**BOARD OF TRUSTEES**

**Date: 14 February 2018 Time: 16.30pm Venue: MR2 SUHQ**

**Meeting Quorum: 10**

**MINUTES**

**Circulation:**

Hope Worsdale, Liam Jackson, Michael Kynaston, Ellen Holmes, Ellie Martin, Niall Johnson, Emily Dunford, Sophie Worrall, Dammy Sokale, Ben Hayday, Robert Blagov, Marta Gonzalez – Iraizoz, Brendan Tan, James Hunt, Emma Cox, Nyasha Pitt, Graham Parker, Jill Finney, Jacqui Clements, Mark Crook, Nirmla Devi

JB and SR in attendance for agenda item number 3.11.O.

BW in attendance for agenda item number 3.10.O.

JH in attendance for agenda item numbers 3.1.O, 3.2.O, 3.3.O, 3.4.O, 3.1.C, 3.2.C, 3.5.O, 3.6.O, 3.7.O, and 3.8.O.

**3.1. O APOLOGIES FOR ABSENCE**

Nyasha Pitt, Emma Cox, Ellen Holmes

**3.2. O DECLARATION OF CONFLICT OF INTEREST**

JC/GP/HW declared a conflict of interest in agenda item number 3.3.C IP Licence.

**3.3. O MINUTES OF THE PREVIOUS MEETING – OPEN**

**Resolved:** That the open minutes of the 13th December 2017 were approved as a true and accurate record of that meeting.

**3.4. O MATTERS ARISING**

**2.6. O Management Accounts**

**Students’ Union Treasury Management Policy – JC** reported that the policy would be submitted to the Audit and Risk Committee meeting scheduled for the 7th March 2018.

**2.7. O Redecoration of SUHQ – Cost Plans**

Email vote taken place, cost plans approved, noted.

**2.8. O Trustees Training Event Content – January 2018**

**JC** reported email to be circulated requesting feedback on the event, feedback to be fed in to the Search & Nominations Committee.

**2.9. O Board Effectiveness Working Group Action Plan**

It was noted that the next meeting was scheduled for April 2018, progress update to be submitted to the May 2018 Board of Trustees meeting.

**3.5. O CHAIRS BUSINESS**

* **Audit Report** – going forward requirement to ensure Conflict of Interest Forms are signed on a regular basis, process to be determined.
* **UCU Strike** – fourteen days action in total across a four week period, will significantly impact on members, ASM took place last week, members overwhelmingly passed a motion to support the strike. Students’ Union stance to support the campaign but to remain vigilant with regards to the impact on members, Students’ Union to proactively seek clarification from the University as to how they will be mitigating against any impact. UCU indicated campaign could impact into Term Three.

**Sabbatical Officer Update**

**Education Officer**

* Study Space – a lot of work conducted, University to prioritise investment in Study Space Technology, analyst hired to consider strategy/ student’s needs/requirements, looking for more space around campus.
* Course costs – established with the University a Course Cost Working Group to establish agreeable principles and good practice.

**Societies Officer**

* Transformation Project **–** working in conjunction with BW.
* Introducing Big Five Society events each week.
* Warwick Fringe Festival **–** planning ahead of schedule.
* Thirty four new society applications received, in process of overseeing the applications.
* Societies **-** overseeing/mediating where required.

**Sports Officer**

* BUCS Nationals
* Varsity
* Reshaping Sport **–** expanding to include kick LGBTA phobia out of sport, also creating an Anti - Racism Campaign.
* Speaker on campus to talk about combating body dysmorphia in sport.
* Topping out ceremony for the new Sports Facilities.
* New Sports Club applications under consideration.
* Plans for Sports Ball
* Term Three – confirmed Total Wipe-out coming to Warwick**.**

**President**

* Fix the Fees Campaign – ongoing, good response from International Students.
* Anti-Racism Society – working with the society on how to combat racism around campus.
* Intervention – University to invest in potential resource for one or two more teaching fellows, facilitators for intervention to enable rollout to departments next year.

**Democracy & Development Officer**

* Elections
* Busy ASM period, seven motions submitted, surpassed last year’s voting totals.
* Buses - ongoing communication with Stagecoach.
* General democracy

**Postgraduate Officer**

* Strikes – Q&A Session for students.
* Launching new campaign around fair pay, named ‘The Elephant in the Room’.
* Parents and Carers - ongoing, University keen to improve the provision for Parents and Carers, nursery looking for help with lobbying for additional nursery provision.
* Graduate School confirmed funding for Warwick IPC Conference for next year, core papers to be distributed next Monday.
* PG Ball – further funding to be secured, Nailcote Hall booked for the event.
* Term Two – to conduct research around English language support and academic skills provision at Warwick and other institutions.

**President of behalf of the Welfare Officer**

* Safe Taxi Scheme - marketing
* Roll out of the ‘Ask Angela’ campaign.
* Planning for Mental Health Awareness Week in Week Seven.

**3.6. O MANAGEMENT ACCOUNTS** **– December 2017**

Paper noted.

**JC** reported year to date MSL £54K ahead of forecast position, to note MSL forecasting expenditure of this surplus on development, a strategic decision approved by the MSL Board of Directors.

F& B current year budget figures versus last year’s performance raised. It was noted that last year the department had outstanding performances in the majority of the outlets, budget prepared in June, degree of prudence applied in particular with regards to The Terrace Bar which recorded a £95K increase year to year, concern this was a one year trend, budget approved at the June Board of Trustees meeting.

