

BOARD OF TRUSTEES

Date: 24th July 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

Andy Ward, Brendan Tan, Max Renna, Bethany Kynman, Angela Hill Wilson, Larissa Kennedy, Nirmla Devi

In attendance

6.5. O Summer Party Update – Steve Russell – WSU Commercial Director

6.5. C MSL Update – Gary Bryant – CEO MSL

6.10 & 6.11 Compliance and Complaints Reports - Fay Shorter – Governance and Assurance Manager

DECLARATION OF CONFLICT OF INTEREST

No conflicts declared

REGISTER OF INTEREST FORMS

Signed

6.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

Approved following the amendment to agenda item 5.11.O, the open minutes of the 19th June 2019 as a true and accurate record of that meeting.

5.11.O 'JF stressed that the Finance and HR committee requested to be made fully aware of the maximum possible losses that the Union might incur'.



**6.2. O MATTERS ARISING
DISPOSAL OF ART WORK**

The decision on whether to dispose of a piece of work by Rolf Harris is deferred for 12 months.

6.3. O CHAIRS BUSINESS

LJ asked for thanks to be noted to the outgoing SABBS, and Student Trustees for all their work over the last 12 months.

Thanks noted to Jacqui Clements, outgoing CE, for all the work and commitment to the WSU for over 18 years

Resolved: Thanks noted

EK and **JA** updated the Board on the Wellbeing work in collaboration with the University including the drawing up of the following policies:

- Draft sexual violence policy for the University
- Draft sexual violence – specific Education for Students with regard to:~
 - Sex and Consent
 - Sexual Violence
- Draft sexual disciplinary policy with regards to
 - Sex consent
 - Misconduct
 - Violence
- Ability for the complainant to appeal a decision

6.4.1. O AUDIT PLAN

Following a meeting with Paul Oxtoby RSM and the Audit and Risk committee, **MC** updated the Board on the Audit plans for 2019.

- Following 6 preparation days from 31st July, the full audit will commence 9th September.
- Accounts should be prepared for presentation to the Audit and Risk committee, and should be ready to be signed off by the WSU Board by the end of the year.

NP highlighted 2 errors within the Audit plan document, RSM to correct.



Matters for decision/discussion

6.5. O SUMMER EVENTS REVIEW (Paper)

Steve Russell

SR provided the Board with a comprehensive report reviewing the Warwick Students' Union regular Summer Events programme, providing analysis of each event, from its inception to the performance levels Summer 2019, including:

- Sports Ball
- Graduation Ball
- Summer Party
- Societies Awards
- PG Ball

The report also includes lessons learnt from the failure of the Summer Party event.

SR provided recommendations and options for each event, asking the Board to consider the focus and direction the Commercial events should go in the future.

GP suggested that discussions with the University and incoming SABBs to understand their views on the events programme, taking into consideration the changing views and requirements of the majority of students.

LPC stressed when assisting with the Societies Awards event it wasn't clear where the budget sat and who was responsible. **SR** stated that the Budget sits within the Student Activities dept.

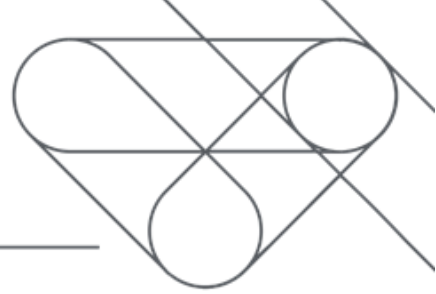
EK agreed the PG Ball had limited success due to a lack of identity and although it moved to a larger venue, this had failed to raise the profile. **EK** felt the PG Ball shouldn't be the sole responsibility of the PG Officer.

JF commended the Commercial team on a strong performance, and echoed **GP's** comments, adding that it is a good opportunity to consider alternative ideas.

JC stressed we need to be clear about our commercial event objectives. The University may be receptive to proposals which aim to improve the Student experience, and may provide funding for events that celebrate Student life and their experience.

Resolved: **SR** to present the updated Events review at the October Board Meeting.

