**BOARD OF TRUSTEES**

**Date: 18th July 2018 Time: 16.30pm Venue: MR2 SUHQ**

**Meeting Quorum: 10**

**OPEN 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

**In attendance:** Andy Ward, Larissa Kennedy, Leo Palma, Max Renna

**In attendance open agenda items only**: Mollie Footitt (De Montfort Students’ Union)

**6.1. O APOLOGIES FOR ABSENCE**

Dammy Sokale, Brendan Tan

HW on behalf of the Board of Trustees said goodbye and thank you to the current Sabbatical Team, Dammy Sokale, Sophie Worrall, Robert Blagov, Emma Cox and James Hunt.

HW welcomed Molly Footitt (from DMU SU), Max Renna, Andy Ward, Larissa Kennedy, and Leo Palma to the meeting.

**6.2. O DECLARATION OF CONFLICT OF INTEREST**

None.

**6.3. O REGISTER OF INTEREST FORMS**

Completed.

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

**Resolved:** That the open minutes of the 20th June 2018 were approved as a true and accurate record of that meeting.

**6.5. O MATTERS ARISING**

None.

**6.6 O CHAIRS BUSINESS**

* HW to circulate to the Board of Trustees the presentation given at the recent SULG meeting highlighting the key achievements of the current Officer Team and the priorities for the year ahead of the incoming Officer Team.
* Congratulations to EM on the BUCS National Award for Reshaping Sport initiative.

**6.7. O MANAGEMENT ACCOUNTS** **– April 2018**

Paper noted.

**Resolved:** The financial position of the group as at the 27th May 2018 noted.

**Matters for decision/discussion**

**6.8. O WEB DEVELOPMENT – ADDITIONAL SPEND**

Agenda item deferred to the meeting 10th October 2018.

**6.9. O POSTGRADUATE ENGAGEMENT ACTION PLAN**

Paper noted.

The Board congratulated the working group on the Action Plan and the achievements to date.

ED thanked all of the current members of the group for their contributions.

It was noted that a number of the current members of the group would be stepping down from their roles at the end of July, it was however agreed that a Postgraduate Working Group should continue to develop the work already achieved and the Action Plan further.

Expressions of interest to sit on the working group to be submitted via email.

JC to discuss with the Senior Management Team potential suitable staff membership of the group.

**Resolved:** Action Plan **approved**, unanimously.

**6.10. O POSTGRADUATE OFFICER REQUEST FOR APPROVAL FOR PAID WORK**

Paper noted.

The Board of Trustees discussed the proposal, and noted the precedent previously set.

The Board considered potential impacts positive and negative on the role of the PG Officer.

**JC** reported that EK had in a discussion prior to submission of the paper confirmed that the job was a zero hours contract with no commitment to a set number of working hours in any one week, the work would be primarily weekend working hours outside of the October to March period largely consisting of a couple of hours on a Saturday and Sunday.

The Board of Trustees agreed that should the request be approved a number of caveats be incorporated including an agreement on the maximum number of hours to be worked, that the PG role and Warwick SU requirements takes precedence, that any conflict of interest is considered along with the wellbeing aspect of the PG Officer.

It was noted that the Board value both volunteering and work experience that supports career development for all of the staff and officers and that the Board are supportive of the role in the context of the caveats noted above.

**Resolved:** With the inclusion of the caveats as above the request to take on part time paid work with another employer during the 2018/2019 academic year be **approved**, fourteen in favour, one against, one abstention.

**Matters for information**

**6.11. O ACADEMIC REPRESENTATION**

MT in attendance for this agenda item.

Presentation received.



Discussion took place following the presentation.

It was noted that the department were now in the process of moving to the second phase of the project (transformational) to identify metrics, and enable measurement of the impact.

It was noted that although the presentation denoted that a lot of work was taking place, going forward a more structured presentation would give a greater insight to the work taken place and that that was ongoing, along with the inclusion of areas of collaboration with the University and the support of students given by the Union in the areas such as the SSLC system.

