



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of 19th April 2022, 17:00,
UWLSU Conference Room

MEMBERSHIP:

Alessio Di Vito (AD), Andrea Miller (AM), Anthony Coad (AC), (AJ), Gloria Beyi (GB), Kevin Dickie (KD), Graham Woods (GW), Wladimir Albuja (WA)

SMT:

Hamna Azam (HA), Lucy Hayes (LH), Tye McMahon (TM)

IN ATTENDANCE:

Patrick Fuller (PF), Jamal El-Kalawy (JE)

APOLOGIES:

Stella Webb (SW), Rachel Mundy (RM)

Minutes of Trustee Board

AGENDA ITEM	DISCUSSION	RESULTS	ACTIONS
STANDING ITEMS			
<p>1. Minutes from 7th December 2021</p> <ul style="list-style-type: none"> - Declarations of interest - Discussion of matters arising <p><i>(Stella Webb – SU President)</i></p> <ul style="list-style-type: none"> - Minutes from Trustee Board Away Day 1st March 2022 – Approve 		<p>Approved.</p> <p>There were no declarations of interest.</p> <p>Approved.</p>	<p>Nil</p>
<p>2. Sabbatical Officer Priority Report – Note</p> <p><i>(Gloria Beyi – Vice President For Activities, Alessio Di Vito - Vice President For Education)</i></p>	<p>Stella Webb – Priorities:</p> <ul style="list-style-type: none"> - focus on the cost of university for our students - Sexual Violence Prevention - Creating an inclusive student experience <p>Alessio Di Vito – Priorities:</p> <ul style="list-style-type: none"> - Sustainability - Inclusive Education and Career - Mental Health <p>Gloria Beyi – Priorities:</p> <ul style="list-style-type: none"> - Ensure a culturally diverse experience for UWL students - Student wellbeing and access to counselling - Trustees asked the officers a number of questions about the reports. 	<p>The group noted the report.</p>	<p>JE to provide an update on Prayer Rooms when available.</p> <p>TM to invite SW to the July meeting to present on her SVP work.</p>
<p>3. CEO Report – Note</p> <p><i>(Tye McMahon – CEO)</i></p>	<p>There are 7 key issues currently facing the SU:</p> <ul style="list-style-type: none"> - Augar Review - Progression, completion and employability 	<p>The board noted the CEO Update.</p>	<p>Nil</p>

	<ul style="list-style-type: none"> - Levelling up white paper (via UWL reporting) - Recruitment (via UWL reporting) - NUS National Conference - UWL new site acquisition - Changes to the SU staffing team 		
<p>4. Quarterly Report (inc risk register summary) – Note (Tye McMahon – CEO)</p>	<p>Q3 has been characterised by the February Welcome Period, Sabbatical Officer elections, LGBTQ+ History Month, Varsity and Business planning.</p>	<p>The board noted the report.</p>	<p>Nil</p>
<p>5. Management Accounts – Note (Hamna Azam – Head of Finance)</p>		<p>The group noted the monthly management accounts for UWLSU.</p>	<p>Nil</p>
ANNUAL ITEMS			
<p>6. Draft Business Plan and Budget – Approve (Tye McMahon - CEO)</p>	<p>The return to on campus and in person teaching and events has enabled more students than ever to participate in university life. The SU staff team have undertaken detailed business planning for all core SU activities including sport and recreation; major events; clubs and societies, the advice service, student voice, commercial trading and our support services.</p>	<p>The board approved the annual SU Business Plan and 2022/23.</p>	<p>TM/ HA to discuss inflation session with AM and deliver in the July board meeting.</p>
<p>7. Staff Handbook and Contract Review and Update– Approve (Lucy Hayes – Head of Operations)</p>	<p>Three changes are proposed to the document this year:</p> <ul style="list-style-type: none"> - New staff will only be eligible for Statutory Sick Pay - 2 additional annual leave days off for those with over 2 year service at the SU - Discounted development courses for support staff. 	<p>The board approved the updates to the staff handbook and contracts.</p>	<p>LH to action the changes to the staff handbook.</p>
<p>8. February Induction and Enrolment Presentation – Note (Lucy Hayes)</p>	<p>Key Information:</p> <ul style="list-style-type: none"> - A video of the highlights from February induction was played - The February intake was largely made up of international students - around 700 enrolled in week 1 of induction - Highest engagement from schools was in CLBS, SCE and LGCHT 	<p>The group noted the PowerPoint presentation.</p>	<p>Nil</p>

