

Students' Union Trustee Board

**Minutes of the Meeting of the Trustee Board
Tuesday 5th December 2017 – EE G024 @ 6pm**

Present:

Jade Haley (Chair) - JH
Euan Morrison (VP Education) - EM
Jill Wilson (External Trustee) – JW
Elaine Spalding (External Trustee) - ES
Paul Kellard (Student Trustee) – PK
Ivan Steblyuk (new Student Trustee) - IS
Abigail Toon (new Student Trustee) - AT

In attendance:

Sophie Williams (SU Chief Executive) - SW
Samina Fiaz (SU HR & Admin Coordinator, also Minute Secretary) – SF
Clement Servini (Marketing & Communications Coordinator) – CS, in attendance for Marketing presentation
Robert Cox (SU Finance Manager) – RC, in attendance for items 7 & 8

1. Attendance and Apologies

The Chair welcomed Trustees and Officers to the meeting. Apologies were noted for Sophie Glenny (VP Student Activities - SG) and Margaret Jolley (External Trustee - MJ).

2. Marketing and Communications presentation

A presentation from Clement Servini, the SU's Marketing and Communications Coordinator on recent progress and future plans for marketing at the SU.

The timing of the proposed Student Survey was queried and SW explained there was a limited window of time in which this could be conducted due to an embargo of other surveys during the NSS (National Student Survey), which runs from January until April.

3. Minutes of the last meeting

Minutes of the previous meeting were approved. PK's initials to be corrected.

4. Matters arising

All actions had been completed from the previous meeting except 'JW and ES to liaise outside of the meeting on the role of Supervising Trustee', which they will do asap. SW's action to contact the UW Director of Arts and Culture to obtain contact details to add to the impact report distribution list was also still outstanding. SW to contact ASAP.

5. Declarations of conflict of interest

None

6. Chief Executive Officer Report

- 6.1 SW stated that there was no real update on the issues with the SUSS pension. The Finance subcommittee had discussed that more SU's were questioning and

challenging the SUSS deficit and that questions will be asked at the SUSS AGM in March 2018.

RC will be attending an NUS Finance Managers meeting next week where the SUSS pension will be on the agenda.

- 6.2 There are some maintenance issues in the SU, particularly in relation to heating which is affecting student staff working at the Welcome Desk, the issue is being looked into.
- 6.3 There are currently five core staff members in their probationary periods and all are doing well so no problems are envisaged at this stage.
- 6.4 The Bar continues to do much better financially and in terms of engagement, with a wider range of student and external events put on for students this year.
- 6.5 NUS Extra card sales were a hot topic of discussion at the recent NUS Strategic Conversation event that SW attended. NUS have stated that by Summer 2018, they will be launching a new NUS Extra offer that will be a digital proposition and will improve the local experience for students, as well as able to promote opportunities within SUs. The aim is to reach users from just under 1 million currently to 5 million in 5 years. SW will keep the board posted as details could not be given at the event, due to the proposition being commercial in confidence. NUS are working with One Voice, a global digital company to revamp the card and beat the competition.
- 6.6 The NUS affiliation fee was also discussed at the meeting with an announcement that, following a stated case involving the Joseph Rowntree Foundation, the Charity Commission have deemed that SUs are unable to affiliate to NUS as NUS is not a charity (which many did not realise). Charities can only pay non charities in 2 ways – as a payment for goods and services or via a grant. The proposal is that SUs will grant NUS money as the fact that SUs pay such differing amounts, it would be difficult to justify a payment for goods and services. The Trustee Board would then need to record that they were happy to pay NUS a grant. A discussion followed on potential impacts and ramifications of this, and if the SU could decline to give the grant. SW stated that the announcement had raised lots of questions on the CEO network and that she would gather further information from the Deputy CEO at NUS and report back at the next meeting.
- 6.7 There have been 68 cases for the Advice Service, which is a 20% increase compared to last year. This is good progress and the Advice service has been busier but further work is needed to increase service usage. SU Out and About was also busier in November compared to the previous two months.
- 6.8 The Sports Strategy, at the request of SW, was on the agenda at the first meeting of the Sports Development Board this academic year. Sports team behaviour had, overall, been very good so far this semester and members seemed more aware of the expected behaviour. There had been few issues with the Men's Rugby team, with players aware that Varsity could be forfeited if there were further issues of note.
- 6.9 SU staff met with David Green, UW Vice Chancellor, recently as all University departments have been invited to do so. The meeting was an opportunity for SU staff to learn about and input on the new UW strategic plan, which was very welcomed.

