

BOARD OF TRUSTEES

Date: 19 June 2019

Time: 16.30pm

Venue: SUHQ MR1

Meeting Quorum: 10

MINUTES - Open

Circulation:

Liam Jackson, Larissa Kennedy, Ben Newsham, Jemma Ansell, Leo Palma Carranza, Balraj Dhingra, Ellie King, Brendan Tan, Max Renna, Alice Dermody Palmer, Bethany Kynman, Ben Hayday, Andy Ward, Nyasha Pitt, Graham Parker, Jill Finney, Angella Hill Watson, Mark Crook, Nirmla Devi, Jacqui Clements, Chris Luck

APOLOGIES FOR ABSENCE

Brendan Tan, Graham Parker

In attendance

Chloe Batten –Sabbatical Education Officer Elect, in attendance for the Open agenda items.

5.3.1. C Proposed Pricing Review – Steve Russell

5.3.2. C Recruitment of Commercial support Managers – Becci Burrows Watson

5.10. O Post Graduate Teaching Experience – Tesni Hill

5.11. O Summer Party Update – Steve Russell

DECLARATION OF CONFLICT OF INTEREST

No conflicts declared

REGISTER OF INTEREST FORMS

Signed

5.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

That the open minutes of the 8th May 2019 be approved as a true and accurate record of that meeting.

5.2. O MATTERS ARISING

Annual allocation paper will be circulated



5.3. O CHAIRS BUSINESS

- Exam Timetable – following issues with the Exam timetable, the University have confirmed there will be a full review of the process, including Students' Union engagement, in a bid to ensure we don't experience a repeat of the problems.
- Values – **EK** feedback the University are committed to improve communication regarding student well being in a collaborative way with the Students' Union.
- Decolonisation network – **LK** attended the Decolonisation network launch, working in partnership with the Politics and International studies Department. The launch attendance included Academic and Student representation.
- Hate Crime Canley – following the increase in attacks in Canley, particularly race driven against the Chinese community, we have taken a number of steps in conjunction with the University. including:~
 - Setting up the 'Report It' campaign, to enable attacks to be reported and categorised as hate crimes where applicable.
 - In collaboration with the University, the introduction of a new reporting form to assist with reporting and categorising.
 - Canley shuttle bus and increased patrols
 - Welcome week communications
 - Working closely with the Canley Police
- Membership Survey – Student Pulse is currently running and gaining a good level of response.
- A number of End of Term Social events have been taking place including:~
 - Graduation Ball
 - Sports Ball
 - Society Awards
 - PG Ball
 - Inflatable day
 - Open Days

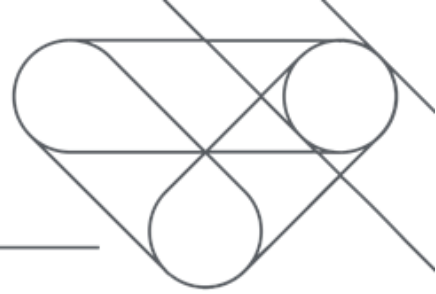
5.4. O MANAGEMENT ACCOUNTS (Paper)

Mark Crook

MC provided the Board with the Management accounts for period 9, and gave a brief update reporting, Food and Beverage are still performing well.

A number of items to be aware of which have materialised, or which are not included in period 9.

- The Chief Operations Director costs are not yet factored in
- Chief Executive recruitment cost are not included
- Number of long term sick cases
- The campus building work and hoardings are having a detrimental effect on all outlets including University outlets, with a significant drop in footfall to this area of the campus.
- Summer Party impact (budgeted cost of £10k)



The Debtors position remains positive with any debts being well managed.

The July Board Meeting will provide Period 11 management accounts, and the first Audit and Risk meeting of the new term will include the full year end accounts

5.11.O Summer Party Update (Verbal)

Steve Russell

SR gave the Board a precis of the events running up to the decision a being taken to cancel the Summer Party due to the lack of ticket sales, the decision was based on financial impact and reputation loss.

The losses were initially estimated at £100k, the commercial team have managed to reduce this figure to £85k and are approaching a number of booked Acts to transfer to a Welcome week event, providing a further estimated reduction in losses to £75k, the budget was set at a deficit of £10k leaving an approximate overall loss of £65K.

Analysis in to 'Lessons Learnt' will be carried out in conjunction with the George Dowding, Interim Marketing Director, to assess the situation from a Marketing and Communication perspective. **JC** suggested that possibly it is time to carry out a full review of all our end of term events and activities:

- Are we attempting to put on too many events,
- The nature of Students and what they want, has the emphasis changed?
- Take into consideration the Exam timetable and the number of students who have already left the campus at this point in the year.
- In view of the current wider reputational situation for Warwick University, there may be an opportunity to speak to the The University about collaborating and subsidising a joint activity.

