**BOARD OF TRUSTEES**

**Date: 20th June 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

**GP not in attendance for agenda items:** 5.8.O, 5.11.O, 5.12.O, 5.13.O, 5.14.O

**Observers:** Andy Ward, Ben Newsham, Ellie King, Jemma Ansell

**5.1. O APOLOGIES FOR ABSENCE**

Ellen Holmes, Sophie Worrall, Brendan Tan, Marta Gonzalez – Iraizoz, James Hunt

**5.2. O DECLARATION OF CONFLICT OF INTEREST**

None.

**5.3. O REGISTER OF INTEREST FORMS**

Completed.

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

**Resolved:** That the open minutes of the 9th May 2018 were approved as a true and accurate record of that meeting.

**5.5. O MATTERS ARISING**

**4.13. O Board Effectiveness Review Update**

To be placed on the Action List.

**5.6 O CHAIRS BUSINESS**

* Office 365 training to be conducted, JK to organise.
* Progressing with collaboration with the University to create a Warwick specific version of the Intervention Initiative module, a module the Students’ Union has been piloting over the last two years. Senior buy in to work with IATL to have a developmental year to create Warwick own specific version of this that may eventually branch out to look at hate crime, racism etc. with the ultimate aim for it to be embedded and rolled out to every first year when they arrive at Warwick, stakeholder meeting taking place on the 12th July 2018, a lot of momentum behind the initiative.
* Momentum in general in the institution around liberation and diversity and inclusion issues, important that the Students’ Union has a strong voice in this. To present some of the issues at the final University Council of this academic year.
* In the process of establishing an effective communication route to report Sabbatical activity to the Board of Trustees, in particular the Lay Trustees.

**MK**

* Annual Allocation Bid – successful.
* Rebranding of democracy and education taking place.

**ED**

* Warwick Interdisciplinary Postgraduate Conference taking place tomorrow a lot of sign ups, PG led.
* University Steering – submitting paper to permit students on sub degree level PG courses attendance at Graduation Ceremonies.

**NJ**

* Societies Summer Party/Awards took place at the Chesford Grange last Friday, successful event, review to be conducted, sell out event.
* Warwick Fringe taking place at the weekend, twenty societies involved.

**EM**

* Sports Ball taken place, excellent event, off site Students’ Union branded event.
* Reshaping Sport Campaign - really taken off, developed wheel chair basketball league, competition starting this week, potential to partner with a local wheelchair basketball club to host national events in the new building. Reshaping sport nominated for a BUCS award, other nominees Leicester and Nottingham Union, to report outcome back to the July Board of Trustees meeting. Trans and LGBTUA self - defence classes taken place, sign up slots filled within ten minutes of going on line. Liberation and Sports Campaign flourished this year.

**LJ**

* Secure Wednesday afternoons free a lot of progression, some real wins; authorised absences to be introduced.
* Representation Awards - amazing event, number of awards distributed.

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

Papers noted. Positive financial position noted, ongoing positive commercial activity noted.

Period 10 consolidated accounts released, surplus reduced to £531K as expected with departments bringing spending forward where possible as requested.

Variance in the commercial areas against budget raised.

It was noted that the last two years performance had been exceptional, with brand loyalty maintained. Performance considered in the five year plan going forward, considered reasonable levels of income, capacity a restraint going forward, currently under consideration.

**Resolved:** Group financial position noted.

**Matters for decision/discussion**

**5.8. O FIVE YEAR PLAN (Open)**

Papers noted.

Presentation received.

See 5.3.C

**5.9. O STUDENT TRUSTEE RECRUITMENT APPROVAL**

Papers noted.

**Resolved:** Appointment of Max Renna and Bethany Kynman with effect from 1st August 2018 **approved,** unanimously.

**5.10. O LAY TRUSTEE RECRUITMENT APPROVAL**

AW left the meeting for this agenda item.

Papers noted. It was further noted that a third very strong candidate was interviewed, this individual although unsuccessful at the interview stage has been contacted with regard to future engagement with the Students’ Union should the opportunity present itself.

It was noted that the Student Council meeting that took place on the 19th June 2018 was inquorate, ratification of the appointment of the Lay Trustees will now be subject to an email vote, closing date noon on Tuesday 26th June 2018.

**Resolved:** Appointment of Angella Hill Wilson and Andy Ward, **approved**, unanimously subject to ratification by Student Council.

**5.11. O BOARD OF TRUSTEES COMMITTEE TIMETABLE**

Paper noted.

**Resolved:** Calendar of meetings 2018 – 2019 **approved**, unanimously.

**Matters for information**

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**5.12. O COMMITTEE MEMBERSHIP**

Paper noted.

**Resolved:** Committee membership noted.

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

* **Finance & HR**

Five Year Plan.

* **Audit & Risk**

IT User/ Bring your own device policy, approved.

Financial Crime Risk Assessment received.

Risk Register reviewed.

Audit Tender process to commence.

* **Search & Nominations**

Lay Trustee Appointments.

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

**5.14. O.1 MSL/SUSW Deed of Covenant**

Deed of covenants signed by ED, and RB.

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