- 6.10 The SU's report for the NUS Poverty Commission, which is being written in partnership with the University is nearly complete.
- 6.11 Other topics of discussion at the NUS Strategic Conversation event which SW attended included compliance with GDPR (General Data Protection Regulation) which will be enforced in May 2018, NUS finances, the BAME (Black and Ethnic Minority) attainment gap in higher education and also a session on the OfS (Office for Students).

Action – SW to enquire further with regards to the grant to NUS and report back at the next meeting

7. Monthly Management Accounts – October 2017

RC took the Board through the key points from the October accounts, which showed the SU as performing well. The year to date profit was lower than budgeted, which was largely down to timing issues (such as not receiving NUS Media income - for Welcome Week - yet but being charged earlier than expected for the NUS affiliation fee and Astons coaches) and no cause for concern. [Commercial in confidence item]. The Board approved the accounts.

8. Risk Register

- 8.1 There had been a few changes to the Risk register, which painted a much more positive picture, overall, and more areas being lower risk. SW talked about GDPR and the need to make arrangements for compliance which will be effective from May 2018. The introduction of GDPR posed a slight increase in risk in this area. SW went on to explain that whilst GDPR is not aimed at SU's and is an EU regulation aimed at improving data protection for EU citizens, the SU will need to demonstrate that policies and procedures are in place to ensure compliance. Student committee members will need to have training to ensure they understand the requirements for GDPR and that training documented as evidence. SW confirmed that GDPR will cover international firms operating in the EU. It was queried whether BREXIT will have an impact on the SU's obligation to GDPR and SW confirmed that due to the UK being geographically within the EU, it would. SW confirmed that the SU would need to set its own policies and procedures to meet the GDPR guidelines.
- 8.2 The board approved the Risk register.

9. Matrix of delegated responsibility

- 9.1 There was no change in the matrix. The board approved the matrix.

10. Board Sub-committees

- 10.1 The HR subcommittee meeting scheduled to take place earlier in the day was postponed as SG and MJ had sent their apologies. Although quoracy would still have been achieved, there was nothing of significant importance on the agenda so it was agreed that the meeting be postponed.
- 10.2 Notable points from the Finance subcommittee were discussed. [Commercial in confidence]. SW informed the board that the SU would be undertaking an NUS Cost Benefit analysis over the coming months and findings would be reported to the Board in due course.

Action – SU to conduct an NUS Cost Benefit Analysis

11. Officers' Report

- 11.1 EM updated the Board on the range of activities and fundraising events that have taken place in the SU recently which included a 'Rowathon' in support of Children in Need. RAG week was a success with events including a film night and cake sale with a total of £940 raised during the week. SG and JH are planning a campaign to encourage students to 'Take a break' from their mobile phones.
- 11.2 'Movember' and 'International Men's Day' were promoted by EM to raise awareness of men's health and where male students can find help. Fundraising from Movember totalled £360. Other campaigns included 'Look after your mate', 'Inclusivity reps' and 'How are you getting home'.
- 11.3 JH had been campaigning for 'Don't rent yet' to discourage students from signing accommodation contracts too early and instead attend the Housing fair at the end of January before confirming any accommodation arrangements for the next year. There would also be an opportunity for students who don't have confirmed housemates to meet others in a similar position.
- 11.4 The 'New Year New Soc' campaign had generated three new societies, with an additional four more lined up for meetings with the Student Engagement Coordinator. The campaign would be promoted again during Refreshers week.
- 11.5 EM updated the board on SG's student survey, on whether the SU needed to lobby the University to keep Wednesday afternoons free of lectures. This was a work in progress. The board discussed this matter and timetabling further.
- 11.6 Course Rep and Institute Rep training had taken place earlier in the semester. 140 course reps had been trained during this time. JH, EM and the Student Engagement Manager had visited the Partner Colleges in Cornwall to deliver further Course Rep training. A review of Academic Representation was underway, with the University and the first Course Rep conference will take place on 6th February 2018 to help Course Reps to further develop their skills.