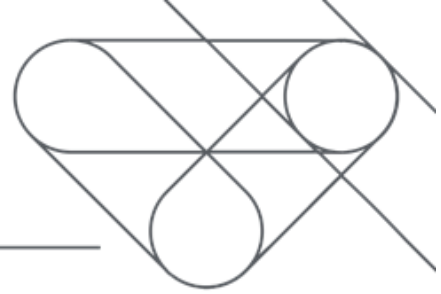
LK raised concerns over the reputational risk from pulling the event.

JF stressed that had the Finance and HR committee been fully aware of the maximum potential loses they may have considered not to proceed with the event.

MC highlighted that due to a tax legislation discrepancy the Students' Union set aside £86k as a contingency for a tax shortfall, HMRC have subsequently confirmed no additional payments relating to events are required, resulting in the contingency money being released back in to SU cash flow, and could there for be used to offset the Summer Party loses.

5.5. O TRANSFER OF COMPANY SECRETARY (Paper) **Jacqui Clements**

- The Board are asked to note the resignation of Jacqui Clements as Company Secretary from 1st August 2019
- Approve the appointment of Mark Crook as Company secretary as from 1st August 2019, until such time as the incoming Chief Executive is in post and can be appointed Company Secretary
- **Company Secretary** – The Board of Trustees are requested to approve the transfer of company secretary from Jacqui Clements to Mark Crook.
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- **Resolved:** The Board of Trustees approved the transfer of Company secretary.



Matters for decision/discussion

5.6. O MSL RECAPITALISATION

The MSL working group will meet in July, the terms of reference for the group are being drawn up and will include a discussion regarding Recapitalisation. Once the Terms are completed, they will be distributed to the Board.

5.7. O STUDENT TRUSTEES (Paper)

JC requested the Board of Trustees approve the Appointment of the incoming Student Officers as recommended by the Search and Nominations Committee:

Resolved: the Board of Trustees Approve the following Students as Student Trustees

- That Melanie Chen (2nd year UG Maths Home student – intending to do a Masters) is appointed with effect from 1st August 2019
- That Lara Onel (1st year UG Business and Global Sustainable Development EU student) is appointed with effect from 1st August 2019
- That Lukasz Kolodziej (3rd year UG PPE EU student moving to PG in Business Analytics in 2019) is appointed with effect from 1st August 2019
- That Amy Jaiteh (will be a 1st Medical Home Student in Sept 2019) is appointed with effect from 1st September 2019 (will confirm her start date as Warwick Student and that will become her official start date)

5.8. O DISPOSAL OF ART WORK (Paper)

Following a brief discussion regarding the disposal of a piece of artwork by Rolf Harris, owned by the Students' Union, it was agreed it would be brought back to the July meeting for discussion.

Matters for information

5.9. O CALENDAR OF BUSINESS (Paper)

Jacqui Clements

JC distributed the calendar for the forth coming academic year 2019/20, Calendar noted.

5.10. O POST GRADUATE TEACHING EXPERIENCE (Presentation)

**Ellie King
Tesni Hill**

EK and TH have carried out research into the satisfaction levels within Post graduate teaching.

Currently post graduate teaching is paid on a sessional basis, however the University have committed to putting PG teachers on the payroll contracts.



Although the majority of PG teachers were dissatisfied, citing lack of support, insufficient paid preparation and marking time to be able to provide quality teaching. 88% stated they would recommend PG teaching, which leads to the assumption that they want to teach but want the resources to provide good quality teaching.

Their research will be shared with the University Education Executive, and with the incoming Education Officer.

5.12. O COMMITTEE CHAIRS FEEDBACK – OPEN (Verbal)

- **Audit & Risk**

Andy Ward

The Strategic Risk register presented at the Audit and Risk committee to be included in the Board of Trustees, July meeting Agenda.

- **Finance & HR**

Ben Newsham

CCTV Upgrade – **BN** confirmed a decision has been taken on behalf of the Finance and HR Committee to award the CCTV contract to Central and County CCTV Ltd. The decision was not wholly based on cost, consideration was given to secure Data Protection.

5.13. O ACTION LOG (Paper)

Jacqui Clements

The action log will be updated and forwarded via email

5.14. O ANY OTHER BUSINESS – OPEN

No further business raised

Time and Date of Next Meeting – 24th July 2019

