



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of October the 3rd, 2023, 17:00
UWLSU Conference Room, SMR

MEMBERSHIP:

Maisie Kelly (MK/ Chair), Yash Arora (YA), Ayyan Bebal (AB), Anthony Coad (AC), Kevin Dickie (KD), Farimah Darbyshire (FD)

SMT:

Tye McMahon (TM), Hamna Azam (HA), Jamal El-Kalawy (JE), Robert Carr (RC)

IN ATTENDANCE:

Patrick Fuller (PF), Monika Sowa (MS)

EXTERNAL GUESTS: Nil

APOLOGIES: Nil

Minutes of Trustee Board

AGENDA	DISCUSSION	RESOLUTION
1. Introduction	1.1 The meeting started at 17:07. 1.2 MK joined the meeting via Teams. 1.3 MK welcomed everyone. 1.4 No apologies were received.	
2. Declarations of Interests <i>(Maisie Kelly - SU President)</i>	2.1 None were declared.	

<p>3. Minutes and Matters Arising from July 4th, 2023</p> <p><i>(Maisie Kelly - SU President)</i></p>	<p>3.1 Actions arising from the meeting of July the 4th 2023 had been completed.</p>	<p>3.2 Trustees approved the minutes.</p>
<p>4. Sabbatical Officer Priority Report</p> <p><i>(Jamal El-Kalawy - Head of Membership)</i></p>	<p>4.1 Every year Sabbatical Officers have between 1-3 Advocacy priorities. These are areas they want to impact within UWL. This year all Sabbs had priorities set within 4 weeks of starting in their roles.</p> <p>4.2 Ayyan Bebal (SU Education Officer) gave an overview of his priorities:</p> <p>4.2.1 Priority 1: Language skills support for international students. 4.2.2 Priority 2: Improving Mental Health for international and national students. 4.2.3 Priority 3: Create and Establish a Course Network.</p> <p>4.3 Yash Arora (SU Activities Officer) gave an overview of his priorities:</p> <p>4.3.1 Priority 1: Cultural Activities with a focus on under-represented groups. 4.3.2 Priority 2: Improve student groups' marketing and engagement. 4.3.3 Priority 3: Enhance community outreach opportunities for students.</p> <p>4.4 MK (SU President) gave an overview of her priorities:</p> <p>4.4.1 Priority 1: Sexual Violence Awareness and Prevention. 4.4.2 Priority 2: Education for Students with Learning Differences. 4.4.3 Priority 3: Cost of Living Support for Students.</p>	<p>4.6 Trustees noted the report.</p>
<p>5. CEO Update</p> <p><i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>5.1 The paper was taken as read.</p> <p>5.2 TM gave an overview of the CEO Update.</p> <p>5.3 There are 7 key issues currently facing the SU that are either impacting our work or have the potential to impact in either a positive or negative way in the coming months:</p>	<p>5.5 Trustees noted the report.</p>

	<p>5.3.1 TEF Results 5.3.2 Freddie's redevelopment and opening 5.3.3 Little Coffee Union at Century House 5.3.4 University Pay Negotiations 5.3.5 Daily Mail recognition for Social Inclusion 5.3.6 Changes to the SU staffing team 5.3.7 Students and Loneliness</p> <p>5.3.8.1.10 TM noted that this week we started the SU desk at the Paragon campus in order to add to the presence at campus and staff are rotating to cover the desk. We have so far helped many students.</p>	
<p>6. Quarterly Report, Including Risk Register Summary</p> <p><i>(George Middleton-Baker - Performance and Insight Analyst, Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>6.1 The paper was taken as read.</p> <p>6.2 TM gave an overview of the Quarterly Report (Q4).</p> <p>6.3 Q4 was characterised by end-of-year celebrations with the Union's award season, reviewing the progress of the past year and planning for the year ahead.</p> <p>6.4 The new sabbatical team of Maisie Kelly, returning as President, Ayan Bebal the new VP of Education and Yash Arora as VP of Activities completed their induction and began their terms of office.</p> <p>6.5 Student staff recruitment began for roles at the SU Central, Commercial Services, Student Voice Intern, SU Crew and School Reps.</p> <p>6.7 Freddie's has undergone a significant renovation to modernise the space and make it more welcoming for students at any time of day.</p> <p>6.9 UWLSU exceeded its 60% year-end target In Q4. Engagement rose to 74%, the highest since the year 2017/18. The increase in the student population represents a significant increase in the amount of engagement that the union has achieved.</p> <p>6.10 The NSS results have placed UWLSU 3rd in the UK for comparable higher education institutions. An additional paper analysing the NSS result will be presented in the Q1 Trustee Board.</p>	<p>6.22 Trustees noted the report.</p>

