

## Students' Union Trustee Board

**Minutes of the Meeting of the Trustee Board**  
**Tuesday 15<sup>th</sup> May 2018 – EE G020 @ 6pm**

**Present:**

Jade Haley (Chair) - JH  
Euan Morrison (VP Education) – EM  
Jill Wilson (External Trustee) – JW  
Elaine Spalding (External Trustee) – ES  
Margaret Jolley (External Trustee - MJ)

**In attendance:**

Sophie Williams (SU Chief Executive) - SW  
Samina Fiaz (SU HR & Admin Coordinator, also Minute Secretary) – SF  
Lucy Conn (President Elect) – LC  
Harrison Jarrett (Vice President Student Activities Elect) - HJ

**1. Attendance and Apologies**

Apologies were noted for Sophie Glenny (VP Student Activities - SG), Paul Kellard (Student Trustee) – PK, Abigail Toon (Student Trustee) – AT, and Ivan Steblyuk (Student Trustee) – IS

It was noted that the meeting was not officially quorate (which requires 6 Trustees in attendance) and that none of the Student Trustees had been able to attend, mainly due to assessment and exam commitments. This will be taken into consideration when arranging the May 2019 Board meeting.

**2. Minutes of the last meeting**

2.1 Minutes of the previous meeting were approved.

**3. Matters arising**

- 3.1 SW will continue to chase Emily Thompson-Bell (at NUS) regarding the revised guidance note from NUS on the move to a 'grant'.
- 3.2 SW & RC had not facilitated the pre-meeting of the SUSS AGM as initial enquiries suggested that it had not been embraced by other SU's.
- 3.3 An update on the bank position would be provided with the Finance Subcommittee update.
- 3.4 The appointments panel had been invited to the Trustee shortlisting and interviews.
- 3.5 The SU had not been able to be part of the pilot for the External review of Trustee Boards due to diary clashes of the meetings.
- 3.6 Officers had been invited to today's meeting but no Student Trustee had yet been appointed hence had not been invited.

**4. Declarations or conflicts of interest**

None

## **5. Chief Executive Officer Report**

- 5.1 A meeting with David Green (UW Vice Chancellor) to discuss the Union's tow-version budget submission had gone well. [Commercial in Confidence].
- 5.2 SU staff had attended NUS convention where the SU was officially awarded Best Bar None Gold.
- 5.3 The Advice service had seen a very small increase in cases this year from 188 at this time last year to 201 to date this year. The number of students spoken to at SU Out and About had increased by over 300.
- 5.4 Varsity had gone well, with a press release going out today.
- 5.5 There had been no development on the Sport strategy at the Sport Development Board meeting, despite SU attempts to push for this throughout the year (the current strategy ends in 2018). SW had been informed that the Director of Sports Partnerships at the University had been tasked with researching models of sport delivery at other Universities and was to be feeding back to the PVC (Students).  
The SU are very keen that a better recreational sport programme is, also, developed at the University, between the SU and UW to work closely.
- 5.6 Over 500 responses had been received to the BigWorc survey so far, the deadline for which was the end of May.
- 5.7 JH was thanked for hard work over the past two years in her role as President. SG was also thanked and EM was congratulated on securing a second term as VPE.

## **6. Update from SUSS AGM**

- 6.1 At the AGM attended by SW and RC, there had been a discussion and brief update on the recent legal issue surrounding SUSS. Other discussion points at the AGM included the possibility of an increase in the PPF levy and current investment strategies to reduce the deficit and confirmation that only twelve SU's had taken up the offer of the 3-year lump-sum payment. SW had also requested that SUSS provide a revised briefing note for new SU Trustees that explained the current situation in simple language, which they agreed to do. The next valuation date for the pension would be June 2019.

## **7. Draft GDPR Policy**

- 7.1 SW explained the progress to date on GDPR compliance within the Union. Key documents relating to GDPR would be available on the website by 25<sup>th</sup> May. Other peripheral work on the detail coming out of GDPR and updating specific forms and processes was ongoing and updates would be made over summer, ready for the new student intake. Staff would be trained in any new processes and requirements and had already received some overarching guidance. MJ commended the SU for their work on GDPR to date and noted that the ICO wanted organisations to have a credible plan working towards GDPR as opposed to being in a complete position of compliance at this stage.

Those present approved progress on GDPR.

