

Warwick Students' Union Board of Trustees Meeting

Meeting Details

Meeting Type	Board Meeting
Date	16 th December 2025
Time	16.30 – 19.00
Location / Platform	Teams
Chair	Alijah Taha
Minute Taker	Marie Claire Churchill

1. Objective

Update the Board and seek approval for the following agenda points:

2.6 Finance Update:

- Signatory on Bank Mandate
- Delegate appointment of Company Secretary to the CEO and DCEO

2.9 Governance Update

- Approval of changes to Bylaw 7
- Appointment of Returning Officer and Deputy Returning Officer

2.10 Make a Change Submission

- Approval of two submissions via the Make a Change platform

2. Attendees

Alijah Taha President & Chair of Board (AT)

John Dubber Lay Trustee & Deputy Chair (JD)

Louis Gosling – VP Sport (LG)

Anaya Sreekumar – VP Education (AS)

Maanya Raju – VP Post Gradgraduate (MR)

Adam Skrzymowski– VP Societies (AS)

Ollie Chapman – VP Welfare & Campaigns (OC)

James Varney – VP Democracy & Development (JV)

Sinai Ejechi – Student Trustee (SE)

Onara Kalubovilage Perera – Student Trustee (OKP)

Oliver Murray – Student Trustee (OM)

Shriman Nagappan – Student Trustee (SN)

Angela Hill Wilson – Lay Trustee (AHW)

Rob Peg – Lay Trustee (RP)

Piers Clinton Tarestad – Lay Trustee (PCT)

Executive

Phil Smith – CEO (PS)

Tracy Murphy – Deputy CEO (TM)

In attendance for Agenda Items

Financial Update and Budget – Mark Crook – Finance Director (MC) and Bhawna Sharma Finance Manager (BS)

Apologies / Absent: Angella Hill Wilson, Rob Pegg,

3. Declarations of Conflict of Interest

No conflicts of Interest raised

4. Agenda Approval (If Applicable)

Agenda approved as circulated? Yes ✓ No

5. Approval of Previous Minutes (If Applicable)

Previous meeting minutes approved? Yes ✓ No (if no, note changes)

6. Key Discussions, Decisions & Actions

Agenda Item	Discussion Summary	Decision / Motion	Actions	Owner	Deadline
2.3 Chair	<p>Update on the Working group for the Governance Regeneration Project. 3 points to address~</p> <ul style="list-style-type: none"> • Green Room - Ongoing Project • Room Booking site and Utilization for Students - Term 3 • Top of SU south – requires Fire Escape – February Board <p>A Holistic approach to the Refurbishment of the SU South building, taking into consideration how we better use the space, and how Students move around and gain access to the building on all floors, reopening existing pathways around the site.</p> <p>Leadership meetings have been very positive.</p>		JV and PS will update on the progress of the group and this will be a standing item at Leadership	JV & PS	Ongoing

	<p>Committee updates to remain below the line with an update from Committee Chairs if required.</p> <p>Student and Lay Trustees updated outside Board and Committee Meetings, a group chat to be set up for all Trustees</p>		<p>MCC to set up a Group Chat for all Trustees. Trustee's to advise on what form of group they would prefer, i.e. 'Teams Chat Group'</p> <p>AT to Advise MCC</p>	<p>MCC</p> <p>AT</p>	<p>January 2026</p>
2.4 FTO Priorities	<p>Collective Priorities presentation</p> <p>Warwick Sports update - Circulated within the Board papers</p> <p>End Period Poverty Campaign is ongoing, and expanding with dispensing systems being installed within the SU, we would like to expand into more University spaces, but this is funds dependent. It was suggested that if the University are keen for the campaign to be taken up in their facilities they should be approached to provide that funding as this is a wellbeing benefit for both Students and Staff.</p>		<p>A Sports Update will be provided at the February Board Meeting</p>	<p>LG & PS</p>	<p>February 2026</p>
2.11 Data Breach Update Item Brought forward	<p>Continuing work in conjunction and partnership with MSL to Improve out systems and processes for dealing with Data.</p> <p>We are ensuring we provide improved Training prior to Colleagues being able to access MSL, and on how to control our data and utilize it more effectively.</p>				

<p>2.12 Student Staff Protocol</p>	<p>The Policy has been updated and renamed to, 'Colleague and Student Engagement Policy'. Following a review in the People and Remuneration Committee meeting, TM made relevant changes and the update policy with track changes, included in the Board papers.</p> <p>Board approval for the direction of changes to the draft policy currently and input to further changes, prior to returning the Board in February 2026.</p> <p>How will the Policy be communicated to staff.</p> <p>Although the policy states the FTO's shouldn't assign campaigns or tasks to Colleagues without consulting with the colleague line manager or Director, it should also make clear the FTO's shouldn't be assigned operational tasks without consultation with Directors and the relevant officer.</p>		<p>Return to the February Board 2026</p> <p>Directors will update their teams on this policy, and the Learning and Development team will work on the role out of the policy to ensure all colleagues are aware.</p> <p>All points within the chat will be included in further discussions, but If the Trustees have any further points they would like to add or require further clarity, please email with OC or TM. The draft policy will be fully discussed at the January 26, People and Remuneration meeting.</p>	<p>TM</p>	<p>February 2026</p>
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	Although Officers are a slightly separate category of paid staff, and therefore the disciplinary process should be tailored to ensure a member of staff isn't able to discipline officers, the CEO should have the authority to take immediate action when required, ie an officer acts in a way which requires a precautionary suspension of an officer as an employee.		This process will be worked on and included in the Policy.		
2.6 Management Accounts	<p>Finance Director in attendance to discuss Period 3. The SU position at the end of period 3&4 is positive.</p> <p>MC requested that any Director within the Students' Union can be made a signatory on the Bank Mandate.</p> <p>MC officially resigned as Company secretary as of 31st December 2025. A new company Secretary will be appointed, and the Board delegate appointment to TM and PS.</p> <p>Thank you from the Board of Trustees to Mark Crook for all his work and commitment to the Students Union on his departure from the SU after 8 years.</p>	<p>Approved</p> <p>Approved</p>	The Board will be provided with a NET accounts for Operations to provide a clearer picture for the trading outlets, including the costs which are currently absorbed by the charity	<p>PS</p> <p>TM and PS</p>	<p>February 2026</p> <p>December 2026</p>

