

## Students' Union Trustee Board

**Minutes of the Meeting of the Trustee Board  
Tuesday 24<sup>th</sup> May 2022 – Via MS Teams, 18:00**

**Present:**

Liam Lees (Chair and President) – LL  
Ragnar Mularczyk (VP Education) – RM  
Neve Ricketts (VP Student Activities) – NR  
Margaret Jolley (Lay Trustee) – MJ  
Melanie Brittain (Lay Trustee) – MB  
Rebekah Williams (Lay Trustee) – RW  
Andrew Humphry (Student Trustee) – AH  
Dylan Dudley (Student Trustee) – DD  
Matthew Payne (Student Trustee) – MP  
Al Linforth (President elect) – AL  
Gemma Allcott (VP Education elect) – GA  
Megan Lee (VP Student Activities elect) – ML

**In attendance:**

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

**1. Attendance and Apologies**

Apologies received for:  
Matthew Osborne (Student Trustee) – MO

**2. Minutes of the last meeting**

Minutes of the previous meeting were approved.

**3. Matters arising**

RW and MB to consider if they would like to assume the Deputy Chair role.

**4. Declarations of Conflicts of Interest**

None declared.

**5. Chief Executive Officer Report**

SW updated the board on key SU matters as follows:

- 5.1 Recruitment – have shortlisted for the Membership Engagement Manager role, with 14 applications received and 5 shortlisted for interview. The Opportunities and Inclusion Coordinator role did not go so well with only 5 applications received so may need to re-advertise after shortlisting tomorrow. Ten applications were received for the Student Groups Assistant role and shortlisting

will take place in a couple of weeks due to staff leave and the new Officers starting, resulting in limited availability of staff for shortlisting. Five applications have been received for the Venue and Events Supervisor position which is as expected for the role and so it is hoped interviews will yield a suitable candidate.

- 5.2 An update on the implementation of the Pay and Reward Review.
- 5.3 Plans for the induction of the new officer team.
- 5.4 Ongoing concerns around student societies and the need to 'reset' in the new academic year.
- 5.5 An update on the Union's main activities around Equality, Diversity and Inclusion and the creation of an action plan for 2022/23.
- 5.6 Initial findings from the 2022 Big Worc Survey.
- 5.7 An update was given on the potential new Dudley campus and the board discussed the potential implications of this additional University site.

## **6. Results of Employee Engagement Survey 2022**

SW provides a presentation outlining the main findings from the 2022, with comparisons with results in 2021.

The results were mixed, with some very positive responses - and a hugely positive response again from student staff, with 58% of replies having a 100% positive outcome – but with some areas from the core staff and officers' perspective for the organisation to improve on.

Positive areas included:

- My ideas are given serious consideration
- I am treated with fairness, dignity, and respect at work
- I would willingly put in extra effort to help the organisation
- The organisation values diversity
- My manager seeks my input and involves me where appropriate
- I feel my work contributes to the organisation's performance
- I am able to work flexibly when appropriate

Areas to address included:

- My pay is competitive when compared with similar organisations
- I would still like to be working here in 12 months' time
- My workload is excessive and prevents me from doing a good job
- I am rewarded fairly for the contribution I make
- Leadership group creates a compelling vision
- Knowledge and good practice are shared across the organisation to promote learning
- People in other departments are skilled and competent to do their jobs
- I receive a good service from other departments in the SU

The Board discuss the context of the results and agreed with the way forward proposed by management, with a focus on rebuilding the team with the impending new recruits.

The Board agree that the Pay and Reward review, which had been implemented since the survey was conducted, should help to address some of the more negative scores.

## **7. Operational/Strategic planning**

An update was given on performance against all areas of the operational plan for 2021-22 which are:

- Student Engagement and Satisfaction
- Representation and Networks
- Governance and Democracy
- The Hangar
- EDI
- Student Advice and Wellbeing
- Sports, Societies and Student-led services
- TeamWorc Action
- RAG
- People and Culture
- Finance
- Health and Safety
- Sustainability
- Employability

In summary, out of 137 total objectives:

- 48% = 80-10% achieved
- 19% = 60-79% achieved
- 18% = 40-59% achieved
- 9% = 20-39% achieved
- 6% = 0-19% achieved (most of these related to either a lack of resource or a lack of action needed from the University)

SW also takes the Board through the proposed insight and data collection work to be led by Marianne Melson (Student Voice and Insight Manager, Queen Mary's Students' Union) and the board approve with the approach and agree that it represent good value for money.

