



**Minutes of the Meeting of the Trustee Board  
Tuesday 17<sup>th</sup> January – EE G168**

**Present:**

Jade Haley (President & **Chair**) - JH  
James Gunther (VP Education) - JG  
Hemaka Pathirana (VP Student Activities) - HP  
Jill Wilson (External Trustee) – JW  
Elaine Spalding (External Trustee) – ES  
Margaret Jolley (External Trustee) - MJ  
Felicity Wolfenden (Student Trustee) - FW

**In attendance:**

Sophie Williams (SU Chief Executive) - SW  
Samina Fiaz (SU HR & Admin Coordinator, also Minuting Secretary) - SF

**1. Attendance and Apologies**

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

**2. Declaration of Conflicts of Interest**

None noted.

**3. Minutes of the last meeting & Matters Arising**

Minutes of the previous meeting were approved.

It was confirmed that the request for footnotes to be added to the website had gone to Media Lab.

Tim Hewes-Belton (new Student Engagement Manager) would be presenting to the Board at today's meeting.

The Charity Commission would not be providing training for the new Trustees so SW would arrange this but will wait until the new Student Trustee is recruited.

**4. Presentation from Student Engagement Manager**

The Student Engagement Manager gave a presentation on his key areas of work and objectives for the next twelve months. These included Academic Representation, Governance review, Student Activities, Help and Advice and the forthcoming elections.

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

- 5.1 SW informed the Board that she was still waiting to hear back from NUS regarding the SU's Hardship Claim. The SU has been informed that Audit and Risk Committee were meeting in January but were not given a specific date. This will be chased again in early February.
- 5.2 SW confirmed that Audit Committee went well. \*Commercial in confidence item\*  
A few minor errors had been pointed out in the accounts by the Director of Finance but these were mainly around formatting, hence the updated accounts needed to come back to the Board for approval. It was agreed that going forwards the SU would only need to attend the Audit Committee annually to present the end of year accounts, rather than quarterly. The SU had been commended by the Committee for the significant progress made.
- 5.3 SW updated the Board on staffing and recruitment. \*Commercial in Confidence Item\*
- 5.4 Bar sales continue to be a challenge and regular meetings continue with senior management and the Bar Manager to address anything within the SU's control. It had been identified that too many purchases had been made and this was being addressed, with a full stock take imminent. The Bar Manager will be visiting other SU's in the coming months to seek ideas to help generate more sales and to try and counter the pre-drinking culture whereby students drink at home before going out. The aim for the Pear Tree would be to break even in income vs expenditure, which the VC has indicated he would be content with.
- 5.5 A brief discussion was held around sport and the Strategy for Sport with SW stating that a meeting was arranged with senior University Sports personnel and that the SU was planning to send a draft strategy in advance.

## **6. Strategic Plan**

- 6.1 The Strategic Plan was now live on the website, had been sent to UW and would be shared with the Board of Governors next month. At the next All Staff meeting, a start would be made on updating the progress to date.

## **7. Updated Final End of Year Accounts 2015-16**

- 7.1 As per point 5.2) above, minor amendments had been made to the 2015/16 End of Year accounts. The revised accounts were approved by the Board and would be signed by the President on behalf the Trustee Board. Two hard copies would be sent to the auditors, the UW Audit Committee would be notified, as well as the annual return being submitted to the Charity Commission.  
**Action: SW to ensure accounts filed with Charity Commission asap**

## **8. Monthly Management Accounts – December 2016**

- 8.1 RC & SW updated the Board on the monthly management accounts for December and notable points contained therein, which had been discussed at

the Finance Sub-Committee the previous week. A forecasting exercise was underway and the SU was expected to break even.

- 8.2 An external stock take of the Bar was due to take place by an external firm, Venners. A discussion was held around the Pear Tree, that it was a poor space and a student consultation would take place to identify what students would like to see in the Pear Tree. It is clear though that it needs investment as it is currently not fit for purpose and some 'quick wins' were discussed, such as improved lighting but also some long term goals.
- 8.3 RC had done some investigation around the current photocopier contract and it was established that the SU are currently paying, through historical contracts, for the hire of 3 photocopiers even though only one was being used in the SU. RC is currently looking at trying to terminate the contract and investigating alternative options such as entering into an agreement with the University. The details had been discussed at the Finance Sub Committee the previous week. Further information was being collated from potential suppliers and the matter would go back to the next Finance Sub-Committee.