	<ul style="list-style-type: none"> - Program focussed on low key campus based/London centric activity - One big onsite late-night event with external talent - 792 unique students were engaged 		
OTHER ITEMS			
<p>9. What activities engaged mature students during the Welcome Back period in September 2021 – October 2021 – Note <i>(Lucy Hayes – Head of Operations)</i></p>	<p>Key information:</p> <ul style="list-style-type: none"> - The SU are engaging an increasing number of mature students through engagement activities – the most successful method is through community-based activities where we have engaged 33% of all mature students. - More work needs to take place to build on this growth including growth in virtual activity and activity that takes place around caring responsibilities - There is still very low engagement of mature students when compared to the rest of the student population 	The Trustees noted the PowerPoint presentation.	Nil
<p>10. How UWL reduced the Degree Awarding gap for BME students – Note <i>(Jamal El-Kalawy – Representation & Advocacy Manager)</i></p>	<p>For the last 5 years, UWL have been trying a variety of interventions to reduce the Awarding Gap between white and non-white students. In 2016-17 the AG was 26.3%</p> <p>In response to this, UWL set a target of reducing the AG to 12% or the London average by the academic year 2024/25.</p>	The board noted the report.	TM to ensure that the Board receive regular updates on the Awarding Gap.
<p>11. NUS Delegate Elections – Note <i>(Jamal El-Kalawy – Representation & Advocacy Manager)</i></p>	The elections were conducted in via in person and online voting. Just over 200 students voted in the election and 3 students were elected to take part in the NUS Conference.	The Board noted this report.	Nil
<p>12. Sabbatical Officer Elections – Note</p>	In total 1135 students voted in this election with 3028 votes cast for the 3 positions and 76 abstentions. Students voted either in person or online using a digital platform.	The Board noted this report.	Nil

<i>(Jamal El-Kalawy – Representation & Advocacy Manager)</i>			
<p>13. Honorary Memberships – Approve <i>(Tye McMahon - CEO)</i></p>	<p>It was proposed that Honorary Life memberships be offered to each sabbatical officer that has served since the turnaround of the SU in 2013, along with every sabbatical officer going forward. Only the following officers would not be considered:</p> <ul style="list-style-type: none"> - Where an Officer has breached the Trustee Code of Conduct and has received an outcome in conflict with ongoing Union Membership - Where an Officer is the respondent in an ongoing Disciplinary Process - Where an Officer is found to be guilty or at fault in a Disciplinary Process 	<p>The Board approved this report.</p>	<p>TM to organise a dinner for recipients of Honorary Life Membership and include Trustees.</p>
<p>14. Pensions – Note <i>(Tye McMahon – CEO)</i></p>	<p>Trustees were presented with an analysis of the current SU pension scheme offer in comparison to the broader sector and UWL. The paper outlines the potential benefits and challenges of varying the existing pension scheme alongside other priorities.</p>	<p>Trustees noted this report and recommended an increase in the SU pension contribution to up to 10% matched from August 2022.</p>	<p>HA to action the increase of matched contributions of up to 10% from August 2022.</p> <p>LH to action the roll out of financial education programmes as part of the pension changes.</p> <p>TM to explore the viability of being part of UWL’s pension scheme.</p>
AOB			
<ul style="list-style-type: none"> - GW noted that he felt that it was great that the Star Awards would happen in person in 2022 as it was a significant moment to recognise the hard work of staff. - GW noted that it was his last meeting as a Trustee and though whilst short, he found great learning through the experience and thanked the SU and other Trustees. Trustees thanked GW for his excellent contributions. 			

- It was noted that it was the last formal meeting of Glory and Alessio as Sabbatical Officers. The Trustees and staff thanked them for their excellent contributions over the last 12-24 months and wished them well in the next stage of their careers. They also noted that there will be a farewell event for them in the coming weeks.

DATE OF NEXT MEETING: JULY 12TH 2022