

Students’Union

Trustee Board

**Minutes of the Meeting of the Trustee Board**

**Tuesday 16th May 2017 – EE G168 @ 6pm**

**Present:**

Jade Haley (Chair) - JH

James Gunther (VP Education) - JG

Hemaka Pathiranage (VP Student Activities) - HP

Jill Wilson (External Trustee) – JW

Margaret Jolley (External Trustee) - MJ

Felicity Wolfenden (Student Trustee) – FW

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

Sophie Glenny as observer (VP Student Activities elect) – SG

Euan Morrison as observer (VP Education elect) – EM

1. **Attendance and Apologies**

The Chair welcomed Trustees and Officers to the meeting. Apologies were noted for Elaine Spalding (External Trustee) and Paul Kellard (Student Trustee).

1. **Minutes of the last meeting**

Minutes of the previous meeting were approved.

1. **Matters arising**

The terms of reference had been updated.

It was noted that Paul Kellard had now missed three consecutive meetings of the Board and concerns were raised about his ability to attend. It was confirmed that SF had contacted PK after his absence at the last meeting to check if timings were an issue for him. PK had stated that he had started a new job and, due to this, was unable to make the meeting today but that the time would be suitable for him going forward. It was agreed that the constitution would be checked in relation to a Trustee missing consecutive meetings.

**Action** – JG to check constitution and report back to the Board.

1. **Declarations of conflict of interest**

None

1. **Chief Executive Officer Report**
   1. The Finance Subcommittee had agreed the details of the SU’s final Block Grant submission and the University (UW) will be confirming the final grant figure asap (no exact date given by UW).
   2. The Finance Manager will be investigating the SU’s liabilities in relation to the SUSS pension scheme further. It is expected that Unions will be given a further opportunity to pay a three year lump sum as in 2014. SW will liaise with UW to find out if they will be willing to support such an advance payment as it will not be possible to do so from the Union’s funds.
   3. SW will be meeting with the NUS regional contact on 7th June and will use the opportunity to ask about the proposed changes to the NUS affiliation fee model. The fee changes were not discussed/voted upon at the NUS Conference last month.

**Action** – SW to liaise with NUS regional contact.

* 1. April takings for the Pear Tree Bar had been poor due to the Easter break. Overall, semester 2 takings had improved, however, compared to last year. Bar sales had increased in the past few weeks particularly due to a successful ‘Dissy Day’.
  2. The Nightline service run by students closed last month due a lack of due and proper process by the committee, meaning it was deemed present an unacceptable risk to the SU and its members. Certain procedures and paperwork were not in order and concerns had been raised by Nightline student volunteers themselves about the abilities of some committee members. The Union, in response, is building a relationship with the Samaritans which it hopes will better, alternative volunteering opportunities for students.
  3. Another meeting had been held with the Sports Development Board. Similar discussions had been had around the development of an overarching strategy for Sport but no further meeting had been had or arranged to further this specifically. HP has contacted the Pro Vice Chancellor Students (Ross Renton) to discuss this and the need to ensure progress.
  4. It was noted that other SUs / Universities engage well with their alumnae in terms of funding for sport and legacy events, and that further work could be done in this area going forward at Worcester.
  5. The SU, with support from the County Sports Partnership based on campus, had submitted an Expression of Interest (EoI) for funding from the Sport England’s Core Market Fund to try and secure external monies to develop the sport offering at Worcester. A response to the EoI was expected around August.
  6. The ‘#Take a Stand’ campaign had received much recognition across the University, as well as Varsity as a successful and positive event, despite Worcester losing to Glos 10-14. The SU is continuing to demonstrate to UW that they are passionate about sport and will go the extra mile for students.
  7. Promotion of the SU and its activities via social media and the website has improved significantly. The Marketing and Communications Coordinator (MCC) had achieved the implementation of ‘Single Sign-On’ in just three months which will be a huge help to the new Student intake in September and in future elections. One hindrance in optimising our reach to the student population was the issue with emails from the SU to students ending up in ‘junk email’. The MCC will be requested to liaise with UW to resolve this issue.

**Action –** SW to ask MCC to investigate issue with SU emails ending up in student ‘junk email’

* 1. The UW marketing team are assisting with the SU rebrand which is under way but will pick up pace after Celebration Week. The SU will have a new logo and the Pear Tree will be renamed The Hangar.
  2. The UW Press Officer would like to work more with the SU to recognise student achievements and it has been agreed that the SU will send the UW Marketing team a fortnightly update on activities to enable UW to be aware of upcoming events and to promote and share more.
  3. The next All Staff session will take place next week where the outstanding SU ‘priority objectives’ for the year (as identified in February) will be discussed, most of which have been achieved. The plans for 2017/18 will be taken forward in the summer with the new officer team, which will need to ensure the SU can demonstrate its contribution towards student retention and progression.
  4. SW thanked JG and HP for their hard work and contribution to the SU in their Officer roles which are nearing their end.

**5 a Approval Items**

Approval of Byelaws (Item 5a)

Change to the delivery of RAG (Raise and Give). RAG will now be run by a committee as opposed to a single RAG Officer. The committee will help with fundraising and will support students with fundraising activities. This is turn should lead to a better student experience of RAG and wider member involvement. An SU Officer will continue to support the committee.

All approved.

