

BOARD OF TRUSTEES

Date: 16th October 2019

Time: 16.30pm

Venue: SUHQ MR2

MINUTES - Open

Circulation:

Ben Newsham, Tiana Holgate, Milly Last, Chloe Batten, Luke Mephram, Charlotte Lloyd, Alice Churm, Max Renna, Alice Dermody Palmer, Lukasz Kolodziej, Amy Jaiteh, Melanie Chen, Lara Onel, Andy Ward, Nyasha Pitt, Graham Parker, Jill Finney, Angella Hill Watson, Mark Crook, Nirmla Devi, Chris Luck, Rob Parkinson

APOLOGIES FOR ABSENCE

Graham Parker, Andy Ward and Nirmla Devi

DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest declared

In Attendance

1.6 Welcome Week Review – Steve Russell - Commercial Director and George Dowding - Interim Marketing and Communications Director

REGISTER OF INTEREST FORMS

1.1. O MINUTES OF THE PREVIOUS MEETING – OPEN

That the open minutes of the 24th July 2019 be approved as a true and accurate record of that meeting.

1.2. O MATTERS ARISING

No matters raised

1.3. O CHAIRS BUSINESS

BN highlighted the Sabbatical officers work and achievements during their initial weeks in office. Including

- Laundry Services Improvements
- Cancellation of charges for University ID cards when requiring replacement for lost or stolen cards.



- Election Voting increase
- Additional Vegan options in the SU commercial venues
- Work within the Decolonisation project.

Matters for decision/discussion

1.4. O TERMS OF REFERENCE (ToR) (Paper) - OPEN Ben Newsham

Following the Board Effectiveness review, the Board of Trustees approved the Terms of Reference for the Sub Committees,

- People & Remuneration
- Audit & Risk
- Governance and Appointments.

At the initial meeting of the People and Remuneration Committee questions were raised over the format and content of the Terms of Reference, challenging them for being too detail orientated and not strategic enough. An action was taken to review all Sub Committee ToR through the Governance and Appointments Committee.

The Board are requested to approve the review of the ToR for each committee through the Governance and Appointments committee and to make full recommendations to the Board.

MC highlighted two points –

- Where the ToR state *to consider and make recommendations*, the terms should include where the recommendations are to be made to i.e. Board of Trustees
- Audit and Risk committee ToR no mention is made of who is responsible for setting the risk exposure and appetite.

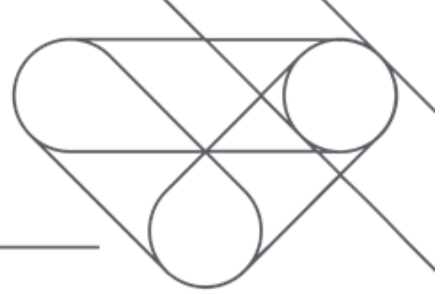
Resolved: Trustees approved the review of the Terms and Reference within the Governance and Appointments Committee.

Resolved: Trustees to feedback ToR Comments and recommendations on all three sub committees to **MCC**

1.5. O END OF YEAR STRATEGIC PROJECTS & KPI'S Chris Luck (Paper) - OPEN

CL provided the Board with the KPI report for 2018-19, highlighting areas for concern, but also a number of major achievements for the year.

- **CL** raised the issue of the high number of KPI's we are working towards, possibly this should be reviewed, taking into consideration the existing workload of the staff



- **ML** suggested there should be more environmental issues within the Performance Indicators, in our bid to be a sustainable Students Union.
- We should establish a process for removing one KPI when another one is added.

AC questioned the process and criteria questions for accessing our performance i.e.:

- Post graduate satisfaction is included within the survey, if the Post grad is not satisfied they are unlikely to contribute to the survey
- Whether students find the events programme appealing is, based on the number of tickets sold, which possibly isn't a realistic measure

RP highlighted the work we have ahead of us with regards to Strategy, Structure and KPI's, suggesting possibly we have over complicated the process, and in preparation for the work ahead we should consider what are the most important areas, and reduce that again by selecting the most important things within those areas.

The Sabbs raised the question of how we should celebrate the good work we have undertaken? **RP** suggested the SABBS consider the question and feedback to **RP**.

Resolved: Sabbatical Officers to consider the best process for celebrating and communicating our achievements to the Students

1.6. O WELCOME WEEK REVIEW (Verbal) - OPEN

Steve Russell
George Dowding

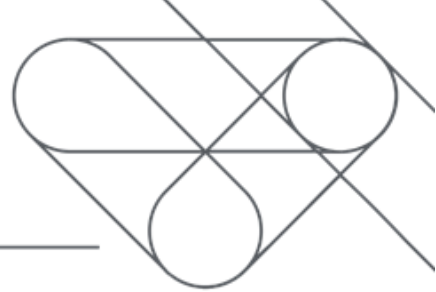
SR and **GD** attended to provide a review of Welcome Week.