## **9. National Student Survey – NSS**

- 9.1 SW updated the Board on the changes to the NSS questions for 2017, including the optional bank of questions adopted by the University in consultation with the SU. SW briefed the Board on the NUS boycott of the NSS, which Worcester was not supporting. SW and JH also updated the Board on the University's submission to the Teaching Excellence Framework (TEF), in which the SU had been involved, and confirmed that UW was currently aiming for Silver standard.

## **10. Board Sub-committees**

- 10.1 The HR Subcommittee was held today and JG summarised the items of discussion:
- interviews have been held today for the two vacancies for core staff- Student Engagement Coordinator and Marketing and Communications Assistant, with appointments to be made asap.
  - The committee agreed that the implementation of Investors in People for the SU was a good idea so SW would make a start on introducing this for the SU in the near future.
  - Discussions around the pros and cons of introducing formal annual appraisals in light of current research from the CIPD.
- 10.2 JH informed the Board that the Finance subcommittee had met twice since the last Trustee Board meeting. A brief update was given on the Audit Committee and the photocopier contract. RC had already updated the Board earlier on some of the other finance matters.
- JW queried whether the Board needed to be updated fully on the management accounts as there was a duplication of information as well as time taken up at the meeting. It was therefore agreed that going forwards, only salient points regarding the management accounts would be brought to the full Board meeting as part of the Finance Sub-Committee update. All were in agreement with this.

**Action: SW to amend agenda accordingly**

## **11. Officers' Report**

- 11.1 HP updated the Board on progress made towards organising Varsity this year. He had been in discussions with Gloucester University to finalise the details of events such as venues, player code of conduct and meeting with Security staff. HP announced that both Universities would be running the 'Take a Stand' campaign ahead of and during Varsity to raise awareness of the problems associated with anti-social behaviour during sports fixtures.
- 11.2 The first edition of 'Worc Hard Play Hard' magazine would be released during the All Student Meeting on 2<sup>nd</sup> February. This was in its final stages of completion with just the design for the front cover to be finalised after which the magazine would be sent off for printing.
- 11.3 HP informed the Board that the SU continued to promote volunteering but that following the departure of the Student Engagement Coordinator, developmental work had necessarily stalled. Student volunteering week would take place after Refreshers week which will help with promoting volunteering.
- 11.4 The Housing Fair would take place over two days as part of Refreshers week where 48 landlords have booked tables for the first day and 26 to date for the second day.
- 11.5 JH continued to work with UW on increasing and raising awareness of employability for the benefit of students, including producing guides on how to fill in application forms and attending interviews.
- 11.6 A discussion was had on the recent PAT (Personal Academic Tutor) campaign with HP informing the Board that 778 responses had been received, with 94% of students knew who their PAT was. It was noted that awareness of and the regularity of meetings with PATs varied considerably across institutes. HP stated that the PAT campaign would be a long term plan to work on, with further campaigns in the future.
- 11.7 JG continued to update the Degree classification campaign which was run by the previous VP Education last year and had been well received by students.

## **12. Executive Committee Minutes**

- 12.1 The latest Executive Committee minutes were not available yet.
- 12.2 HP had fed back to the Committee in relation to the proposed Academic calendar changes and it was hoped that a wider student consultation would still take place.
- 12.3 All new Part Time Officers had been working on their development plans with support from their core staff mentors, which was producing good results and tangible actions.

## **13. Student Council Summary**

No student council meeting had taken place since the last Trustee Board meeting. JG confirmed that a chairperson had been elected and that the next meeting would take place at the end of February.

#### **14. Board of Governors summary**

The Board of Governors had not met since the last TB meeting but JH confirmed that the next meeting, at the end of February would commence with a tour and presentation from the SU, which was very positive and a good opportunity for the SU.

#### **15. Student Trustee Recruitment**

SF updated the Board on the recruitment timeframe for the Student Trustee Vacancy, with interviews to be held in early March and the possibility of the new Trustee attending the next full board meeting.

#### **16. Any Other Business**

A query had been raised at the last TB meeting in relation to how the Block Grant was calculated. This was in light of information from the annual national SU survey that the average block grant equated to £75 per student head. JH confirmed that the Officers had consulted the PVC (Students) and Deputy Vice Chancellor on this and had been informed that there was no specific calculation method adopted but that the grant was based on justification of need, in line with other University departments, and in the context of limited budgets.

Meeting ended.

#### **Summary of Actions:**

<b>Action</b>	<b>For</b>	<b>To be completed by</b>
Ensure 2015/16 final accounts filed with Charity Commission	SW/RC	February 2017
Amend agenda to incorporate management accounts with update from Finance Sub Committee	SW	Next meeting

**Date of next meeting: Tuesday 14<sup>th</sup> March 2017, 18:15 start**