<p>2.5 CEO Report</p>	<p>Dates have been sent for the University Quinquennial review, which are 8th January 26, 12th February 26, the key date for the Trustees will be the 4th March which is a full day in the SU including Stakeholder Interviews, and they may wish to speak to a cross section of our Board. Further clarification will follow, but if Trustees could hold the 4th March in their Calendars.</p> <p>Digital IT website and investment. A paper will be sent to the board in January, for an out of cycle Approval, including approval for spend of £40k from designated reserves.</p> <p>Points ongoing ~ Birmingham Guild of Students have approached the WSU regarding a Board Effectiveness Review.</p> <p>Group Finance Director – possible Five Year Funding agreement</p> <p>The Foundation are open to discussions regarding funding for Repairs and Investment, we need a 15 year plan for the SU South Building, and will discuss this further with the Officer Team.</p>		<p>Trustees to hold the 4th March 26, to participate in the Quinquennial review</p> <p>PS to issue a paper on the Digital IT Website investment for approval</p>	<p>Trustees</p> <p>PS</p> <p>PS</p>	<p>March 2026</p> <p>January 2026</p>
<p>2.7 Student Trustees Recruitment</p>	<p>Paper taken as read. To be picked up at the February 2026 Board</p>			<p>PS</p>	

2.8 Board of Trustees Business Policy	<p>Board provided with a draft updated version with track changes, including the delegation of authority.</p> <p>PS will make changes regarding the time and fee's for accessing information, as previously discussed.</p>		<p>Updated draft, available and approval from the Board sort at the February 2026, Board of Trustees Meeting.</p>	PS	
2.9 Governance Update	<p>Update provided – Final proposals will be discussed at the April 2026 Board of Trustees Meeting.</p> <p>Draft Bylaw 7 distributed for discussion and approval.</p> <p>Hall touring wording to be updated to state, 'SU in agreement with the University'. Look into campaign rules to look at finding a way for appropriate Hall touring to be permitted again.</p> <p>We should significantly increase the Budgets for Sabbatical officer campaigns should possibly be reviewed, is £55.00 sufficient to reach all students.</p> <p>Look for good quality subsidized and low cost printing available to all candidates.</p> <p>Bylaw 7 approved by the Board of Trustees with discussed changes.</p>	<p>Approved</p> <p>Approved</p>	<p>PS LM to take this forward</p>		

	Proposal - Louise Marjoram, Director of Membership to be appointed as Deputy Returning Officer and NUS as Returning Officer.	Approved			
2.10 Make a Change Submission	Two submissions via make a change platform, both relating to bylaws, <ul style="list-style-type: none"> • Society and Sports club assemblies and forums • ASV 	Approved Approved			
2.13 Building Signage Presentation	<p>Presentation regarding the Building Signage and refresh to the SU sites, both Interior of SU North and exterior of SU North and South. With Investment from designated Reserves of approximately £40k to be reviewed following feedback.</p> <p>Possibly the Photos of the Officers should remain in a prominent position. It would be a shame to lose the Timeline of events. This will be further discussed at the Leadership meeting with the Officer team, and will be brought back to the Board in February 26 Board Meeting.</p>		Update on Building signage, including revised costings to be brought to the February 26 meeting	PS	February 2026
2.14 Dirty Duck Refurbishment	<p>Dirty Duck Refurbishment design ideas – the intention would be to approach the University Foundation regarding funding.</p> <p>Student views will be sought and will help to form the plans.</p>				

	The Refurbishment plans will return to the Board of Trustees for further input.				

6. Any Other Business

FTO to get officer wins to JV at the start of Term 2 in January 2026.

Trustee only time will be held at the end of the February Board meeting.

7. Next Meeting

Date: 26th February 2026

Time: 16.30

Location / Platform: WSU Kevin Gately /Teams

Proposed agenda items:

- Minutes of the Previous Meeting
- Chair and FTO report to include a Collective Priorities update.
- CEO Report
- Management Accounts
- Trustee Only time

8. Adjournment

Meeting adjourned at: 19.20

9. Attachments & References

[List or link to attachments referenced during the meeting]

10. Drafting & Approval

Drafted by: Marie Claire Churchill — Date:

Circulated to: [Board/Exec] on [Date]

Approved by: [Board/committee/forum] on [Date]

11. Public Summary

The Board were updated on the Officers Collective priorities, Governance Regeneration project including approval of changes to bylaw 7, and two Make a Change submissions. Discussions held regarding the Student Staff Protocol and Board of Trustees Business Policy, both to be updated and returned to the February Board Meeting. Presentation of initial plans to improve signage in and around SU North and South and refurbishment of the Dirty Duck.