Marketing and Communication feedback

- Welcome week had been very successful, with excellent feedback from Students, Officers and Staff.
- Communication and Marketing did a great job, producing large amounts promotional material
- An increase in interest for non-alcoholic events
- Increase in social media

Commercial Review

- Commercial performance over the 10 days was good, However Saturday was quieter than expected. **SR** expressed interest in understanding from the University the numbers of Students who actually arrived on the Saturday, Sunday was far busier
- All events were sold out, although we experienced a high number of last minute sales, with the Fresher's passes to all events not selling out until Monday evening.



- Year on year comparisons will need to take into consideration the difference in weather conditions, last year 2018/19 welcome week was held during a mini heat wave, this year 2019/20, on the whole the weather has been poor with heavy rain.
- Overall good performance although slightly down on last year.
- Societies and Sports fairs moved to the Sports Hub with huge attendance numbers, over 7,000 attended, which caused tills to crash. The Societies Fair may need to be held over two days next year due to the numbers wishing to attend.

Campaigns and Community events

- Day time and Non-Alcohol events including Craft workshops, meet and greets, etc received a good level of engagement, and were generally oversubscribed. **GD** suggested we look at how we manage this next year.
- Increased engagement with harder to reach students, i.e. Medical
- Democracy and Development fair – the team were present to talk to students' about the forthcoming elections, which they feel paid dividends with an increase in nominations and hopefully a record number of votes.

On behalf of the Board, thanks extended to the Communication and Marketing teams and Commercial team, for all their hard work prior to and during Welcome Week.

NP would like to receive more statistics and figures in the presentation, and stakeholder feedback. **GD** is waiting for the University feedback.

AC raised the issue of the some student groups not engaging with welcome week, and looking at how we better communicate and engage these groups. Including Post Graduate groups etc. **GD** agreed and has discussed this with **AC**.

NP stressed we have done research in to our post grad offering, but **AC** suggested that we don't want to try to persuade them to participate in what is already on offer, but to consider the alternative activities that would engage the Post grad students.

1.7. O SABBATICAL OFFICER PRIORITIES (Paper) – OPEN

Sabbatical Officers

Top ten priorities for the Sabbatical team, the points are high level with a plan to draw out the deliverables.

- Holding the University to account as it reforms its Disciplinary processes. – **BN**
- Campaigning for improvements to Wellbeing Services and all the services intended to care for the mental and physical health of all students. - **TH**



- Ensuring the University continues to work to close the Black attainment gap, and makes our campus one where every student can feel safe and supported no matter their background. - **CB**
- Fighting for an education system that is free, liberated, and accessible to all. - **AC**
- Transforming the Students' Union into an organisation that students find relatable and useful by better communicating with students of all types. - **ML**
- Ensuring the University and SU undertake real action to address the Climate Emergency. - **ML**
- Harnessing the power of Sports Clubs and other student communities to bring about the change they want to see at the university and beyond. - **CB**
- Lobbying for an affordable, welcoming and comfortable campus that nurtures a stronger sense of community. - **BN**
- Empowering students to shape their futures by giving them the skills and knowledge they need to succeed outside of their degree. - **LM**
- Improving the experience of students, as they become members of our surrounding communities in Coventry and Leamington. - **TH**

NP highlighted the importance of the relationship working with the University, to be mindful of our wording within documents and papers, to ensure it is collaborative and positive.

JF suggested that at the last Board Meeting of the Year there should be an opportunity to hear what the SABB's have achieved. Commenting that this list is very ambitious with any one of the points taking considerable time to complete, so be mindful that less can be more, and to take the time to focus on what you really want to achieve in your time as a SABB.

RP highlighted the need to find a mechanism to sustain the work of the SABBS beyond their term in office.

1.8. O **WARWICK STUDENT CINEMA LOAN PROPOSAL (Paper) – OPEN**

Luke Mepham

LM ran through a request for funding to support the purchase of a new digital projector in order to continue operating, the cost of the projector is approx. £89k. Following fund raising and donation applications they have a shortfall of 10k and request a loan of 15k to include operating costs, over a 5 year payback period with interest set at Bank of England base rate +2%.

MC ran through the Trustees powers within the Articles of Association and Treasury Engagement Policy Responsibilities concerning loaning Students' Union funds.



NP enquired to the income from the Cinema Society, and the reasoning behind the 5 year payback term. **MC** will provide the income and cash flow forecast. The 5 year payback term was at the Cinema Society request.

MR requested assurance that we are confident that this would be paid back and not fall into a bad debt

JF stressed the importance of understanding why we are lending to this society as opposed to the many other societies who may require funding on campus, and to ensure we are clear on responses to other societies. The Sabbs stressed the impact of the Cinema society on the Campus, and the high number of students who engage.

Resolved: MC to provide the trustees with the Cinema Society Income and cash flow.

Resolved: The Board of Trustees approved the loan to the Cinema Society of 15k to be paid back over a 5 year period.

Matters for information

1.9. O ACTION LOG (Paper) - OPEN

Chris Luck

CL ran through the Action log and this will be updated and distributed.

1.10. O ANY OTHER BUSINESS – OPEN

RP raised the rescheduling of the September Strategy day, MCC will organise a date, end of November beginning or December

Time and Date of Next Board of Trustees Meeting – 4th December 2019