	<p>6.16 The staff engagement survey was completed in Q2 with the select results released in Q3. Overall, the results of the staff engagement survey were very positive with 91% of staff completing the survey and 97% recommending UWLSU as a good organisation to work for, improving on last year's scores.</p> <p>6.18 A clean finance audit was received from UWLSU's auditors.</p> <p>6.19 UWLSU received a Gold rating for Best Bar None achieving the target for 2022/23.</p> <p>6.20 The release of the results for Green Impact has been delayed until Q1 2023/24.</p>	
<p>7. Management Accounts</p> <p><i>(Hamna Azam – Head of Finance and HR)</i></p>	<p>7.1 The paper was taken as read.</p> <p>7.2 HA gave an overview of the report.</p> <p>7.3 Commercial and Merchandise targets were met as per the forecast. The teams are working hard to finalise the renovations to Freddie's, and food & drink offers for the new academic year, keeping in mind cost of living increases, while maintaining reasonable margins.</p> <p>7.4 All recruitment is on track, with student staff trained and well-equipped to deliver the Freshers' activities as planned in consultation with Senior Pro Vice-Chancellor Student Experience.</p> <p>7.5 All planned activities were delivered as scheduled along with a clear plan in place to welcome students in September. The logistics of which have already been discussed and approved. The teams are being trained and given clear instructions and are ready for the Freshers' delivery.</p> <p>7.6 HA advised that the audit has begun from the third week of September and the auditors are currently on site; we will continue to work closely with the UWL finance team to provide all the required documents and resolve queries should they arise. The results should be available by the end of November.</p>	<p>7.7 Trustees noted the report.</p>

<p>8. Annual Compliance Management Report</p> <p><i>(Jamal El-Kalawy - Head of Membership)</i></p>	<p>8.1 The Compliance Management Plan and Risk Register are used together to ensure that UWLSU is following compliant practices and are reviewed each academic year and presented to the Compliance Group and Trustee Board.</p> <p>8.2 JE gave an overview of the Annual Compliance Management Report.</p> <p>8.3 Whilst there are no immediate risks, the following are the strategic priority risks that may affect the organisation in the coming 12 months:</p> <p>8.3.1 Inflation and Recession. 8.3.2 Freedom of Speech. 8.3.3 Disaffiliation to NUS. 8.3.4 Legislation for the use of AI.</p>	<p>8.5 Trustees approved the report.</p>
<p>9. NSS Analysis Report – Presentation</p> <p><i>(George Middleton-Baker - Performance and Insight Analyst, Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>9.1 TM talked through the NSS analysis report.</p> <p>9.3 The presentation included a view of where we were in 2022.</p> <p>9.4 The 2023 results are:</p> <p>9.4.1 Overall, of 85% and placing us England's 3rd, London 1st and England's 1st for 'very well'.</p> <p>9.5 Summary</p> <p>9.5.1 The sector average has risen by 18%</p> <p>9.5.2 UWL overall results are:</p> <p>9.5.2.1 3rd in England 9.5.2.2 1st in London 9.5.2.3 2nd for Student Voice in England 9.5.2.4 2nd for Freedom of Speech</p>	<p>9.6 Trustees noted the report.</p>

<p>10. Strategy Update – Verbal Presentation</p> <p><i>(Jamal El-Kalawy - Head of Membership)</i></p>	<p>10.1 JE talked through the Strategy presentation which included the following:</p> <p>10.1.1 The stages of UWLSU’s Strategy Development</p> <p>10.1.2 Strategy overview</p> <p>10.1.3 Scope and review of 2018 – 2023 strategy</p> <p>10.1.4 CounterCulture research</p> <p>10.1.5 Student and staff consultations</p>	<p>10.3 Trustees noted the strategy update.</p>
<p>11. Other Items</p>	<p>11.1 Nil.</p>	
<p>12. Any Other Business</p>	<p>12.1 TM: Does anyone have any objections if the Trustee Board Away Day is rescheduled to the week before or after planned? No objections were received.</p> <p>12.2 TM: Does everyone agree to have dinner after the meeting in November? All agreed.</p>	
<p>13. Actions</p>	<p>13.1 Strategy Update Presentation and appendices to be distributed with the minutes.</p>	
<p>14. The Date of the Next Meeting</p>	<p>14.1 The meeting finished at 19:10.</p> <p>14.2 The next meeting is scheduled for November 28th, 2023.</p>	