Year to date figures reflect a continuing trend, next year’s budget forecast will reflect this.

**Resolved:** Financial position of the Group as at 31st December 2017, noted.

**Matters for decision/discussion**

**3.7. O AUDITED ACCOUNTS**

**Papers noted.**

It was further noted that theaccounts had previously been presented to the Audit & Risk Committee, recommendation from that committee that the Board approve the consolidated Statutory Accounts for Warwick Students’ Union and the group for 2016 – 2017.

**MC** reported further additional discussions taken place with the Auditors, additional paper tabled at the meeting relevant to note 19 in the accounts ‘Operating Lease Commitments’, previously calculated over five year period, leases for Union North and Union South areas for significantly longer periods, £4M lease commitment for periods over five years now recalculated over the remaining life of the two leases, ninety nine years of which ninety one year’s remain and twenty five years of which seventeen years remain, annual figure of £437K, affordable within the budgets.

**Note 22 - Related Party Transactions**

To note the inclusion of note c relating to James Hunt.

**Pension** - impact noted, explanation text drafted. All member email to be circulated advising accounts published once approved and signed off.

**Page one** - NSh appointed as Sabbatical Officer as from 1st September 2015, not 1st August 2015, held trustee post prior to this, text to be amended to reflect this.

**Letter of Representation**

Paper noted.

Point 13 - it was noted that a communication had been received from the Charities Commission during this period - no further action was required. Auditors aware of the situation.

**Audit Report**

Previously presented to the Audit & Risk Committee, no significant items identified, Audit & Risk Committee to monitor going forward.

**Resolved:** Auditors Findings Report and management responses to internal control issues raised, noted. Letter of Representation **approved**, unanimously.

Subject to amendment as above and typing corrections consolidated Statutory Accounts for WSU and the Group for 2016/2017 **approved**, unanimously.

**3.8. O RESERVES POLICY**

Paper noted.

To further note policy previously submitted to the Finance & HR Committee at which it was recommended that the Board of Trustees approve the reserves policy as noted in the cover paper.

Unrestricted reserves figure discussed. It was noted that a number of projects based on the current Strategic Plan along with The Living Wage, and payroll expenditure were likely to be submitted as part of the five year budgeting process going forward, papers to be submitted to the Board of Trustees June 2018 meeting.

It was noted that an excellent commercial performance for the year, combined with some department underspends were contributing factors in the outturn for the year.

**Resolved:** The recommendation from the Finance and HR Committee to set the reserves target within the WSU Reserves Policy as follows:

* Unrestricted Reserves Target: £900k
* Designated Reserve Target: £400k at the end of 2017/2018 and £300k at the end of 2018/19.

**Approved**, unanimously.

**3.9. O KPI AND STRATEGIC PROJECTS UPDATE**

Paper noted.

To further note two potential discussion items for the strategy session scheduled to take place in April income generation and the PG Engagement Action Plan.

Student Development, Community, and Academic Representation proposed presentations for the next Board of Trustees meeting.

The amount of detail contained in the papers was discussed, it was agreed that the information going forward be summarised, focusing on the important areas of note for the Trustees.

It was noted that part of the remit of the Board Effectiveness Group was to consider extending the meetings of the Board of Trustees to accommodate wider discussion where required.

Further comments welcome, requests for more detailed updates welcome.

**Resolved:** PIs and KPIs for Term one, and project progress, noted.

**Matters for information**

**3.10. O STUDENT ACTIVITIES TRANSFORMATION PROJECT UPDATE**

Presentation received.



The Board commended BW on the work conducted to date. It was noted that there were currently fifteen societies involved in the Student Groups Finance module trials, to date minimal feedback received but of that received all positive.

Pilot to be extended to other clubs and societies on a rolling basis.

**JC** reported that last year a student satisfaction base line questionnaire was circulated to acquire a sense of some of the issues students faced, (level of satisfaction/dissatisfaction), exercise to be repeated in order to obtain something more tangible/more quantitative in terms of distance travelled with respect to satisfaction, this information received on an annual basis with regards to sports clubs, satisfaction has significantly improved, to date this exercise has not been conducted with societies, when conducted results to be fed back to the Board of Trustees.

‘Societies Mark’ discussed, it was noted that BW and NJ currently looking at what form the incentives would take, focus groups under consideration.

**Resolved:** Update noted.

**3.11. O WELCOME WEEK**

Presentation received.

<https://warwicksultd-my.sharepoint.com/:p:/g/personal/jane_batchelor_warwicksu_com/ER5ydjQk1SVBqE0fzNTMcy8B7vU3ETkcS2X0LIbUl5KcUQ?e=wRrxdO>

It was noted that key to the programme was making the most of the student led events incorporated into the programme, involve student clubs and societies and what they would like to see taking place in the Student Union outlets/venues incorporating into the programme events suitable for the whole of the student membership including international students.

Programme free for all, level of events available dependant on University funding.

Any further thoughts/questions to be submitted to JB.

**3.12. O REDECORATION OF SUHQ UPDATE**

Email vote took place in January 2018, redecoration of SUHQ approved, noted.

**3.13. O COMMITTEE CHAIRS FEEDBACK – OPEN (Verbal)**

* **Finance & HR**

Minutes previously circulated**.**

* **Audit & Risk**

Minutes previously circulated.

**3.14. O ANY OTHER BUSINESS - OPEN**

None.

**Time and Date of Next Meeting:** Noted.