



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of December the 7th 2021, 17:00, Directorate Boardroom

MEMBERSHIP:

Alessio Di Vito (AD), Andrea Miller (AM), Anthony Coad (AC), Gloria Beyi (GB), Kevin Dickie (KD), Stella Webb (SW/Chair)

SMT: Hamna Azam (HA), Lucy Hayes (LH), Rachel Mundy (RM), Tye McMahon (TM)

IN ATTENDANCE: Patrick Fuller (PF), Vanessa Dankyi (VD)

APOLOGIES: Andrea Miller (AM)

Minutes of Trustee Board

AGENDA ITEM	DISCUSSION	RESULTS	ACTIONS
1. Introduction	<p>1.1 UWLSU continues to remain focused on helping students achieve the best outcomes they can.</p> <p>1.2 UWLSU continues to adapt to the ever-changing environment due to the Covid-19 pandemic. From Tuesday 30th November 2021 face coverings were once again made a legal requirement in shops and on public transport. These temporary measures have been put in place in England to respond to the Omicron variant to slow its arrival and spread.</p>		

	<p>1.3 Graduation Ceremonies were on the week commencing 29th November 2021 and it was great to see students celebrating their achievements.</p>		
<p>2. Declarations of interest</p>	<p>2.1 There were no declarations of interest.</p>		
<p>3. Minutes and matters arising from 5th October 2021</p>	<p>3.1 The Trustees stated that they really enjoy listening to the Sabbs give an update on their priorities and asking questions. Therefore, in future meetings, the chair (SU President) and the clerk (VD) will ensure 25 minutes is allocated to discussing the Sabb Priorities.</p> <p>3.2 Sabb Priorities are far reaching so it was suggested that part of the upcoming Trustee Board HALF DAY be dedicated to a Sabb Priority.</p> <p>3.3 The job market is very volatile at the moment, so the Trustees are keen to retain staff. The CEO Update will now contain a section which details reasons why people leave the organisation.</p> <p>3.4 The group suggested that the Sexual Violence Prevention work within SW's priorities and social media risk should be given a bigger consideration in the risk register. TM and OL are in the process of adding these risks to the register.</p> <p>3.5 The Trustees were sent a link to complete online Health and Safety training.</p> <p>3.6 AM was appointed the Deputy Chair of the Trustee Board in the Trustee Board meeting on 5th October 2021. RM emailed AM information on her roles and responsibilities as the Deputy Chair of the Trustee Board.</p> <p>3.7 TM stated that UWLSU have created some videos to showcase more recent graduates. Videos of Alumni are due to be presented in today's meeting (7/12/2021).</p> <p>3.8 SW continues to strive to achieve her goals in regard to Sexual Violence Prevention. SW stated that it would be best to present the portfolio of information to the Trustees after April 2022.</p>		
<p>4. Actions from 5th October 2021 minutes</p>			<p>4.1 The following actions were created or updated based on the discussion of the minutes:</p> <p>AC – Complete online Health and Safety Training.</p> <p>SW – Present a portfolio of information on Sexual Violence to the Trustees in a Trustee Board after April 2022.</p>

			<p>TM – Consider what Trustee Board meeting Stella can present an update of her Sexual Violence Prevention priority after April 2022.</p> <p>VD – Add SW’s report on an update on Sexual Violence Prevention Activities to a Trustee Board meeting after April 2022.</p>
<p>5. Sabbatical Officer Priority Report</p> <p><i>(Stella Webb, Alessio Di Vito, Gloria Beyi)</i></p>	<p>5.2 The Sabbatical Officers continue to strive to achieve their priorities. As the national environment changes, the Sabbatical Officers adapt with the support of UWLSU staff.</p> <p>5.3 Stella Webb – Priorities:</p> <ul style="list-style-type: none"> - Cost of the university for our students - Sexual Violence Prevention Work - Creating an inclusive student experience <p>5.4 Alessio Di Vito – Priorities:</p> <ul style="list-style-type: none"> - Sustainability - Inclusive Education and Career - Mental Health <p>5.5 Gloria Beyi – Priorities:</p> <ul style="list-style-type: none"> - Ensure a culturally diverse experience for UWL students - Student wellbeing and access to counselling 	<p>5.1 The group noted the report.</p>	<p>SW – Send a video about consent that was part of all new student’s induction to Trustees.</p> <p>RM – Write a report on how UWL reduced the Degree Attainment gap for BME students.</p>
<p>6. CEO Update</p> <p><i>(Tye McMahon – Chief Executive Officer)</i></p>	<p>6.2 There are 8 key issues currently facing the SU that are either impacting on our work or have the potential to impact in either a positive or negative way in the coming months:</p> <ul style="list-style-type: none"> a) Autumn budget and potential review b) Changes at OfS c) Recruitment and engagement (via UWL reporting) d) UWL enterprise (via UWL reporting) e) University strike action f) UWL Partnerships (via UWL reporting) g) Changes to the SU staff team h) Student Outcomes 	<p>6.1 The board noted the CEO Update.</p>	
<p>7. Q1 Quarterly Report: Aug – Oct 2021 (inc risk register summary)</p> <p><i>(Tye McMahon – Chief Executive Officer)</i></p>	<p>7.2 A report on Q2 (Nov – Jan 2022) was handed out in the meeting. The figures were accurate up to 6th December 2021.</p> <p>5.6 Key Achievements in Q1:</p> <ul style="list-style-type: none"> a) Successful enrolment and induction for new starters. b) Varied and popular Welcome Period social offering. c) Re-opening of a refreshed Freddie’s Bar. d) 40% of students engaged in UWLSU activity. 	<p>7.1 The board noted the report.</p>	