12. Welcome Week Report

- 12.1 EM reported that those students who attended Welcome Week were mainly St Johns Campus residents and 1st year students. It was established that students found out about Welcome Week mainly via posters, Facebook posts and word of mouth. Suggestions for improvements were that more events were needed for mature students, daytime events for commuters and also the need for events at City Campus. Overall, feedback from students was very positive.

13. Elections Report

- 13.1 EM informed the Board that the Autumn Bye-Elections took place in October. There were 7 part-time Officer positions contested (the candidate for the 8th position withdrew their application). It was reported that there was a good mix of representatives for the part time Officer positions, the majority being female.
- 13.2 Voting statistics showed that there was an increase in the number of voters and votes compared to last year. There were slightly more votes received via the website compared with voting booths but it was almost a 50/50 split.

- 13.3 In a repeat scenario from last year, very few Student Council positions, of the 16 available, were filled, and a more successful co-option process followed.
- 13.4 The remaining 2 NUS delegate positions were contested and filled.

14. Governance review update

- 14.1 JH, along with the Student Engagement Manager, had spoken to many other SU's regarding their governance structure. Three structures were identified through this as being potentially suitable for the SU to adopt or adapt and JH gave an overview of the three. Student consultation would also take place via Course Reps, Institute Reps and Student Council to assist with the governance review. A postcard campaign would also be launched asking all students to give feedback on the options.

15. Executive Committee

- 15.1 Executive Committee had met once, the meeting being very positive. The second meeting was cancelled due to the number of apologies. JH had established that the committee only needed to meet four times each semester as opposed to every other week at present, and so would discuss this with Student Council. The meetings are an opportunity for Part-time Officers to discuss and share their campaigns.
- 15.2 JH updated the board that the BAME (Black & Minority Ethnic) Officer had recently launched a campaign on domestic violence via SU Out and About. This worked well as students got to speak to students and there was less core staff involvement.

16. Student Council Summary

- 16.1 A meeting was held in mid-November. The Disability Officer position had not been filled during the Elections so the position was co-opted in, as well as four other Student Council positions.
- 16.2 The name of the Ethnic Minority Officer was changed to Black & Minority Ethnic Officer, resulting in an amendment to the Bye Laws (which the Board approved under AOB).
- 16.3 Other points of note from the meeting were parking for motorcyclists and the annual accounts and trustee report were ratified.
- 16.4 Student Council would meet again next week.

17. Board of Governors Summary

- 17.1 One Board of Governors meeting had taken place. The academic calendar had been approved with most of the student feedback supplied by the SU having been taken on board.
- 17.2 [Commercial in confidence]
Action – JH to include the Board's suggestions for the ambitions list on the SU's response to the UW strategic planning group..

18. Any Other Business

- 18.1 The Student Council motion to change the name of the Ethnic Minority Officer to Black & Ethnic Minority Officer needed to be approved by the board, approved by all.
- 18.2 Following emails in relation to the date for the next board meeting in January, it was agreed that the meeting would be held on 30th January instead of 16th January. This would ensure there was enough time for SW to collate, prepare and send reports to the Board following the Christmas and new year break.

Meeting ended.

Summary of Actions:

Action	For	To be completed by
Amend PK's initials on minutes as recorded incorrectly.	SF	ASAP
SU to conduct an NUS Cost Benefit Analysis	SW	May 2018
SW to enquire further with regards to the grant to NUS and report back at the next meeting	SW	January 2018
Include Board's suggestions for the ambitions list.	JH	For next BoG meeting

Date of next meeting: Tuesday 30th January at 6pm.