**BOARD OF TRUSTEES**

**Minutes - Open**

**Date 8th December 2020 Time 3pm 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, Jill Finney, Angella Hill Wilson, Harnaik Dhillon, Shanice Daeche, Azzees Minott, Mark Crook **(MC Finance)**, Rob Parkinson, George Dowding, Celia Mankelow, Steve Russell, Fay Shorter

In Attendance for Agenda Item 4.8.O Eseosa Akojie, Kimia Talebi

**APPOLOGIES FOR ABSENCE**

Megan Clarke, Samuel Baldwin

**CONFLICTS OF INTEREST**

**LM** declared a conflict of interest on behalf of the Officer team as salaried members of staff with regards to Agenda item 4.3.C Living Wage

**TK** declared a conflict of interest to Agenda Item 4.8.O, having been involved in similar motions, but not this specific motion.

**3.1. O MINUTES OF THE PREVIOUS MEETING – Open**

The Board approved the open minutes of the 18th November 2020 as a true and accurate record of that meeting

**3.2. O MATTERS ARISING - OPEN**

All matters arising will be picked up within this meeting

**FOR INFORMATION AND DISCUSSION**

**4.3.O CHAIRS BUSINESS (VERBAL)LUKE MEPHAM**

**LM** updated the Board on Student testing ahead of their return home, having tested a large number of students there have only been 11 positive tests so far, the majority of students will be able to travel.

**LM** thanked all the Student and Lay trustees for their work and commitment over the first Term.

**4.4.OFULL TIME OFFICERS REPORT (PAPER)FULL TIME**

The Full time officers provided the Board with a report of their individual work over the last few weeks.

**JF** asked **SD** about the survey carried out regarding Post Graduate needs and the information the results provided, **SD** responded that the survey results can be made available and highlighted the salient points

* More academic networking opportunities
* Mentoring with peers
* Career networking
* Social Events (in person, which haven’t been possible)
* International students highlighted that when coming to the UK from Countries with a very different Education system they would benefit from information to help them to transition to a different Educational model.
* English classes – They were signposted to the existing University services.

**SD** has restarted consulting with the Students to establish if their requirements have changed since the original survey, PG students also felt that the University and SU information regarding the Festive period was irrelevant for them, testing and returning to home was not tailored for PG students as their term times are very different so therefore the information was not applicable.

**JF** added that the FTO report was excellent, giving the Board a comprehensive update on their work.

**CM** asked if there had been any Wellbeing issues raised in her communication with the PG students. **SD** mentioned that Isolation is an issue, not being able to interact with other students, which has implications as they are not able to join up for Study groups which can affect their ability to work through queries and areas of their course which would benefit from collaborative working. The blended approach to work doesn’t give students enough time to discuss and explore their queries with other Students and Tutors. **TK** agreed that this has been a problem, and asked what the SU can do to help with this issue, **SD** suggested that they are trying to resolve the issue, and an approach similar to ‘speed dating’ to facilitate better discussion and communication was being looked at and felt that maximum collaboration with the University will assist with this.

**SD** to send **TK** the information on the “speed dating’ approach.

**OFFICERS**

**4.5.OCEO’S REPORT (PAPER)ROB PARKINSON**

**RP** provided the Board with a report for the end of Term one and went on to highlighted additional points:

* Sports partnership review group met 7th Dec, it was a good first meeting looking at the strengths brought by both sports departments and looking at problem areas, the work will continue in the New Year with an intention to bring a report to the SU Board of Trustees and The University in March.
* MSL continue to increase their profile within Ireland and Australia, and their strategy of increasing emerging markets appears to be working.
* ED&I Group meetings are continuing, **CM** added that we have a full steering group Terms of Reference which will provide an initial approach to moving forward, but also the basis of long term work, we have agreed to bring together the overall review and training into one combined tender, and this tender document has gone to the steering group for review. January 2021 we will commence the tender process, with a view to beginning the review in February.

We are currently requesting information from Colleagues to add to a Human Library, including links to Ted Talks, training information, Individual Blogs etc, Louise Marjoram is compiling this.

The Board Congratulated the MSL Board on their work

**DECISION & DISCUSSION**

**4.6. OMANAGEMENT ACCOUNTS (PAPER)MARK CROOK**

**MC Finance** highlighted salient points from the first set of Management accounts for this Academic year. The budget profile set and approved has subsequently been greatly affected by the Impact of Covid on Food & Beverage sales, however the overall financial position is slightly better than anticipated and our cash position remains strong and should stay in a liquid position for the remainder of the year.

The HMRC investigation into the “Staff Taxis” has resulted with a payment of £6500 in back tax, this issue is now resolved.

**RP** asked how concerned **MC Finance** currently feels regarding the Financial situation, MC Finance explained that although we still have to remain mindful of the Financial implications of Covid, the Job retention scheme has helped, as would a rent waiver partial or full. Staying in Tier three in the new year will have implications, but we are in a slightly more comfortable position.

**4.7. OCOMMERCIAL UPDATE POST SECOND LOCKDOWN STEVE RUSSELL**

**(VERBAL)**

**SR** updated the board on the current restrictions in place for the commercial outlets, we are only opening Curiositea offering Dirty Duck menu options for a takeaway service.

The tier restrictions are being reviewed on 16th December, if Coventry remain in tier 3, we will continue to trade with Curiositea, however if the Coventry tier is reduced to 2 we can also then trade the Dirty Duck offering alcohol sales with a substantial meal, we have planned for both scenarios, and have currently furloughed as many of the commercial team as possible.

