

Students' Union Trustee Board

Minutes of the Meeting of the Trustee Board
Tuesday 27th November 2018 – EE G020 @ 6pm

Present:

Euan Morrison (VP Education) – EM
Harrison Jarrett (VP Student Activities and Acting Chair) - HJ
Elaine Spalding (External Trustee) – ES
Margaret Jolley (External Trustee) – MJ
Robert Hampton (Student Trustee) - RH

In attendance:

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

1. Attendance and Apologies

Apologies were noted for Lucy Conn (Chair) – LC and Melanie Brittain (External Trustee) – MB. Since the last meeting, Abigail Toon (AT -Student Trustee during 2017-18) had contacted SW and had agreed to participate on the Trustee Board for a second year due to her placement plans not going ahead. AT was not in attendance at today's meeting and had not sent her apologies.

2. Minutes of the last meeting

Minutes of the previous meeting were approved.

3. Matters arising

None, all actions from the last meeting were complete.

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

None.

5. Chief Executive Officer Report

- 5.1 The SU Finance Manager was, at the time of the meeting, in attendance at Day one of the NUS Strategic Conversation event for senior managers, which was focussing on the future of the organisation. He had reported that the Totum presentation had been disappointing and not well received but that NUS does want to consult with SU's regarding their plans for Totum. SW would be attending Day 2 of the event the following day.
- 5.2 Commercial in confidence item
- 5.3 SW recently attended the University Audit Committee with Stephen Anderson present to present the final accounts for 2017/18. The meeting had gone well with positive feedback on the activities of the SU whilst the Chair stressed the need to ensure continued scrutiny of the SU. The Chair summarised that the SU appeared to be demonstrating good value for money and the Vice Chancellor has

spoken of his encouragement for the SU to focus on core activities of support and representation. One member of the committee had queried how the SU block grant was calculated. It was agreed for management to conduct a benchmarking exercise on SU block grants nationally.

Action – SW to conduct benchmarking on SU block grants nationally.

- 5.4 Bar sales continued to be monitored and SW updated the board on income to date compared to last year, including income from external bookings. [Commercial in confidence]. The bar was facing a drop in income following a very successful Welcome Week and discussions were had on actions being put in place to redress, with assistance from HJ. Plans included a rolling programme for a new 'Funky Friday' which would be launched in Refreshers week. An external events website would also be launched as soon as possible to help promote and increase income from external bookings. New lighting was also being investigated to create a better atmosphere for evening events. The Finance Subcommittee have agreed for the SU to invest in a new floor for the Bar which the University have agreed to part-fund.
- 5.5 The catering contract for the University, which includes the Hangar Deli, is due for renewal mid next year. The SU are being consulted on what they would like to see in the catering offer from the Deli. The Board discussed initiatives to improve the food offering at the Hangar Deli.

6. Monthly Management Accounts – October 2018

- 6.1 No areas for concern with the accounts.
- 6.2 The Board discussed payment of the NUS affiliation fee in light of their financial problems and the need for the board to demonstrate due diligence over use of SU funds. [Commercial in confidence]. The Board decided that no extraordinary steps would be taken at present and that the SU would closely monitor changes within NUS. The Board were also informed that NUS were currently reviewing affiliation fees in order to reduce them as many SU's considered them to be too high.
- 6.3 The Board approved the accounts.

7. Risk Register

- 7.1 The Board approved the risk register.
- 7.2 The risk register may need updating in the New Year as two items may move into the 'high risk' category. [Commercial in confidence]

8. Matrix of delegated responsibility

- 8.1 There had been some amendments to the matrix and the matrix was approved by the Board.

9. Draft annual impact report

- 9.1 The impact report will be checked over by the Board and will be approved by email to SW.