## **8. RW second term of office as Lay Trustee**

RW has agreed to do another term on the Trustee Board and so the board approve.

## **9. Appointment of Deputy Chair of Trustee Board**

RW nominated herself for this role via email and no other nominations received. The board approved RW's appointment.

## **10. Ratification of Bank Mandate signatories and Companies House Directors**

The ratification of bank signatories is updated annually. The Board approved for SW and the Director of Finance and Commercial to continue as bank mandate signatories.

Companies Directors are also updated annually, and these are always the three lay trustees so MJ, MB and RW would remain as Companies House Directors, as approved by the Board.

**11. Monthly Management Accounts – April 2022**

The board approve the accounts.

**12. Schedule of Agenda items 2022-23**

An amended schedule of agenda items is shared with the Board, with the main amendments highlighted, the schedule of agenda items is approved by the Board.

**13. Honorary life membership awards**

The board approve all recipient of the award as outlined by RM and in the associated papers.

**14. Bye Law Amendments**

The Board approve all proposed amendments below:

(i)	Bye Law 6: Societies, Sports Clubs and Student-Led Services	46a	Adds ability to remove a committee member at the Union's discretion if the results of an external investigation have found they have broken the Union's Code of Conduct
(ii)	Bye Law 6: Societies, Sports Clubs and Student-Led Services	29, 30, 31e, 32 39a, 61b	Implements changes to core committee roles following policy passed at Student Council, strengthens committee responsibility for inclusion and clearly states that additional roles must be approved by the SU.
(iii)	Bye Law 5: Student Networks	73,74	Numbering changes due to changes above to Bye Law 6
(iv)	Bye Law 4: Governance, Decision Making and Academic Representation	9d	Removal of Point 9d to remove UWIC Representative (following closure of UWIC)

**15. Annual report of complaints**

No formal complaints were received by the SU this year.

**16. Elections Report**

SW directs the Board to the report contained as part of the Board papers, which contains much positive news in terms of student engagement. No questions are

received. A key focus for next year will be aiming to increasing the number of candidates from ethnic minority groups.

### **17. Board Sub-committees**

- 17.1 The finance subcommittee had convened, with discussions mainly focussed on the management accounts, a Pay and Reward review update and a 2022-23 budget update (including pay and reward review, sponsorships and contracts).
- 17.2 The HR subcommittee had convened earlier. RM updated the board on discussions which included:
- The Employee Engagement Survey results
  - Current staffing issues including recent resignations and vacancies
  - Staff Savvy update
  - The Pay and Reward review actions
  - EDI policy
  - CEO remuneration
  - Staff Consultative Forum

### **18. Officers' report**

RM, LL and NR updated the board on activities to date, as follows:

- The Feel-Good Fair which the SU organised in partnership with Student Services for University Mental Health Day on 15<sup>th</sup> March;
- An update on the key areas of focus for the University EDI Committee;
- Updates from the Academic Representation System, including School and Course Reps and the recruitment of 19 out of 27 School Reps to date;
- The University signing up to the NDA (Non-Disclosure Agreement) pledge without any caveats, which was originally suggested, following conversations led by NR;
- A very successful and sporting Varsity with the University of Gloucestershire, with the campaign of #NeverOk running through it;
- The RAG total now stands at an impressive £30,939.

### **19. Executive Committee summary**

NR confirmed that an Executive meeting had not taken place since the last Board meeting due to activities around Celebration Week and Officer induction. The next meeting is scheduled for 17<sup>th</sup> June 2022.

### **20. Student Council Summary**

RM updated the group that Student Council had not met since the last Board meeting but a motion had been passed on line to change the name of the BAME Network to REACH (Race, Ethnicity and Cultural Heritage) Network.

### **21. Board of Governors summary**

LL updated the Board that the Board of Governors were due to meet in early June.

### **22. Any Other Business**

None.

End

**Date of next meeting: Oct 2022 (date to be confirmed)**

**Summary of Actions:**

None

DRAFT