

## Students' Union Trustee Board

Minutes of the Meeting of the Trustee Board  
Tuesday 28<sup>th</sup> May 2019 – CC 007 @ 3pm

**Present:**

Euan Morrison (VP Education) – EM  
Lucy Conn (Chair and President) - LC  
Melanie Brittain (External Trustee) - MB  
Elaine Spalding (External Trustee) – ES  
Harry Lonsdale (President Elect) – HL  
Meg Price (VPE Elect)  
Mike Harris (VPSA Elect)

**In attendance:**

Sophie Williams (SU Chief Executive) - SW  
Samina Fiaz (SU HR & Admin Coordinator, also Minute Secretary) – SF  
Tim Hewes-Belton (SU Student Engagement Coordinator) – THB, for item 10

**1. Attendance and Apologies**

Apologies were noted for Abigail Toon (Student Trustee) – AT, Robert Hampton (Student Trustee) – RH, Margaret Jolley (External Trustee) – MJ and Harrison Jarrett (VP Student Activities) – HJ

It was noted that the meeting was still quorate.

**2. Minutes of the last meeting**

Minutes of the previous meeting were approved.

**3. Matters arising**

None

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

None.

*Item 10 is now discussed before moving onto the other agenda items, so that THB could leave the meeting after this item. See notes below, under item 10. THB leaves the meeting after Item 10.*

**5. Chief Executive Officer Report**

- 5.1 SW had attended a meeting with other SU colleagues to discuss a paper around the review of Sport by UW, with a proposed new model of delivery of student sport. The model was based on that of the Severn Stars (a partnership between UW and the University of Gloucestershire). SU staff will convene to discuss the proposed new model and will then feedback to members of the Sports Development Board meeting. The Board discussed in some detail the pros and

cons of the new model proposed, including any limitations and issues. ES suggested that further clarification of the new model was needed as elements of it were unclear.

**Action:** SW to ensure that in SU's response, clarifications are requested where elements unclear.

- 5.2 [Commercial in Confidence] Surridge, who were the sports kit supplier to the University (for both academic sport and SU sport) have lost their contract with the University.
- 5.3 It has been confirmed that, following NUS National Conference in April and the Company Law meeting in May, NUS reform was passed as proposed and NUS will form two entities. NUS UK will focus on campaigns and NUS Charity will focus on development of SU's. SU's can affiliate with one or both through a gateway affiliation model and there will likely be additional services available to SU's to purchase. NUS have also proposed a new governance structure with changes to the existing roles and a reduction in the number of full-time officers which will be implemented in 2020.
- 5.4 SW informed the Board that the new Sport Development Coordinator had commenced in role a couple of weeks ago and had made a very good start showing initiative and willingness.
- 5.5 Celebration week went well, with 170 awards issued. It was noted once again this year that it proved to be difficult to engage societies with attending Union Awards resulting in a low turnout by society members. The SU would need to decide in future whether to continue with Union Awards as it is as it has essentially become an awards evening for University staff primarily, not students. Colours Ball had gone well with 470 students attending. Feedback would be obtained from students for both Colours Ball and Union Awards and some ideas had already been received for planning next year's Celebration week.

## **6. Monthly Management Accounts – April 2019**

- 6.1 No areas for concern with the accounts, the Board approved the accounts.

## **7. 2019/20 Budget submission**

- 7.1 The amount for the block grant had been agreed with the University and the budget had come back better than expected. [Commercial in confidence]  
The budget submission was approved.

## **8. Schedule of agenda items**

- 8.1 There would be one addition to the schedule of agenda items- the ratification of bank mandate signatories would be changed to the agenda in May, rather than September to allow for the changes to be implemented whilst the previous Officer team were still in post to sign the necessary documentation.  
The schedule of agenda items was approved.

## **9. Ratification of Bank Mandate Signatories & Companies House Directors**

- 9.1 The three Officers as well as MB would be bank mandate signatories and Companies House Directors.  
The Board approved the ratification of Bank Mandate Signatories & Companies House Directors

