

Students' Union Trustee Board

Minutes of the Meeting of the Trustee Board
Tuesday 19th March 2019 – EE G020 @ 6pm

Present:

Euan Morrison (VP Education) – EM
Lucy Conn (Chair) - LC
Melanie Brittain (External Trustee) - MB
Harrison Jarrett (VP Student Activities) - HJ
Elaine Spalding (External Trustee) – ES
Margaret Jolley (External Trustee) – MJ
Robert Hampton (Student Trustee) – RH
Harrison Jarrett (VP Student Activities) – HJ

In attendance:

Sophie Williams (SU Chief Executive) - SW
Samina Fiaz (SU HR & Admin Coordinator, also Minute Secretary) – SF
Robert Cox (SU Finance & Commercial Manager) – RC, for item 9

1. Attendance and Apologies

Apologies were noted for Abigail Toon (Student Trustee) – AT, RH joined the meeting at 18:30.

Item 9 is now discussed before moving onto the other agenda items, so that RC could leave the meeting after this item. See notes below, under item 9. RC leaves the meeting after Item 9.

2. Minutes of the last meeting

Minutes of the previous meeting were approved.

3. Matters arising

EM had not yet contacted Louise Hewett (Recruitment Consultant) so would do so in due course (in relation to obtaining ideas for student employment).

4. Declarations or conflicts of interest/ Register of declarations of interest

None.

5. Chief Executive Officer Report

- 5.1 SW informed the Board that the Hangar had had its best weekend ever in terms of sales, taking over £4800 during a private booking recently. There was one incident during the evening though whereby a lady fell down the stairs. The incident was handled well by Bar staff who had liaised with the University to manage the incident and followed the necessary procedures. Bar staff followed up the incident with the client as well as enquiring about the lady involved, who was absolutely fine, with no lasting injuries from the fall. MJ advised that the

relevant forms/paperwork should be completed in all incidents and filed appropriately. SW confirmed that Bar staff were conforming to procedures during such incidents.

- 5.2 Income for the Hangar during Progression week, was recorded as one of its lowest performing weeks. There had, also, been some concerns raised about Progression week by members of University staff at a recent LTSEC meeting. The Officers have had initial discussions with the VC, DVC and PVC about this and these will be ongoing. It was felt by the Officers that a Progression Week is a good idea but needed to be at an appropriate time as this recent week seemed to fall at the wrong time.
- 5.3 Student staff work hours in the Hangar had been reduced by 15 hours per week to save money. Core Bar Staff were working in the Hangar during these times.
- 5.4 Private booking uptake had been sound with a booking every weekend in March and two booked in April. Promotion to increase private bookings would continue as these continue to be a vital source of income for the Hangar.
- 5.5 There had been poor progress in the UW Sport Strategy. Ross Renton, Pro Vice Chancellor Students, had not heard anything further regarding the sport strategy from Suzie Scriven, who was leading on the project and so would be chasing her for an update.
- 5.6 The SU had been liaising with Head of Safety in the School of Sport & Exercise Science on extra H&S training in September for high risk sports and societies.
- 5.7 SW reported that during the last period, the SU had received double the number of enquiries at the Welcome Desk when compared to the same period last year, and the Advice Service receiving a 50% increase in the number of cases. The elections had also seen an increase in voter numbers, higher than last year, with 17.7% of the student population voting. SW noted that whilst this was good news, figures showed that society members were not amongst those standing for officer positions, despite all of the encouragement given to them.
- 5.8 It had been a very busy time for the SU with an all staff meeting last week and Change Week and Elections taking place almost back to back. SW also reported that marketing for events was going well, with social media engagement continuing to improve.

6. SUSS AGM

- 6.1 SW referred to the briefing paper that she had circulated prior to the meeting. The Finance subcommittee had discussed the key points from the SUSS AGM held on 1st March. The issues within the SUSS pension scheme continue. The board were given the opportunity to ask questions, none were asked.

7. Student Council Motion

- 7.1 Student Council had passed a motion for the Hangar to become plastic free (no single use plastic to be used). This move would need to be done incrementally to manage costs. As a result, the Hangar would be trialling 250 re-usable plastic cups which staff and students can purchase for £1 each.

8. Monthly Management Accounts – January 2019

8.1 No areas for concern with the accounts, the Board approved the accounts.

9. 2019/20 Draft Budget/Block grant submission

9.1 RC had recently met with Kerry Findlater (UW Deputy Director of Finance) to discuss the block grant for 2019-20. RC informed the Board regarding the UW proposal in relation to the SU block grant. [Commercial in confidence] SW, LC as well as Rob Bonham (UW Director of Finance) and David Green (Vice Chancellor) intend to meet soon to finalise the block grant.

