

BOARD OF TRUSTEES

Minutes - Open

Date 16th February 2021

Time 2pm

Venue Teams

Circulation:

Luke Mepham, Charlotte Lloyd, Akosua Sefah, Olly Barron, Izzy Bourne, Shingai Dzumbria, Megan Clarke **(MC)** Amy Jaiteh, Lara Onel, Felicity Andrews, Jemimah Aggrey, Toby Kunin, Samuel Baldwin, Angella Hill Wilson, Harnaik Dhillon, Shanice Daeche, Azzees Minott, Mark Crook **(MC Finance)**, Rob Parkinson, George Dowding, Celia Mankelow, Steve Russell, Fay Shorter

Apologies for Absence

Declaration of Conflicts of Interest

Previous Minutes Open

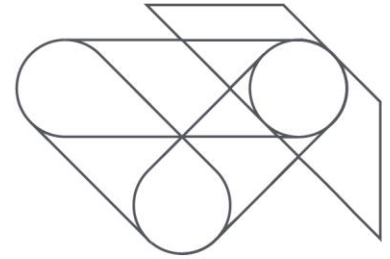
The Board approved the open minutes of the 8th December 2020 as a true and accurate record of that meeting

Matters Arising

No further matters arising raised

5.7.O Travel and Subsistence Policy Report

MC Finance presented the Travel and Subsistence policy for approval, included in the policy is the addition of expense payments for Part Time Officers, as an interim measure during the development of a PTO Bursary paper to go to the University, included in the paper is the provision of payments of expenses for the PTO's to recognise their out of pocket expenses, **MC Finance** has suggested a flat rate of £100 per term, (20% increase for disabled PTO's for additional costs they may incur i.e. Travel expenses) this will be put in place until the Bursary proposal is taken before the University and a decision taken. **LM** questioned whether the PTO's would have to submit receipts for all their expenses, **MC Finance** clarified that the receipts are to show to HMRC that they are justifiable expenses, they should therefore hold onto receipts and submit them to Democracy department.



LM inquired as to whether we will be basing the payments on the number of roles or the number of officers as some roles are shared roles. We currently have 10 roles and 13 part time officers in post. The payments will be based on individual Officers, not the number of roles. The Board are happy to approve the allocation of funds for Part time officers in academic year 20/21.

The plan will be published on the SU sharepoint site, **MC Finance** will speak to **FS** on how best to disseminate to PTO's. Claims will be requested on Money Request Forms.

5.8.O Student Council Motions for Ratification

Due to the Board no longer being quorate it was agreed the student council ratifications will be approved via email, deadline Tuesday 24th February 2021. **Ratifications subsequently approved via email.**

AOB

FS - Student Council Report - The quarterly report will be submitted to Student Council every 3 months, (open Minutes are available on the WSU website as usual) .

MSL Board – MSL, we are required to have an additional member of the WSU Board to sit on the MSL Board, preferably Trustees who are here for longer than a year. MSL would also like us to consider the composition of the MSL Board. **RP** will email the Board of Trustees directly with more details.

The following items are to be noted for information without discussion

- 5.4.O Full Time Officers Report
- 5.5.O Chief Executive's Report
- 5.6.O People Projects Report
- 5.10 O Action Log

Date of next meeting: 4 May 2021