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

**Tuesday 5th December 2023 – 5.00pm**

**Present:**

**Trustees:** Kolawole Samuel Olure President & Chair

Bethel Ekaette VP Societies & Communications

Fayaz Kareem VP Community & Welfare

Sabiha Khan VP Education

Krishna Singh VP Sports & Health

Helen Balmer External Trustee

Sarah Bolt External Trustee

Les Redwood External Trustee

Aengus Miralto-Desmond Student Trustee

**Apologies:**

**In attendance:** Tim Benford CEO

**Conflicts:** None

**39/23** **Minutes of the previous meeting:**

Agreed the minutes of the meeting held on Tuesday 17th October 2023.

**40/23**  **Action points from previous meeting:**

*Action* – TB to instruct MB to create questionnaire for approval at F&GP (complete)  
*Action* – KSO to sign for submission (Complete)  
*Action* – TB to pass thanks to MB and the Finance Team (complete)   
*Action* – TB to request updates and progress on the reimagining student representation project (complete)  
*Action* – TB to update accordingly and communicate (complete)  
*Action* – TB to pass on the Board thanks to the Advice Team (complete)

**41/23** **Finance – Projection and 24/25:**

The Board received the updated projection for 23/24 and the assumptions and draft for 24/25. The assumptions and associated changes were agreed and to be enacted asap. The Board request an updated picture for the March board meeting before final signoff

*Action* – TB to commence actions on the approved assumptions  
*Action* – TB to bring update from Feb F&GP to the Board

**42/23** **Student Democracy:**

There have been no new ideas since the previous meeting and the work on governance updates is ongoing. The Board discussed how Presidents were to be held to account if Student Council is not functioning fully as desired. Suggestions to appoint before the summer and understand how attendance is maximised.

*Action* – TB to develop option with DoE once appointed

**43/23** Risk Register**:**

The Board reviewed the Risk Register and approved the updated scoring. The Board would like to see further advancement of the second section of risk management.

*Action* – TB to update Risk Register second section for the June meeting

**44/23** **CEO Report:**

The Board noted the report and discussed the report and feedback from the CEO Management Group with regards support, training and review for the coming year.

A number of topics from the question were raised and are;

* + How to use SEF for projects – what funds available
  + Session with Trustees – so can prioritise
  + Trustee meet up across the region

*Action* – TB to update at the next meeting

**45/23 Governance - Report from Staff Committee:**

HB gave an update on main items discussed at recent staff committee.

The Board approved the update to the sickness absence policy so that there will be allocation from commencmenet of employment of 2wek full, 2 weeks half, to be added from 1st January 2024.

*Action* – TB to update MW for addition to the handbook

Staff committee also raised generally feedback about Presidents – meeting attendance, timekeeping and communication – not just one specific example but across the team. This was aligned with 7 out of 9 departments from the Voice mirroring this feedback

Recommendations approved by the Board – reshare review employment contracts – develop and implement a reporting and monitoring system (HB to meet with SB to hand over chair of Staff Committee and develop plan). This can then be reviewed by SB and fed back to March meeting

*Action* – HB to meet with SB to hand over chair of Staff Committee and develop plan  
*Action* – SB to report back to March meeting

All starred items were noted and approved

**46/23 \*Governance - Report from Finance & General Purposes Committee:**

**47/23 \*Governance - Policy and Bye Law Review**

**48/23 \* President Oversight - Report from Elected Officers:**

**49/23 \*Governance - Sustainability Report:**

**AOB**

The Board noted the resignation of HB and thanked her for the effort, advice and commitment she has shown in the 5 years on the Board.

**Time and date of next meeting:**

Next meeting: 12th March 2024

**Action Points:**

*Action* – TB to commence actions on the approved assumptions   
*Action* – TB to bring update from Feb F&GP to the Board  
*Action* – TB to develop option with DoE once appointed  
*Action* – TB to update Risk Register second section for the June meeting  
*Action* – TB to update at the next meeting  
*Action* – TB to update MW for addition to the handbook  
*Action* – HB to meet with SB to hand over chair of Staff Committee and develop plan  
*Action* – SB to report back to March meeting