## **8. Monthly Management Accounts – April 2018**

- 8.1 There were no questions regarding the budget and so those present approved the accounts.

## **9. Board terms of reference**

- 9.1 Approved by those present, with an agreement for them to be next reviewed in September 2019.

## **10. Schedule of agenda items 2018/19**

- 10.1 Approved by those present.

## **11. Responsible futures**

- 11.1 JH explained that the University and Students' Union have for the last two years worked in partnership to obtain the NUS Responsible Futures accreditation. The scheme recognises efforts to embed sustainability and in particular education for sustainable development (ESD) into both the formal and informal curriculum. JH informed the Board that, as part of the preparation for upcoming audit by NUS that the Board and Student Council needed to reaffirm the commitment of the Students' Union to the programme. Those present approved the Union's continued commitment to delivering Responsible Futures in partnership with UW.

## **12. Annual report of complaints**

No complaints received this year.

## **13. Elections report**

- 13.1 The Student Engagement Manager had written a full report on the Elections, for the Board's information. The Board of Governors had, also, praised the running of the SU elections.

## **14. Report on NUS Cost Benefit Analysis Exercise**

- 14.1 SW gave a brief summary of the NUS Cost Benefit Analysis. In summary the SU is currently, collectively and financially better off being affiliated with NUS. It was unclear if update of the new Totum card (which will replace the NUS Extra card in the coming months) would change this going forward. There had been some reassurance from NUS that Totum was expected to yield the same commission, at least in its first year. It was noted that losing the current income from NUS card sales would have a significant impact on SU funds.

## **15. Board Sub-committees**

- 15.1 JW updated the board on the key discussions from the finance subcommittee, which included:

- [Commercial in confidence item]
- NUS extra card discussions.
- Funding for and costs associated with Celebration Week, particularly the cost of hiring the Arena. The University Estates Director had, kindly, agreed to assume the cost of the bar hire and £4 per head on the food

and Aramark had provided a complimentary drink on arrival, meaning the ticket sales could be kept to £25 but students still complained about the price. Other options to make the tickets cheaper next year, particularly for Union Awards and volunteers would need to be considered for next year.

- Almost 200 celebration week tickets had been purchased via the REACH incentive, as students are able to utilise the account to pay for celebration week tickets.

15.2 EM updated the board on key points from the agenda, including recruitment for the Deputy Bar & Events Manager role, student staff vacancies, the student and external trustee vacancies and progress on GDPR.

## **16. Officers' Report**

16.1 EM updated the board on key activities, including:

- The winners selected for Student Choice Awards.
- Institute rep recruitment.
- The new Officer induction week.
- The Dissy day activities in Union Square were a success with 202 students recorded at the busiest time of the day, the good weather having made a positive impact. This made it the second highest income day for the Bar in 2017-18.
- The #StressLess events for students was also very well received with guide dogs, free fruit and water.
- The officers had pushed the Voter registration scheme to get as many students as possible to register to vote.
- The current RAG total had exceeded £12k, the Race day raised £900, which Barclays bank matched.

## **17. Executive Committee Minutes**

17.1 The executive committee had not met as they are required to meet three times a year which they had already done. With students busy with exam period it was felt a meeting was not necessary.

## **18. Student Council Summary**

18.1 There had been a discussion regarding the student charter and the desire to improve references to postgraduate students within the document.

18.2 The council had discussed in length the NUS National Conference and what the current officers felt NUS needed to improve upon.

18.3 UW were in the process of restructuring institutes; the proposal being to replace the existing 7 institutes with 9 schools. These 9 schools would then be grouped into three colleges called:

- Business, Psychology and Sport
- Arts, Humanities and Education
- Allied Health and Community, Science and the Environment and Nursing and Midwifery

This approach should bring more consistency and reduce the number of institute committees. The proposal would have no impact on students or staff, with no redundancies planned, it was simply a restructuring exercise and would be effective from September.

EM had discussed the proposals with Institute Reps at Student Council, there were no major concerns from students and it was thought to be a positive step.

## 19. Board of Governors summary

- 19.1 JH gave an overview of the main discussions in the meeting the previous evening of the Board of Governors last night. [Commercial in Confidence]

Meeting ended.

### Summary of Actions:

Action	For	To be completed by
No actions from meeting		

**Date of next meeting: to be confirmed**