## **10. Governance Review Proposal**

- 10.1 THB updated the Board on progress on the governance review. The proposal of the governance review was under way and had been taken to Student Council for consultation last week.
- 10.2 The main proposed changes were as follows:
- The current full-time officer structure to be changed to a co-presidential structure, so all full time officers are presidents.
  - The removal of part-time officers, replacing with various student networks.
  - Student Council and Executive Committee to have full time officer members only (with slightly different responsibilities), no part time officer roles.
- 10.3 The above proposals were discussed at Student Council but the meeting was not quorate, with 8 members in attendance. There were some strong opinions, particularly in relation to the co-presidential structure, with most members preferring the existing structure. There were concerns that the workloads would increase for the two current non-presidential officer roles if these moved to presidential roles. Many did not like the names of the new roles and preferred the existing structure of president and two vice presidents. For the proposed co-presidential structure, 2 voted for, 5 against and 1 abstained.
- 10.4 Regarding removal of part-time officer roles, 7 voted for the proposed change and 1 against. The council generally thought this was a good idea as part time officers are not well-recognised and introducing student networks would be more representative of student needs.
- 10.5 Regarding the proposed changes to the structure of Student Council and Executive Committee, which included adding in a Welfare and Community Council and formalising Education Council, all 8 voted in favour.
- 10.6 THB went on to explain the consultation process. The review was now entering the second phase of consultation which was with students and other stakeholders. There would then be a further consultation in October/November. The proposed new by-laws would then be presented to Student Council in November/December to seek their approval. An All Student meeting would then follow to formalise approval, as well as seeking approval at the Trustee Board and finally at the University Board of Governors. The aim would be for all changes to be approved prior to the annual elections in Feb/March 2020 and for the new structure to be implemented in September 2020. SW confirmed that if the review timescales were met then the new governance structure would commence at the same time as a new long-term SU strategic plan; in the 2020-21 academic year.
- 10.7 It was also noted that financing the new student networks would need to be considered in the SU budget next year.

**11. Annual report of complaints**

- 11.1 Two complaints from students had been received and responded to formally by SW. No communication had since been received from either student and the matters were considered closed. It was noted that both students were from one SU society which had been suspended during the academic year.

**12. Elections report**

- 12.1 There were no questions in relation to the elections report. It was noted that voter numbers were still increasing year on year which was positive for the SU.

**13. Board Sub-committees**

- 13.1 The HR Subcommittee had not met as both MJ and RH had sent their apologies.  
13.2 Updates from the Finance subcommittee included the management accounts, budget submission, bank mandate signatories, cost-saving measures and income from the Bar.

**14. Officers' report**

- 14.1 EM updated the board on various recent SU activities, as follows:
- Celebration week had gone well with a record number of nominations for the Student Choice Awards.
  - Total fundraising for RAG had exceeded £25k. If the total for the year reached £26k this would be £8k more than last year.
  - The Varsity tournament had gone well and resulted in a draw with Gloucestershire at 13 points each. The 'It takes balls to talk' campaign ran during Varsity too.
  - EM had led the campaign for a 'People's Vote' which had been reasonably well received by students given the time of year.
  - Voter registration campaigns to encourage students to register to vote in time for the local and EU elections had also taken place. These campaigns were promoted via the NUS 'Got 5?' campaign (it takes 5 minutes of your time to register to vote).
  - The 'Spotlight on mental health' survey had been conducted with 488 respondents and LC was working on a report to feedback the results. This would be presented to the board in due course.
- 14.2 SW thanked the current Officer team, who had had an exceptional year, working relentlessly and conducting many successful campaigns.

**15. Executive Committee minutes**

Executive committee had not met.

**16. Student Council Summary**

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

- The proposals following the governance review.
- Two new societies could not be approved as the meeting was not quorate. These were an academic society for Biomedical Sciences and a sports club for

Women's futsal. These were approved in principal and would be formally approved via email.

- Three new motions were passed by Education Council:
  - Assignment build-up – that the SU will lobby the University to address multiple assignments being due on the same day. This is not always necessary so the University need to review and amend practice.
  - Standardise blackboard – this needs to be made more accessible to students. The new VPE will work on implementing this in the next academic year.
  - Fit to Sit policy – that the SU would in principle object to future proposals for the implementation of such a policy by the University, after extensive research done by the VPE.

All three motions were passed by Student Council so will now form part of SU policy for the next 3 years.

#### 17. Board of Governors summary

An update was given on discussions at the last Board of Governors meeting. [Commercial in confidence]. The SU report had been well received by governors.

#### 18. Any Other Business

- RH and ES were thanked for their excellent and valuable contributions, on their departure from the Board. The Board wished them every happiness and success in their future endeavours. Recruitment for replacement trustees would take place over the summer (with Student Trustee advertising already under way).

#### Date of next meeting: TBC

**Action:** SF to circulate suggested dates for 2019/20 meeting dates to the remaining Board members.

#### Summary of Actions:

Action	For	To be completed by
SW to ensure that in SU's response to the UW review of sport and proposed delivery model, clarifications are requested where elements unclear.	SW	Next meeting
SF to circulate suggested dates for 2019/20 meeting dates to the remaining Board members.	SF	Asap