	<p>e) All measurable KPIs on track to be achieved.</p> <p>5.7 Risks and Opportunities from Q1:</p> <p>a) NSS – risk and opportunity. b) Demographic engagement – risk. c) Possibility of new government regulations on social activity in the case of surging Covid-19 cases – risk. d) Retention rates – risk. e) Students not wanting to return to face-to-face activity – risk.</p> <p>5.8 For Q2 planning is underway for exam engagement, NSS completion and the February Welcome Period.</p> <p>5.9 Engagement in Q2 has reached 52%, up 12% on the close of Q1.</p> <p>5.10 Other information about Q2 up to close of business 6th December 2021:</p> <p>a) The first wave of the UWLSU student satisfaction survey has been completed and shows high satisfaction with the SU – 88% of 213 respondents being satisfied overall with the SU.</p> <p>b) Outreach calls began in Q1 and have now reached 663 students</p> <p>c) Community-Based Activity has engaged 2,454 students, reaching all schools.</p> <p>d) 81 cases have been opened with the Advice Service.</p> <p>e) The Investors in People Assessment has begun.</p>		
<p>8. Management accounts October 2021</p> <p><i>(Hamna Azam – Head of Finance)</i></p>	<p>8.3 The full-year commercial income forecast is on track with the original budget. YTD commercial income is on track with the forecast. Commercial income will continue to remain a high-risk area for the foreseeable future. LH stated that there is less footfall on campus which means there are less people on campus who can spend money in Commercial areas. LH added that the Commercial Team have recently recruited a new coordinator and that person's main focus in the next six months is income generation.</p>	<p>8.1 The group noted the monthly management accounts for UWLSU.</p>	
<p>9. Audited Accounts Report (For the Year Ended 31 July 2021)</p> <p><i>(Hamna Azam – Head of Finance)</i></p>	<p>9.3 UWLSU accounts must be audited annually. UWLSU must submit annual accounts (financial statements) to Companies House and The Charity Commission. The Student Union financial statements for the year ending 31 July 2021 were prepared and audited by Goodman Jones.</p>	<p>9.1 The board approved the draft financial statements and Trustees' report for</p>	<p>TM – Amend the F2 KPI. This KPI needs to account for three months of operating costs.</p> <p>HA – Send VD the UWLSU Audit Finding Report so that she can send the document to the Trustees.</p>

	<p>9.4 The Trustees Report highlights some of the Union's Key achievements through the year:</p> <ul style="list-style-type: none"> a) Continued to lead the sector and rated No 1 again in the country for student satisfaction amongst comparable HEI SUs (NSS). b) 100% of students were engaged in one Welcome Project activity c) 93% in NUS Staff engagement <p>9.7 The Audit Findings report findings were impressive. The Auditors found there was 'nothing to note'. The group congratulated HA for the fantastic result.</p>	<p>filing at Companies House.</p> <p>9.2 The board considered the draft audit findings report and approved the recommendations based on its findings outlined in section 6 of this report.</p>	<p>VD – Send the Trustees the UWLSU Audit Finding Report with the minutes for this meeting.</p>
<p>10. Election Report – NUS Delegate</p> <p><i>(Rachel Mundy – Head of Membership)</i></p>	<p>10.2 The NUS Delegate elections received just over 200 votes. This was better than last year. The votes were all administered via an online platform. Last year was the first time the elections were completely online. So there has been a year-on-year improvement on the number of votes.</p> <p>10.3 Four candidates were involved in this election.</p> <p>10.4 RM said her and her team will focus on ways to increase the number of students voting in future elections.</p> <p>10.5 The elections ran smoothly and there were no complaints.</p>	<p>10.1 The board noted the verbal update of the Election Report – NUS Delegate.</p>	<p>RM – Produce a report on the NUS Delegate Elections for the next Trustee Board.</p>
<p>11. Fresher's Presentation</p> <p><i>(Lucy Hayes – Head of Operations)</i></p>	<p>11.2 Key Information</p> <ul style="list-style-type: none"> - 800 students engaged in the social events program - 1500 students engaged in welcome fairs - 328 students joined a sports club - 11 new sports clubs set up - 1050 students joined a student group/society - 9 new student groups <p>11.3 Engagement Demographics</p> <ul style="list-style-type: none"> - 35% engagement overall - 33% BME students engaged - 49% mature learners engaged - 23% Reading students engaged - 27% student carers engaged <p>11.5 The group were impressed with how many mature students (49%) were engaged in the Welcome back period. AC was keen to hear more information about how UWLSU was able to engage such a high number of mature students.</p>	<p>11.1 The group noted the Powerpoint presentation.</p>	<p>LH – Present information to Trustees on what activities engaged mature students during the Welcome Back period in September 2021 – October 2021.</p>
<p>12. The Trustee Board - Half Day</p> <p><i>(Tye McMahon – Chief Executive Officer)</i></p>	<p>12.2 The Trustee Board will be moved from Tuesday 15th February 2022 to Tuesday 1st March 2022. This Half Day needed to be moved because wc commencing 14th</p>	<p>12.1 The Trustees approved the change of date of the</p>	<p>VD – Move the Trustee Board Half Day meeting invite via su.info@uwl.ac.uk from 15th February 2022 to 1st March 2022.</p>