Matters for information



6.10. O COMPLIANCE REPORT (Paper)

Fay Shorter

The trustees were asked to note and approve the submission to the University council of the Compliance report, which demonstrates that all legal compliance responsibilities are being met.

Resolved: Compliance report noted and retrospectively approved as previously submitted to the University Council

6.11. O ANNUAL COMPLAINTS REPORT (Paper)

Fay Shorter

FS provided the board with the Complaints report 2018 / 19. 37 complaints were dealt with, the majority being resolved at stage one, complaints which are escalated to stages 2 and 3, are far more time consuming and resource heavy, and necessitate significant Sabbatical officer involvement. 15 complaints are outstanding 2018/19, 3 of which are due to be resolved within the next week.

To avoid duplication of work it would be beneficial where possible to work with the University on Complaints. **FS** commented that complainants are asked if they would like to make a complaint to the University, we now have a data sharing agreement in place to facilitate. The SU carried out a review of the complaints process which was presented and approved by the Audit and Risk Committee.

Resolved: Annual complaints report noted

6.6. O STRATEGIC REVIEW UPDATE (Paper)

Jacqui Clements

JC provided a summary of the Strategic Review update, including a review of progress to date ready for a handover to the incoming Chief Executive.

The Board will need to consider the composition of the Strategic review steering group following the departure of Liam Jackson, Ben Hayday, Brenden Tan, Ellie King, Jacqui Clements, Jane Batchelor.

The Board of Trustees are requested to note and comment on the following appendix

1. Collation of Strategic themes and objectives to date
2. WSU – Our story 2014 – 19
3. Feedback from the April Strategy day

Resolved: The Board of Trustees Noted Appendices 1,2, and 3.



6.7. O KPI's 2019/20 (Paper)

Jacqui Clements

JC presented the report providing the SU key performance indicators for 19/20 and the Top 8 performance indicators. KPIs would usually be assessed and updated in October once performance for the year is confirmed, however due to the transition to new CEO, JC put together a set of KPI's for Directors to report back on in 2019/20, and asked the Board to approve.

Resolved: The Board of Trustees approved the KPI's 2019/20

6.8. O ELECTION REPORT (Paper)

Ben Newsham

BN provided the Election report giving an update on Democracy within the Union. The Board were requested to note the report and comment

JF suggested a useful comparison or benchmark would be against Students Unions' who are successful in this area

Resolved: The Board of Trustees noted the Election Report

**6.9. O TRUSTEE ATTENDANCE (Paper)
Churchill**

Marie Claire

Trustees felt the Board and Committee attendance report was not a fair reflection of the amount of time spent working on behalf of the Students' Union, and questioned the relevance of the report.

6.12. O BANK MANDATE / CHEQUE SIGNATORIES (Verbal)

Mark Crook

Bank Mandate Update

To be added:

- Chris Luck
- Bhawna Sharma
- Rob Parkinson (October 2019)

Credit Card Update

To be added:

- Bhawna Sharma
- Chris Luck
- Rob Parkinson (October 2019)

To be removed

- Emma Millington
- Jacqui Clements
- Jacqui Anderson



Resolved: The Board of Trustees approved the updates to the Bank Mandate and Credit card provision.

6.13. O NOTE OF RESIGNATIONS

The Board of trustees noted and approved the resignation of the Sabbatical Officers, Liam Jackson – President, Larissa Kennedy – Education, Leo Palma Carranza – Societies, Jemma Ansell – Welfare and Campaigns, Balraj Dhingra – Sport, Ellie King Post Graduate (August 2019)

Student Trustees – Bethany Kynman and Brendan Tan

Resolved: The Board thanked all the outgoing trustees for their handwork and commitment throughout their term in office.

6.14. O NOTE OF APPOINTMENTS

The Board of Trustees noted and approved the incoming Sabbatical Officers

6.15. O ACTION LOG (Paper)

JC ran through updating the Action log

Jacqui Clements

6.16. O ANY OTHER BUSINESS – OPEN

Renewed registration for the ICO for next year.

Trustees Expense claims need to be submitted by the end of the financial year, July 2019

Time and Date of Next Board of Trustees Meeting – 16th October 2019

Signed: _____
Chair of Board of Trustees 2019/20

Date: _____

