**BOARD OF TRUSTEES** Doc 2.3.O

**Date: 18th October 2017 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, James Hunt, Emma Cox, Nyasha Pitt, Graham Parker, Jill Finney, Jacqui Clements, David Dedman, Mark Crook, Nirmla Devi

**1.1. O APOLOGIES FOR ABSENCE**

None.

**1.2. O DECLARATION OF CONFLICT OF INTEREST**

None declared.

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

**Resolved:** That the open minutes of the 19th July 2017 were approved as a true and accurate record of that meeting.

**1.4. O MATTERS ARISING**

**6.7. O Gender Pay Gap**

JC reported that the Gender Pay Gap reporting narrative to be submitted to the November 2017 Finance and HR Committee for approval.

**6.11. O MSL Intellectual Property Licence**

JC reported that the MSL Intellectual Property assignment to be submitted to the Board of Trustees meeting in December 2017 for a decision.

**1.5. O CHAIRS BUSINESS**

* The Chair welcomed ND, MC, the new Student Trustees, and Sabbatical Officers to their first Board of Trustees meeting.
* **Board Effectiveness Review -** Meeting took place on Friday, Action Plan agreed, further meeting to be arranged to specifically look at meeting structures. Paper to be submitted to the Board of Trustees meeting December 13th 2017.
* **Sabbs**- Successful Fresher’s period, arrivals weekend trialled new system, worked well, bodes well for next year.

Sports Fair, Societies Fair, and Democracy Fair, all well received.

* **Key Campaigns** – launched Reshaping Sport campaign, WeGetConsent campaign, Are You OK day, autumn elections week in full swing.

**1.6. O MANAGEMENT ACCOUNTS**

 Draft accounts noted.

JC outlined the current position in detail. The Board of Trustees expressed their satisfaction with the outturn and commended the Students’ Union team on the performance for the year; there were particular commendations for the commercial performance. It was noted that this was a year in which everything favoured the Students’ Union and this would not necessarily always be the case moving forward. The living wage question was raised, JC reported reforecast to take place in January/February, some financial remodelling required, living wage to be readdressed over the next twelve months.

It was agreed that the spend per head/tracking the available spend would be useful statistics going forward.

 **Resolved:** Draft July management accounts, noted.

**Matters for decision/discussion**

**1.7. O SU REDECORATION PROPOSALS**

Paper noted.

 AB in attendance for this agenda item, and presented the paper written by JB.

 JC reported that the £23,900 plus VAT would be capitalised if approved, discussions taken place with the University with regards to support with that, some estimated costings taken place, potential total cost for work in both buildings £270k - £300K in total to include some changes to SUHQ rooms to provide open plan areas.

 Further paper to be submitted to the December Board of Trustees meeting.

 **Resolved:** Refurbishment costs as set out in the paper **approved**, unanimously.

**1.8. O STUDENT DEVELOPMENT UPDATE**

Paper deferred.

**1.9. O PG RESEARCH**

 Paper noted, presentation received.

The Board of Trustees commended SJ for the quality of the research.

Report discussed. Discussion took place to determine how the research should be taken forward.

Senior management team to participate in a workshop to discuss how the recommendations could be implemented. The Board of Trustees approved a workshop with Board members and relevant stakeholders. The Board of Trustees agreed that a small working group of relevant staff and officers draft an action plan with clear and SMART objectives. The Board approved the proposal that PG Insight and Research Group be amalgamated into the Communications and Insight Working Group.

**1.10. O KPI OUT-TURN 2016/2017**

Papers noted.

 **Resolved:** Progress against targets noted.

**1.11. O NEW PERFORMANCE INDICATORS & KPI’S 2017/2018**

Papers noted.

**Resolved:** PIs and KPIs for 2017-18 **approved**, unanimously with the inclusion of an additional KPI on management accounts being produced within a specific timeline.

**1.12. O STRATEGIC PLAN UPDATE**

To be re-distributed, hard copy papers incomplete, email vote required.

**Resolved:** Papers to be redistributed, email vote to be conducted.

**Matters for information**

**1.13. O STRATEGY DAY FEEDBACK**

Paper noted.

The Board of Trustees discussed the strategic topics it would like to discuss at the two planned sessions in November and April. Income generation proposed topic for the first strategy meeting, to accommodate this requirement to reschedule the original November date into December. Equality and Diversity proposed as potential topic for the meeting scheduled in April 2018.

**1.14. O UNIVERSITY GRANT LETTER**

 **JC** reported that the University grant letter had not to date been received.

**1.15. O COMMITTEE CHAIRS FEEDBACK – OPEN**

**Finance & HR**

* Mark Crook introduced as the new Finance & Systems Director.
* Emma Millington appointed as Finance Manager.
* July accounts acknowledged as outstanding.
* Clubs and Society balances - OWW surplus balance, transfer to Cultural Societies fund approved. Retrospective approval of the transfer of the surplus funds of WSAF to Creative Warwick.
* Event Planning Sub Committee approved as Chair of the Finance & HR Committee, Societies Officer, Student Activities Manager, senior finance representative and SW with BH as reserve Student Trustee.
* University Grant letter not yet received.
* Building work discussed.
* Disbursement fund successful bids - Creative Warwick – on the understanding to seed fund for two years, then alternative funding to be found. RU Okay, Black History Month, PG Housing Support, PG Conference, Reshaping Sport, WeGetConsent,

Total of £20K received of the £35K applied for.

* Clubs & Society Principles – paper received.

**Search & Nominations**

* Recruitment of new Student Trustee, deadline next Wednesday, applications to date low, resolutions now put into practice.
* Approved the audit and training needs – introduction of ad hoc training for Board members.
* Skills Audit approved. To be distributed within the next seven days, deadline for completion and return the 10th November 2017.
* Board diversity monitoring survey - good age and gender diversity in relation to ethnic origin, and by faculty, UG to PG percentage not good, short term looked at ways to outreach, considered talking to the Warwick anti- racism President. To note NY meeting the President of Warsoc later in the week.

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

None.

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