)

It is performing well, have smashed all targets. Additional bid submitted for additional member of staff to grow product.

SB

Warwick Lifestyle is that performing well? Talking about widening participation but that is not automatic, as long as both on a trajectory to be actively widening participation.

Reported: (By: GM)

Part of the project was around freeing up some of the resources within Warwick Sport by the administration coming over to the SU,

this allows us to do a lot more from the sports development and participation angle, extra resources, time, and focus.

Reported: (By: BS)

£38 out of £55 is subsidising clubs, need to address this if to develop and widen participation.

NSh

Will we have a period of time without a MOU?

Reported: (By: JC)

Looking for endorsement to take this approach, then when the new MOU is approved will withdraw the other.

Resolved:

- Progress to date, noted.
- Dissolution of the current sports partnership subject to the principle of the establishment of a new Memorandum of Understanding for a new sports partnership model, **approved**, unanimously.
- First draft Memorandum of Understanding, received.
- First draft Funding Agreement, received.

5.6. O ANNUAL ALLOCATION – FIRST DRAFT

Paper noted.

EC

Page 8/9 – Unitemps expansion, are we asking for something or are we flagging the issue?

Reported: (By: JC)

We are flagging the issue to the University.

Reported: (By: CM)

Significant proportion of the Annual Allocation paper is highlighting potential future SU concerns to the University.

Reported: (By: JC)

SU Finance Sub Group meet every six weeks, University membership the Academic Registrar and the Director of Finance. This group aware of content will be new for some of the members of University Council, requirement to highlight the benefits the SU brings to the University.

Resolved: First draft Annual Allocation Bid, **approved**, unanimously.

Matters for information

5.7. O ANNUAL REPORT

Paper noted.

5.8. O MINUTES – OPEN

- **MSL – 30/01/14**
Noted

- **Finance & HR – 28/01/14**
Noted
- **Audit & Risk – 14/01/14**
Noted

5.9. O ANY OTHER BUSINESS – OPEN

Bank accounts.

Reported: (By: TG)

Reminder received from the bank that upon incorporation there was a requirement to change all the bank accounts along with the names on the accounts, finally now able to close the old bank accounts. In order to do this approval required from the Board of Trustees. Bank account UWSU (old current account), and University of Warwick Students' Union account to be closed.

Resolved: Closure of UWSU and University of Warwick Students' Union bank accounts approved, unanimously.

RECRUITMENT – STUDENT TRUSTEES

Papers tabled.

Reported: (By: JC)

Critical attributes with the three successful candidates were based around Nolan's seven principles, around behaviour in relation to objectivity, openness, transparency, leadership, selflessness, really looking for those things, ability to work and build relationships with the Board, we thought that was something the Board would want to see so particularly looking for those things, the three successful candidates had this.

JC gave feedback on the seven individuals who were unsuccessful at interview stage.

SB

I feel we have a good mix and they complement each other.

CT

It is positive to see engagement from medical students.

ZB

When will interviews take place for the final position?

Reported: (By: SB)

When AK graduates there will be a second position available, recruitment will take place then.

Reported: (By: JC)

Process will commence during the summer, timetable to be determined.

Resolved: Appointment of TL, HG, and RS **approved** unanimously subject to Student Council approval.

Time and Date of Next Meeting: Noted.