

# BOARD OF TRUSTEES

Date: 8<sup>th</sup> May 2019

Time: 16.30pm

Venue: MR2 SUHQ

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.

### APOLOGIES FOR ABSENCE

Graham Parker, Andy Ward

### DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest recorded

### REGISTER OF INTEREST FORMS

All register of interest forms re-signed

### 4.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

That the open minutes of the 20<sup>th</sup> February 2019 be approved as a true and accurate record of that meeting.

### 4.2. O MATTERS ARISING

To note – email vote – Approval Liam Jackson to stand for Local Council

To note – email vote – Approval CEO Transition Plan

**Resolved:** Email votes noted

### 4.3. O CHAIRS BUSINESS

LJ updated the Board on recent events:

- Elections - 6,300 students voted 24%, very good turnout
- Varsity – once again Warwick University triumphed, Thank you to everyone involved.
- The students have struggled with major Exam timetable issues, **LK** and **LJ** have worked to resolve the problems.
- A University disciplinary issue has been raised on Social Media, The Students' Union have issued a statement to clarify the situation.



#### **4.4. O MANAGEMENT ACCOUNTS (Paper) UPDATE - FORECAST 18/19 (Paper)**

**Mark Crook**

The Management accounts were noted, MC ran through the salient points, the SU are still ahead on budget, however we are starting to experience spend pressures.

#### **Matters for decision/discussion**

#### **4.5. O ANNUAL ALLOCATION (Paper)**

**Mark Crook**

The Annual allocation first draft has been forwarded to the Board for comment, by end of day Friday 10<sup>th</sup> May 2019. The narrative will focus on the value we offer our members/students.

**Resolved:** Board of Trustee to feedback comments of the Annual Allocation document by end of day Friday 10<sup>th</sup> May

#### **4.6. O BUDGET FIRST DRAFT 19/20 (Paper)**

**Mark Crook**

**MC** provided a summary of the 19/20 budget (first draft) the approved deficit position for this year is worse than anticipated, with an increase in costs and higher than expected non recoverable VAT.

The budget includes a 7% increase in wages, which could be reduced, also a reduction in labour hours could reduce costs.

**JC** added that the paper gives a sense of direction of travel, with a number of areas with material impact on this plan:

- MSL
- Xananas
- Casual Pay

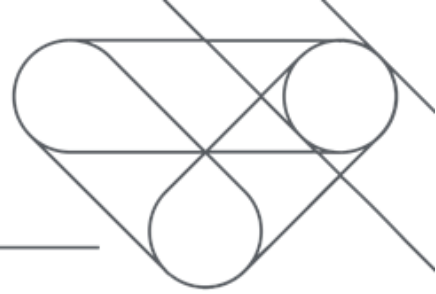
The five year plan has a 20% increase in SUSS payments over the next two years, 20/21 sees a possible increase in liability to £500k.

#### **4.7. O NUS UPDATE - OPEN (Paper)**

**Liam Jackson**

**LJ** gave a brief update on the NUS paper, making a recommendation to accept the reforms with the amendments, **LJ** to vote on the Students' Union behalf at the Company Law meeting on the 21<sup>st</sup> May 2019.

**Resolved:** the Board of Trustees approved the recommendation to accept the NUS reforms with the amendments.



#### 4.8. O WEBSITE GOVERNANCE (Paper)

Jane Batchelor

Jane Batchelor Marketing and Communications Director, provided the Board with a paper requesting approval for a recommendation regarding Website Governance, roles and responsibilities. The Board were asked to approve the recommendation.

**Resolved:** The Board approved Annex A approach to Website, Governance and the associated roles and responsibilities.

#### Matters for information

#### 4.9. O STRATEGIC REVIEW UPDATE – OPEN (Paper)

Liam Jackson  
Jacqui Clements

JC provided a paper for discussion on the Strategic review, offering 3 options for the Board to consider:

- **Option 1** Complete the Strategic plan and launch in July/August 2019. Agree the year 1 operating plan.
- **Option 2** Complete the consolidation and the storytelling piece by June 2019
- **Option 3** Stop the process completely at this point.

Recommendations:

The Board are asked to;

- Note the current progress
- Determine the most appropriate option, noting that Option 2 is recommended.

**Resolved:** The Board approved option 2

#### 4.10. O COMMITTEE CHAIRS FEEDBACK – OPEN (Verbal)

- Finance & HR

Ben Newsham

All substantive items have been brought to the Board of Trustees attention

#### 4.11. O ACTION LOG (Paper)

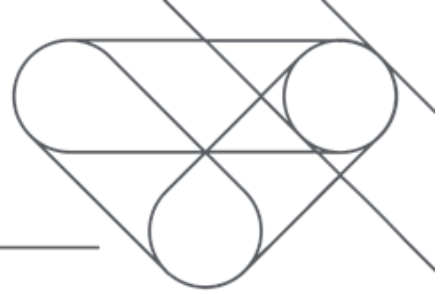
Jacqui Clements

JC to update the Action log and distribute to the Trustees

#### 4.12. O ANY OTHER BUSINESS – OPEN

**Circling - JA** asked whether all effected staff had been adequately informed regarding the Circling situation. **JC** assured **JA** that they had.

**Recruitment - JC** discussed the Chief Executive Recruitment plan and advised the Board that an additional Extra Ordinary Board of Trustees meeting may need to be called on 4<sup>th</sup> June at 15.30, directly prior to the Finance and HR meeting, to discuss and approve the



appointment of the new Chief Executive. **JC** asked the Trustees to note the date, and stressed that those unable to attend in person could phone in on conference call.

**Resolved:** Trustees to note Tuesday 4<sup>th</sup> June at 15.30 Extra Ordinary Board Meeting

**Time and Date of Next Meeting – 19<sup>th</sup> June 2019**