10. Board Sub-committees

- 10.1 Discussions at the Finance Subcommittee included NUS, Totum, SUSS, the budget, the accounts, Bar income, the flooring in the Bar and Welcome Week income.
- 10.2 SW is asked to leave the room while EM gave an update from the HR and Remunerations Sub-committee. This included SW's remuneration which was approved by the Board on the agreement that the Finance subcommittee would be updated and also given the opportunity to ask questions. Other discussion items from the HR Subcommittee included Student trustee recruitment and staffing matters.

11. Officers' Report

11.1 HJ updated the board on key activities in October and November, including:

- £1858 had been raised for Children in Need.
- The Tennis club raised £700 via their JustGiving page.
- Men's cricket and Men's rugby raised £300 at a takeover event for Movember.
- The 'Don't Rent Yet' campaign had been promoted to encourage students to not enter into a new rental agreement before the Housing Fair.
- Team Worc TV was doing well with episode 9 aired, Facebook promotion had led to better engagement with this.

Updates from EM included:

- The SU are one school rep short of a full team of school reps.
- An update was provided on some of the work of the course reps and the first Course Rep forum of the year had focussed on three key areas which were:
 - recruitment and selection
 - assessment feedback
 - planning committee
- The Student Engagement Manager had been delivering 'Look after your mate' training to Inclusivity Reps in clubs and societies.
- Varsity planning was well under way with a similar structure to last year.
- EM had led Worcester students at the People's March in London recently, after which the SU had featured in the Observer newspaper.
- There had been plenty of engagement/interest on social media in the Brexitometer, which had been set up by EM for students to voice their opinion on whether or not they agreed with Brexit.

12. Welcome Week survey report

- 12.1 The number of responses received was lower than last year but more were received from 2nd and 3rd year students. The Marketing and Communications Coordinator had created a report following the survey results.
- 12.2 The Welcome Week debrief had also generated some good ideas for next year and these included:

- Mature students would be included on the planning committee for Welcome Week in the future so that more events could be arranged for this group of students.
- It was suggested that the Early starters fair could be renamed 'Pro-freshers' as most early starters were undertaking professional courses.
- Commuter students to be taken into consideration.
- Students had requested that the BBQ should be free.
- A 'market day' to be included during Welcome week.
- The Employment and Skills fair to be arranged outside of Welcome Week once students have settled into a little more.
- Some terms and conditions to be supplied to stall holders in order to reduce waste and hence minimise the environmental impact of Welcome Week.
- Develop initiatives to support shy and anxious students.
- There had been a steady decline in student volunteers so discussions were being had on how to encourage more to volunteer.

13. Elections report

The Autumn elections had been the most successful for some time but would form part of the Governance review. It was agreed that it was difficult to get students to engage, once again, with the positions on Student Council in particular. The Co-option process for candidates had been successful.

14. Update on Governance review.

No comments, paper received by Board.

15. Executive Committee minutes

It had, once again, been very difficult to convene Executive Committee hence no minutes. This was something the SU are acutely aware of and will form a key part of the governance review.

HJ informed the Board that the BAME Officer had not engaged with the SU, had not attended meetings and so there may need to be a vote of no confidence at the next Student Council meeting.

16. Student Council Summary

EM updated the Board on key discussions from the last Student Council meeting. Two motions had been put forward. The first was the LGBT Officer to be renamed the LGBTQ Officer which was passed. The second was for societies to be encouraged to attend Open days as part of their membership of the SU. In reality, whilst this motion was passed, EM reported that it is something that is very difficult for the SU to enforce and had been tried several times in the past.

EM also informed the Board that he had attended the Zones conference recently where the Black attainment gap had been discussed and NUS would be submitting a report in January to which the University are hoping to contribute.

17. Board of Governors summary

A Board of Governors meeting had taken place last week. Discussions included student recruitment, OfS registration, University spend per student, the University strategic plan and an update on the medical school.

Meeting ended.

Summary of Actions:

Action	For	To be completed by
SW to conduct benchmarking on SU block grants nationally.	SW	Next meeting

Date of next meeting: Tuesday 22nd January 2019 - 18:00, EEG020

DRAFT