**MT** reported that the additional funding approved by the Board has enabled the recruitment of a consultant to look at what the Union currently does and how, and what others in the sector provide.

It was acknowledged that there was now a requirement to double the effort into what is transformational, to consider the bigger issues within stage two, expenditure of the additional funding and to ensure that a Steering Group is set up.

**6.12. O DEMOCRACY – (Presentation)**

See elections report**.**

**6.13. O ELECTIONS REPORT**

Paper noted.

MT and MK talked through the report for the benefit of the board members.

The falling trend in elections participation was discussed, the mitigating circumstances with regards to the severe weather at the time of the elections was noted, along with staff capacity issue restricting the scope to think about the broader engagement strategies/issues given the workload throughout the year.

MK acknowledged that the officer role requirement was to consider the tactical approach/strategy but the requirement to deal with the logistics had a negative impact on the ability to do so, it was acknowledged that the additional staffing would have a positive impact going forward allowing a stronger focus.

It was noted that going forward the Democracy Fair had been moved to a busier day in the calendar.

**MT** reported that an Engagement Plan would be produced with direction from **BN**.

It was noted that there had been a number of the lessons learnt as discussed that will be incorporated into the report in the future to enable the Board to have a greater understanding of this going forward. Requirement to set targets and identify what success should look like next year noted.

It was acknowledged that communication played a major part in generally raising the profile, with the Communications and Marketing Department looking at a content strategy within the content plan for the year ahead to ensure that they are working in line with the member journey piece, collaborating with the democracy team to ensure the relevant messages are communicated on an ongoing basis particularly through social media.

It was noted that The NUS Leadership Elections an entirely new election created by students that was not quorate that should be incorporated into the report, requirement to address this going forward, along with incorporation of benchmarks in the sector.

**JC** reported that Warwick Students’ Union had been asked to contribute to the NUS National Survey in relation to elections, statistics currently being collated, outcome will provide an understanding of when the elections were happening and the impact they had.

**Resolved:** Report noted.

**6.14. O COMPLIANCE STATEMENT**

Paper noted.

**Resolved:** Trustees Statement of Legal Compliance July 2018, noted.

**6.15. O ANNUAL COMPLAINTS REPORT**

Paper noted.

**JC** reported that a complaints summit had taken place earlier in the week involving a group of officers and staff who are directly involved in this area in order to inform proposals for modification/changes/improvements, a lot of feedback received which will be taken forward, building that into the processes in the new structure and new department.

It was noted that previously only two complaints with regards to the Union had ever previously been referred to the University both of which had been quickly withdrawn following submission, both about impact assessment, policies, and motions.

This year two complaints in total referred to the University, one from an individual who at the point at which they complained to the University was no longer a student at the University; the Registrar ruled it out, the complaints if currently with the OIA, awaiting a judgement as to whether or not the OIA are going to consider their complaint about the University’s handling of the situation. The second complaint is awaiting the Univeristy’s feedback.

**Resolved:** Report noted.

**6.16. O RISK REGISTER**

Paper noted.

It was agreed that the Board of Trustees being accountable for strategic risk did not require sight of the full Risk Register on an annual basis, this was delegated to the Audit and Risk Committee.

To consider development of a Strategic Risk Register with associated narrative outlining how the risks have changed, with consideration to submitting one risk to each board meeting for more detailed consideration.

**Resolved:** Risk Register noted, to consider development of a Strategic Risk Register

**6.17. O BOARD KPI’S AND ATTENDANCE RECORD**

Papers noted.

To further note a new code of governance for the sector has been published, requirement to re-evaluate Board of Trustees KPI’s in relation to this, to be addressed through the Board effectiveness Review Group.

To incorporate working group attendance figures into the ‘Effective Trustee Performance’ KPI Board attendance figures.

**Resolved:** To incorporate working group attendance figures into the Board attendance figures.

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

**6.18. O.1 Thank you**.

LJ on behalf of the Board of Trustees thanked HW on her tenure as Chair to the Board of Trustees

HW thanked everybody on the Board of Trustees for their contributions to the

meetings throughout the year.

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