**AM** asked, given that your takings are £800 per day are you considering any further services to increase revenue, **SR** stated that currently experimenting with additional services would be difficult and could be costly due to the reduced numbers of Students on campus, but we are constantly reviewing our offer to increase trade.

**4.8.O MOTION – WARWICK UNIVERSITY TO FULLY DIVEST FAY SHORTER**

**FROM ALL UNETHICAL INDUSTRIES & RELEASE ALL  INVESTMENTS**

**FS** provided the Board with an overview of the Boards position on the motion following the previous meeting where we discussed the Student Council approved motion to fully divest from all unethical industries and release all investments and the subsequent legal challenge from UK LFI (solicitors who identify as supporting Israel) who raised a number of concerns regarding the validity of the motion on both procedural and legal grounds. Following receipt of the letter the WSU obtained legal advice, which was discussed with the proposers of the motion.

**FS** handed over to Kimia Talebi (**KT**) and Eseosa Akojie (**EA**) to present their paper, **KT** and **EA** provided their timeline for the events following the motion, and their defense of the motion.

**AHW** suggested that following a review of the papers, and the proposers legal advice, we need to take time to discuss and address the issues before the February meeting, and will discuss with the Board timescales to move forward.

**AM** than **KT** and **EA** for the presentation, and following reading of all the documents, we can discuss further and make a decision.

**AS** raised concerns regarding the Chair and Trustees not being fully consulted with fully prior to the Board Meeting, and asked that we establish a framework for Trustee consultation, providing all managers with a copy of the Chairs role and remit.

**FS** responded, to the challenges regarding the timeline, outlining the actions that had been taken following the last meeting and the receipt of the Legal document, explaining the trustee interaction and information, and the subsequent changes to the plans for inviting **EA** and **KT’s** to the Board meeting.

**EA** questioned who on the Board was consulted regarding this point, and why was the meeting date changed and moved. **FS** went through the actions to diarizing the meeting on a convenient date for all concerned.

**RP** responded that throughout the process the key focus as a board of trustees is to ensure the Union operates within it legal responsibilities. We procured legal advice and have

consulted to provide a clear view on the Boards position, it is totally appropriate to gain a second legal opinion and for this to be considered, our intention in the run up to today’s

meeting was to give time for the 2nd legal stance to be sought but also give the Board time to process it.

**LM** suggested we consult on all the legal advice and come back to **EA** and **KT** with a plan to move forward, **LM** thanked **EA** and **KT** for their attendance and presentation. **KT** added the legal documentation will not be ready before next week, week commencing 16th December 20.

**FOR INFORMATION**

**4.9. O SUB COMMITTEE UPDATE**

1. **AUDIT & RISK (PAPER)OLLY BARRON**
2. **GOVERNANCE & APPOINTMENTS (PAPER)AKOSUA SEFAH**
3. **PEOPLE & REMUNERATION (PAPER)ISSY BOURNE**

The Chairs of each board ran through the work that has been carried out over the last few weeks including:

**Olly Barron – Audit and Risk**

* Review of the complaints procedures
* Deep dive into the risk register including stakeholder engagement
* Stakeholder mapping
* Communication of SU positives and wins.
* Student Council update

**AHW** would like a better understanding of workings and procedures for Student Council, **LM** suggested **FS** take the Lay Trustees through the role of Student Council.

**SD** raised issues regarding Mental Health and communication, and felt that the SU needs to rethink communication and being a less reactive organization, **SD** offered an example, regarding Report and Support welfare services communicated to PG students, it then became apparent all students needed this information. **SD** added we need to do a big piece of work on the SU reputation. **TK** commented on a social media post regarding an historical incident last week, it gave no indication of the work the SU had done originally in response to the issues. **GD** took onboard all the points raised regarding the communication issues and the need to promote the positives. **FS** raised that the SU may not have a good

reputation, but the SU does good work which it doesn’t necessarily get the credit for, especially within Academic representation.

**TK** asked **GD** what could be done to communicate Report and Support, **SD** has been working with Minhas Ali (Advice Centre and IB, putting together a group and Terms of Reference, to look at offering the Students an abridged simple version of how Report and Support program works.

**Luke Mepham – Governance and Appointments**

* Akosua Sefah and Shanice Daeche were approved as Chair and Vice Chair
* Reviewed the TOR, and the intention to review all TOR end of 2021
* Trustee Skills Audit, and the best ways of assess the training requirements for Trustees
* Board Effectiveness review
* Presentation of the paper on Improving Governance links, recommendation to provide the Council with a Board Report
* Lay Trustees Ratification
* Exit Interviews

**Izzy Bourne – People and Remuneration**

* PTO remuneration presentation which will be presented to the Board in February 2021
* Update to the HR Reporting format
* EDI updates
* Reorganisation Update

**4.10.** OACTION LOG (PAPER) MARIE CLAIRE CHURCHILL

**MCC** updated the Board on the action log.

**LM** suggested he will consult with **RP** regarding the action and time frame of dealing with the Motion presented by **KT** and **EA**.

**4.11. O AOB**

**FS** informed the Board of the 2 motions which went through council last week

* LGBTQUA, which was the inclusion of the Q,
* Sexual Health motion, which the Board are working on now, this motion will go through impact assessment prior to going to ASV.

MC Finance asked if any member of the Board of Trustees would be interested in sitting on the Board of MSL. **MCC** to send out note requesting expression on interest.

**DATE OF THE NEXT MEETING – 16TH FEBRUARY 2021**