**Minutes of The Students’ Union at UWE Board of Trustees**

**5th December 2017 – 5.30pm**

**Present:** Conflicts of interest – BW action point 9

**Trustees:** Jamie Jordon VP Education & Chair
Sian Hampson VP Community & Welfare

Bahkai Wynter VP Societies & Communications

Erin Mills VP Sports & Health

Sarah Eden External Trustee

 David Osborne External Trustee

 Mariam Amini Student Trustee

William Omoma Student Trustee

**Apologies:** Zain Choudhry President

Clare Davidson External Trustee

Chris Clements External Trustee

**In attendance:** Tim Benford CEO

**42/17** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on 24th October 2017.

**43/17**  **Action points from previous meeting:**

*Action* – TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support **(ongoing)**

*Action –* TB/SH to action the charitable activities possible in the shop. **(complete)**

*Action –* TB to create KPI’s in line with strategic planning **(ongoing)**

*Action* – AE to develop a WO job description **(ongoing – reassigned to JJ)***Action* – TB to arrange for ZC to sign off **(complete)**
*Action* – TB to add wording to going concern narrative **(complete)**
*Action* – TB to add pass thanks to MB and his team **(complete)**
*Action* – TB to work on wording and resubmit prior to December meeting for discussion **(complete)**
*Action* – WH to produce full reimbursement figures for discussion **(complete) £80 agreed**
*Action* – TB to discuss with WH re poster approval **(complete)**
*Action* – TB/DO to update and represent to F&GP **(ongoing) (Risk Register)**
*Action* – ZC / BW / EM to present at Student Council **(ongoing)**
*Action* – TB / DO to meet to schedule the management group. **(complete)**
*Action* – TB to have summary sheets created **(complete)**

**44/17** **Strategic Planning Update:**

The Board received the presentation TB and noted and approved the progress for KPI production and launch early 2018.

The Board approved the new sub sections and will approve the KPI’s out of meeting early 2018.

*Action* – TB create KPI’s for approval pre March meeting

**45/17** **Job Evaluation Proposal:**

The Board noted the proposal and thanked the HR team and Job evaluation Group on their work. The Board selected HERA option 2 as the currently preferred method and timeline with final approval at the March/June Board meeting.

The Board for March and before approval would like an indication on the potential outcomes and impact both financial and operational.

*Action –* TB/MW to produce outcome scenarios

**46/17** **Student ideas:**

The student ideas passed by council were discussed and the Board outcomes are as follows.

300 votes – 1st pass

* Lobby Accommodation Services to provide Laundry services for Free - **Approved**
* Move the SU Lock In back to Tuesday - **Rejected**

The Board have decided to reject this Student Idea in line with the original decision for the move based on the core responsibilities of the Board of Trustees.

Legal Compliance

The number and voracity of complaints of noise and anti-social behaviour linked to the Tuesday night event received by the SU and university as well as the local community mobilising to record and report activity posed a current and realistic threat to the licence held by the SU.

In addition, the university as our landlords (The SU is leased from the university) were also concerned of the rise in anti-social behaviour linked to a Tuesday night and were concerned that without action they would not be able to support our licence should any challenge be made.

Financial Management

The Board note that one of the key income and funding streams for the Union is the trade through the bar, catering and retail in the U Block Building, projected at £1.4m. The risk to the organisation if the licence was revoked was too significant to not take proactive action to move the night.

The risk to the Union of the loss of trade was strongly considered and the Union were able to come to an agreement with the university that there would be no financial impact to the SU as a result of the move from Tuesday to a weekend.

Reputation Management

The Board are aware that the complaints and negative publicity linked to the Tuesday night event had the potential to have a significant impact on the reputation and standing of the SU both locally and nationally.

In addition the hosting of a regular midweek student night which is heavily focussed and promoted around the drinks offers could be seen to be irresponsible when ultimately the students at the university are here to fulfil their academic potential and offering a night when it won’t impact with the academic timetabling would be more suitable

The Board felt that to not act proactively would risk further impacting the reputation and damaging the overall experience of being a UWE student.