1. **Management Accounts April 2017 and Budget Projection for 2016/17**

Points of note in the accounts were discussed. [Commercial in confidence item].

The accounts were approved by the Board.

1. **Schedule of Items for Trustee Board 2017/18**

SW discussed the schedule with the Board, with a few slight amendments.

The Board approved the schedule.

1. **Elections Report**

The Student Engagement Manager had submitted the Elections report.

The SU will continue to build on brand recognition of the Elections with more being done to engage students on City Campus, through SU Out and About.

Student Councillors have been asked to be more active in promoting the work and activities of the SU and work will be done to include Elections in training for councillors, to encourage a more proactive approach from them to liaise and engage with students.

FW suggested using social media more to promote elections.

1. **Board Subcommittees**
   1. JG updated the Board on the HR Subcommittee which had met earlier that day and its discussions, which included core staff matters, recruitment, SW’s annual review and an update on Investors in People following a meeting with an external consultant. FW’s appointment as Student Trustee ends today therefore, after consultation, IS was appointed to the HR subcommittee.
   2. The Finance Subcommittee had met twice since the last meeting. An update was provided on the photocopier contract, as well as the block grant and the monthly management accounts. The Finance Manager would be seeking legal advice from UW to resolve the photocopier contracts. One contract would be ending following a final payment.

JW praised the work of the Finance department, stating that the SU finances and procedures had come a long way in two years.

1. **Officers’ Reports**
   1. HP commenced by stating that a ‘Question Time’ session in relation to the General Election would take place on 22nd May in the SU as a joint venture between the SU and UW and that candidates from all constituencies would be attending except UKIP party.
   2. Tickets were on sale for the Colours Ball and Union Awards with still some tickets remaining to sell (more so for the Union Awards, as predicted).
   3. SW will be attending the BUCS conference at Olympic Park to deliver a presentation with the BUCS CEO on encouraging inclusivity and addressing poor behaviour in sport (with an insight into the experience here at Worcester) which is a positive step for the SU and UW.
   4. The Officers were planning on meeting with an external group to look into supporting a campaign called ‘#ittakesballstotalk’ aimed at male students to raise awareness of mental health issues. The campaign is currently confined to Coventry and Warwickshire but the officers would like to bring it here.
   5. A ‘Handover café’ is taking place next week for Clubs and Societies giving exiting club members an opportunity to hand over the responsibility of running the club to new club members. It would be an informal occasion with an opportunity for new members to seek advice and guidance.
   6. SU Staff and Officers attended a successful fundraising day last week at Worcester racecourse. The event was promoted to students with over 170 attending, raising over £300 for Mencap, and was organised very successfully by the SU’s RAG Officer, Harry Lonsdale who did a great job.
   7. Three new academic societies had formed, taking the total up to 14.
   8. Forty articles had been received for the 2nd edition of Worc Hard Play Hard magazine compared to 30 for the first edition. More students were aware of the magazine, resulting in an increase in the number of articles, which was very positive.
   9. IS queried the pricing of tickets for Celebration week as he had received feedback from some students who thought the tickets were somewhat over-priced. SW stated that there had been a change to the awards events this year, resulting in 3 former events being combined, meaning staff and student awards were held together. One of these previous events, the VoSCAs was free but it was fairly basic, as a result but it did mean that StARS had to pay for their tickets this year. The SU fully expected an element of student dissatisfaction to occur as psychological shift was required for those who had previously not had to pay. The SU was unable to meet the full cost of staging the Union Awards itself. The SU hoped, however, that it was a much better event for those who attended and that this would lead to a greater willingness in future to buy tickets. In addition, the REACH project is a relatively new initiative at UW, offering all new students a £100 credit to use on books and other student-related items. JH has already started discussions with the Pro Vice Chancellor Students about whether REACH credit could be used to purchase Celebration Week tickets.

**Action** – JH to discuss further with PVC Students (Ross Renton)

1. **Executive Committee Summary**

The Executive Committee had not met since the last meeting due to clashing timetables, despite several attempts to arrange.

1. **Student Council Summary**
   1. JG informed the Board that three new societies had formed and one new sports club. Jujitsu and karate had come together to form one club.
   2. The RAG committee were holding interviews today for new members.
   3. Student Council had given feedback to take to the Learning And Teaching Committee for the student charter to ensure that going forwards, it was amended to appear less full-time undergraduate focussed and more inclusive of PG and part-time students.
2. **Board of Governors Summary**

13.1 The new Officers had been introduced at the Board of Governors meeting. The UW strategic plan had been discussed and groups were formed to work on this. [Commercial in confidence item]

1. **Any Other Business**

SW thanked FW, HP and JG for their input and time on the Trustee Board.

Trustee Board meeting dates for the next academic year would be circulated and confirmed at a later date.

**Action** – SF to notify the Board of the meeting dates for the next academic year.

Meeting ended.

**Summary of Actions:**

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| **Action** | **For** | **To be completed by** |
| JG to check constitution and report back to Board. | JG | ASAP |
| SW to liaise with NUS contact re NUS affiliation fee model | SW | Next meeting |
| SW to ask MCC to look into issues with SU emails ending up in student ‘junk email’ | KH (MCC) | ASAP |
| JH to discuss REACH credit with PVC Students | JH |  |
| SF to notify the Board of the meeting dates for the next academic year. | SF | ASAP |

**Date of next meeting: TBC**