10. Updated WSU Finance Procedures Manual and Reserves Policy

10.1 Following the UW Ernst and Young Audit, the Finance procedures manual was updated to reflect the advised changes. One of the updates included the delegated authority for payroll in SW's absence. It was confirmed that an appropriate member of University Finance would be given this and not the SU Officers.

11. Annual report of external speakers

Paper for information, no questions from the Board.

12. Board Subcommittees

12.1 EM gave an update from the HR and Remunerations Sub-committee. Discussions included:

- Sport Development Coordinator recruitment.
 - The new Personal Performance Appraisal form which had been shared with staff at the all staff meeting.
 - An update from the staff consultative forum.
 - Feedback from the culture questionnaire results.
 - The student trustee role which the SU were struggling to fill and so the Officers will be delivering a presentation to the Business School to promote the role. A new recruitment pack had been developed by the Marketing department too.
- RH was thanked for the information he provided in relation to the Student Trustee role, which was very useful.

12.2 Discussions at the Finance Subcommittee included the Bank accounts for the trading subsidiary as well as the bank account for the reserves. It was confirmed that the bank required details of all of the Trustees/ Directors in order to set up the trading subsidiary account. Trustees were happy with this.

13. Officers' Report

13.1 EM updated the board on the first SU Change week which had been a success. SU staff were pleased with how it had gone, with lots of good ideas from students.

13.2 HJ updated the Board on various sports and society activities as follows:

- The RAG total had exceeded the total for the same time last year by £1k and so is forecast to easily exceed last year's total by June.

- Varsity organisation was in progress with venues finalised. It was agreed that reusable plastic cups would be used both during the Arena fixtures and at Moseley RFC during the rugby matches to reduce plastic waste.
 - Geek Week took place with various activities from societies such as Marvel DC and Gaming.
 - Promotion of Union Awards and Colours Ball was well under way.
 - Approximately 550 – 600 students had attended Sport and Mental Health week, with the Student Minds society primarily running the event.
- 13.3 LC updated the Board on some of the initiatives she had been working on, which included:
- Pushing for night service buses for students between town and St. John's campus, the service is likely to start in September.
 - A new contract had been agreed with Cathedral Cars, which included fixed fares and a new minibus service. This had been discussed and agreed by the Finance Sub Committee of the Board.
 - New signage had been ordered for the SU.
 - The mental health survey had been launched today and 146 students had already completed it, coinciding with the University Mental Health Day.
- 13.4 EM added that the People's Vote March would be taking place in London at the weekend (23rd March). The SU had arranged transport for students and staff to travel to the event.

14. Executive Committee minutes

Updates from Executive Committee included:

- One Part Time Officer had left, the other PTO's were doing a good job.
- LGBT month had been discussed.
- The Women's Officer was doing a body image campaign.
- The Sustainability Officer had been introducing motions to reduce the use of single-use plastic on campus.
- The Disability Officer had been planning some events.

It was confirmed that Executive Committee was doing much better than earlier in the year, in terms of convening regularly and had picked up momentum.

15. Student Council Summary

EM updated the Board on key discussions from the last Student Council meeting:

- Discussions regarding NUS.
- The elections candidates and their manifestos were discussed.
- Discussions regarding issues with sustaining new societies. HJ suggested having a mini sports and societies fair mid-way through the academic year to help promote new societies, particularly if they are starting up at that point. The process to approve new societies currently seems quite long-winded and so ways to improve this were discussed, including whether Executive Committee should approve them instead of Student Council, who do not convene as often.
- RH asked whether a Boxing club had formed. HJ confirmed that the SU are searching for a boxing coach, as without one the club members would not be

able to spar. The club, however, continued to meet, had a very good new boxercise instructor and seemed very happy.

16. Board of Governors summary

There had been no meeting of the Board of Governors.

17. Any Other Business

- SW had been invited to the annual AMOSSHE Conference in July, along with the head of Student Services at UW, to present on the collaborative work done to improve the culture in Sport. This followed the case study the SU provided for BUCS Inclusion Week in March.
- The newly elected Officers would be invited to attend the May Trustee Board meeting.

Summary of Actions:

Action	For	To be completed by
NONE		

Date of next meeting: Tuesday 28th May2019 - 18:00, EEG020