



Students' Union Trustee Board

Minutes of the Meeting of the Trustee Board Tuesday 17th November 2015 – EE G020

Present:

Wesley Hudson (President - **Chair**) - WH
Lewis Arnold (VP Education) - LA
Hemaka Pathirana (VP Student Activities) - HP
Natalie Hanson (External Trustee) - NH
Richard Bishop (External Trustee) - RB
Jill Wilson (External Trustee) - JW
Diane Noble (Student Trustee) - DN

In attendance:

Sophie Williams (SU Chief Executive) - SW
Ross Renton (Pro Vice-Chancellor Students, University of Worcester) - RR
Samina Fiaz (SU Finance & HR Assistant, also Minuting Secretary) - SF

1. Attendance and Apologies

- 1.1 The Chair welcomed Trustees and Officers to the meeting. Apologies were noted for Alice Gentle and Zac Pritchard (Student Trustees).

2. Minutes of the last meeting

- 2.1 Minutes of the previous meeting were approved.

3. Matters arising

- 3.1 With reference to point 13.1.1, contact had been made regarding training with the Charity Commission Outreach Officer and details passed to SW.
- 3.2 With reference to point 6.1, this has been postponed to the January Trustee Board meeting.
- 3.3 With reference to point 13.2 regarding the vacancy for an additional Student Trustee, dates had been decided for shortlisting on 1st December and interviews on 3rd December.

4. Declaration of Conflicts of Interest

- 4.1 No conflicts of interest were noted.

5. Administration Matters

- 5.1 Approval of SF as Secretary to the Board.

- 5.2 The Chair asked attendees if there were any questions regarding the Delegated Responsibility Matrix (DRM). SW had cross-referenced the DRM with those of other Students' Unions. All were in agreement with the draft DRM, which was then approved.
- 5.3 A question was raised regarding the frequency and method of student staff salary payments. SW confirmed that student staff are now paid by Weekly BACS (rather than cash) which would change to Monthly BACS in the New Year. The first monthly payment will take place on 28th January, about which the students are aware and happy.

6. Finance Matters

- 6.1 Commercial in Confidence item
- 6.2 SW announced the appointment of the new Finance Manager, Robert Cox, who accepted the post that day and suggested that Robert attend the next Trustee Board meeting.
 - 6.2.1 SW confirmed that she was working on a new budget at the University's request and that the Union was still not in a position to provide monthly financial accounts but hoped to be able to do so at the end of November 2015.
 - 6.2.2 A reinstatement of the Board's Finance Committee was proposed, to meet monthly. Other required committees were proposed; a HR committee and Remuneration, which would be discussed more fully at the next Trustee Board meeting.
 - 6.2.3 WH agreed to arrange a Finance Committee meeting for the first week of December, it was discussed who should attend and this would be confirmed in agreement with the Bye-laws [RR leaves the meeting at this point]
- 6.3 With reference to the Risk Register it was noted that moving forwards, the ATM's may be managed by UW. Implications were discussed around the loss of commission, as well as the loss of income from the removal of the card charges from the shop, which the University were very keen for the Union to implement.
 - 6.3.1 Point 1.9 of the register is discussed. It is noted that point 5.8 needs to be put into action immediately. Point 5.7 was recommended for discussion at the Finance Sub- Committee meeting. SW confirmed that the Risk Register would be reviewed and updated annually at this time each year. External Trustees requested that, currently, a review of the Risk Register be carried out quarterly.

7. Governance Matters

- 7.1 Regarding recruitment of a new Student Trustee, it was confirmed selection would take place on 1st December followed by interviews on 3rd December and that there had been some interest in the post.
- 7.2 LA reported on a successful By-Election with approx. 1600 votes cast. Some Student Council Rep positions remained vacant but a number of students who had had submitted nomination forms to be co-opted into these positions.

- 7.3** A provisional date of 15th January 2016 was announced for the AGM. WH had already written to the NUS requesting attendance. A discussion ensued around the difficulties in making the meeting interesting and engaging, hence the decision to try and invite NUS and use the opportunity to elicit some wider debate amongst students.

8. Officer Priorities

- 8.1** The VP Student Activities, reported that the Part-Time Officers have been a huge help. Also, that visits to Partner Colleges in Cornwall had been arranged for January. SW agreed to forward on to all Trustees the Weekly Comms Briefing prepared by the SU's Communications Coordinator which details SU events.
- 8.1.2** A discussion was had around how the SU had supported Student Services to raise awareness of the Access and Learning Fund.

9. Chief Executive Officer Report

- 9.1** SW informed the Board that a poor response had been received to the post of Senior Bar Supervisor and that the role was being advertised further afield.
- 9.2** Commercial in Confidence item
- 9.3** Commercial in Confidence item
- 9.4** SW outlined her plans to ensure better HR procedures and contracts for new staff.
- 9.5** SW confirmed that UW would be taking over management of cleaning within the SU and that she had met with a member of Personnel from UW around possible TUPE arrangements.
- 9.6** Sophie advised she has met with the UW Health and Safety Manager to begin discussions for improvements in Health and Safety at the SU and has established a Health and Safety Committee which is making progress in a number of areas.
- 9.7** Commercial in Confidence item
- 9.8** A discussion was had around performance of the bar, its appearance and a need for reinvestment.

10. Executive Committee Minutes

- 10.1** LA confirmed that SW and had attended the Audit Committee where an update report was submitted and they were happy with progress. They have requested a further update in the Spring.

11. Student Council Summary

- 11.1** WH confirmed that the Student charter was sent to Student Council to be approved and he is awaiting a response from the Academic Registrar on this. Societies were approved. Student Council members had brought up the issue that the SU's block grant was lower than other universities.

12. Board of Governors

- 12.1** An update had been provided to the University Board of Governors on the future focus of the SU; moving to focus more on representation and student welfare, with which the Board were happy. An annual impact report will be provided by the SU to ensure that we inform the University and stakeholders of our outcomes and impact on the student experience.

13. AOB

- 13.1** WH notified the Board that he would be attending an event at the University Arena aimed at Higher Education Institutes with talks based on 'Value for Money'.

Meeting Ended

Summary of Actions

Action	For	To be completed by
Contact CC re training for Board	SW	December 15
Arrange first meeting of the Finance Sub-Committee	WH	w/c 7 th December 2015
Ensure the Board receives an update on the Risk Register in the March meeting	SW/SF	8 th March 2016
Current staff structure to be sent out to TB	SW	Asap

Date of next meeting: Tuesday 19th January 2016

NB this has since been changed to Tuesday 2nd February 2016 at 6pm