The Board does want to work with the student body to look at ways in which a weekend event can meet the needs of students and as such will task the team to look at whether a Friday or Saturday night or investigating any further amendments best meets the needs of the students. This will be done during the summer term when all activity is reviewed as part of the planning process. Any students wishing to feed into this process is asked to email Jamie Jordon vpeducation@uwe.ac.uk

Standard passes

Star \* - no cost or reputational impact

Double star \*\* cost implication but can be covered from existing budgets

* Increase the quantity and variety of vegan food options sold in all SU shops and bar – **Approved with comments below**

*We can look at working with the vegan society as currently our largest waste for the bar is on vegan food. A range they approve will hopefully drive engagement and satisfaction.*

* The SU to install solar panels on its buildings – **Approved with comments below**

*As we are a university a building we can lobby the university as part of our sustainability agenda*

* The SU to commit to only stocking products containing palm oil that is Roundtable on Sustainable Palm Oil (RSPO) certified – **Approved with comments below**

*Lobby NUSSL as they control the main elements of our supply chain.*

* Allow society treasures access to the clearest records that the SU holds (Consolidated General Ledger History Report – **Rejected**

The Board has decided to reject this student idea – the Board is aware that this report is already available to Treasurers and can be viewed through the relevant coordinator or through the relevant Vice President. SU staff are more than willing to go through any financial records or documents in thorough detail with any and all relevant students. This will result in a much stronger understanding of budgetary information, and face to face consultation ensures all concerns are responded to on a case by case basis which will completely circumvent any confusion which may otherwise arise.

In addition the Board in reference to its core responsibilities concluded that the financial demand on the organisation to enact this beyond the current access would be cost prohibitive.

* The SU to have sanitary product donation points for distribution to homeless/refugee/asylum-seeking women\* - *already do – need to relaunch*
* Hot water dispensers at Bower Ashton Studios\*
* Campaign to reduce the additional course costs that students have to pay to complete their degrees on top of tuition fee\*
* Water fountains to be shown on maps around campus\*
* The SU to arrange onsite blood donation opportunities\*
* All lectures on a Wednesday morning should be event captured (filmed) and posted on Blackboard\*
* All Academic Personal Tutors should receive mental health awareness training\*
* Swimming pool for Frenchay campus\*
* The SU to run a continuing campaign to raise awareness of Meningitis and encourage students to get vaccinated\*\*
* The SU to organise more social events for postgraduate students\*\*

The Board raised concerns around the filming of Council and potential impact of live streaming. WH to work with DPC on chairing and awareness of risks.

*Action –* TB to pass results to WH to communicate with idea holders.

*Action –* WH to work with DPC on chairing and awareness of risks.

**47/17** **Presidents Manifesto Matrix:**

 The Board noted the continued progress made on the manifesto matrix and congratulated the team on the presentation and documentation of the impact the manifesto points appear to be having.

Manifesto selected update from the Presidents

JJ
FET student allowance

EM
This Girl Can

BW
Student Media – website and publication

SH
Nightline launch

**48/17 Policy Review:**

The Board noted and approved Sustainability action plan and congratulated the team on the continued strong work on the Sustainability agenda and UN SDG

**49/17 Objectives & Management of CEO incorporating update:**

The Board noted the CEO activity update and confirmed the format works well.

SH thanked TB for his work on the Kate and Helen Richardson-Walsh event.

Timeline agreed for the CEO Management Process – as per document.

**50/17 Report from Staff Committee**

 The Board noted the staff committee update and approved the reporting format

**51/17 Report from F&GP Committee**

 The Board noted the F&GP committee update and approved the reporting format

**Items to note\***

**52/17 \*Report from Elected Officers:**

Board received and reviewed reports from SU President, VP Education, VP Sport, VP Socs & Comms and VP Comm & Welfare

The format needs reviewing as we have the new strategic plan and manifesto matrix so the impact can be seen here.

*Action –* TB/JJ to review format

**53/17 \*Sustainability Report**

**AOB**

The Board were updated on the impact of Palmer and Harvey (supply chain) going into administration

**Time and date of next meeting:**

Next meeting: Tuesday 20th March 2018

**Action Points:**

*Action* – TB to lead on customer experience project and define what the customer experience for the SU is and create an objective to support with execution/delivery **(ongoing)**

*Action –* TB to create KPI’s in line with strategic planning for the October meeting. **(ongoing)**

*Action* – AE to develop a WO job description **(ongoing – reassigned to JJ)***Action* – TB/DO to update and represent to F&GP **(ongoing) (Risk Register)**
*Action* – ZC / BW / EM to present at Student Council **(ongoing) (Student Trustee)***Action –* TB create KPI’s for approval pre March meeting*Action –* TB/MW to produce outcome scenarios *Action* – TB to pass results to WH to communicate with idea holders.*Action* – WH to work with DPC on chairing and awareness of risks.
*Action –* TB/JJ to review format