	February 2022 consists of induction and enrolment activities for students.	Trustee Board.	<p>TM – Write out a draft agenda for the upcoming Trustee Board HALF DAY and then send the document to the Trustees to review.</p> <p>TM – Consider who will facilitate the HALF DAY – will the facilitator be an internal or external person?</p>
<p>13. Recent Alumni Videos</p> <p><i>(Tye McMahon – Chief Executive Officer)</i></p>	<p>13.2 Due to time constraints TM could not show all of the videos, TM will send the other videos to the Trustees via email.</p> <p>13.3 Following on from what AC mentioned in a previous meeting that more recent Alumni of UWL should be highlighted, UWLSU created eight videos of more recent graduates.</p> <p>13.4 The group were able to review one Alumni video of Kyle. The group were impressed with the quality of the video. AC stated that these videos will be a great addition to Alumni activities and that he hoped there would be more promotion of recent Alumni's.</p>	13.1 The board noted the alumni video that was shown to them.	TM – Send the Trustees the eight Alumni videos.
14. AOB	14.1 The expansion of the UWL Group was a key interest of the group. This will allow UWL be competitive in an increasingly tough environment for universities. PF stated that UWL is seeking to grow. AC was keen that the group are kept updated on the UWL Group in each Trustee Board meeting in regard to what opportunities this holds for the UWLSU.		TM – Consider how an update of the UWL Group and the opportunities this holds for UWLSU can be presented to Trustees in future meetings. Potentially a standing item could be added to the CEO Update.
15. Summary of actions			<p>15.1 Actions that were created from the meeting today (7th December 2021):</p> <p>15.1.1 SW – Send video about consent that was part of all new student's induction to Trustees.</p> <p>15.1.2 RM – Write a report on how UWL reduced the Degree Attainment gap for BME students.</p> <p>15.1.3 TM – Amend the F2 KPI. This KPI needs to account for three months of operating costs.</p> <p>15.1.4 HA – Send VD the UWLSU Audit Finding Report so that she can send the document to the Trustees.</p> <p>15.1.5 VD – Send the Trustees the UWLSU Audit Finding Report with the minutes for this meeting.</p> <p>15.1.6 RM – Produce a report on the NUS Delegate Elections for the next Trustee Board.</p>

			<p>15.1.7 LH – Present information to Trustees on what activities engaged mature students during the Welcome Back period in September 2021 – October 2021.</p> <p>15.1.8 VD – Move the Trustee Board Half Day meeting invite via su.info@uwl.ac.uk from 15th February 2022 to 1st March 2022.</p> <p>15.1.9 TM – Write out a draft agenda for the upcoming Trustee Board HALF DAY and then send the document to the Trustees to review.</p> <p>15.1.10 TM – Consider who will facilitate the HALF DAY – will the facilitator be an internal or external person?</p> <p>15.1.11 TM – Send the Trustees the eight Alumni videos.</p> <p>15.1.12 TM – Consider how an update of the UWL Group and the opportunities this holds for UWLSU can be presented to Trustees in future meetings. Potentially a standing item could be added to the CEO Update.</p> <p>15.2 The following actions were created or updated based on the discussion of the minutes from 5th October 2021:</p> <p>15.2.1 AC – Complete online Health and Safety Training.</p> <p>15.2.2 SW – Present a portfolio of information on Sexual Violence to the Trustees in a Trustee Board after April 2022.</p> <p>15.2.3 TM – Consider what Trustee Board meeting Stella can present an update of her Sexual Violence Prevention priority after April 2022.</p> <p>15.2.3 VD – Add SW's report on an update on Sexual Violence Prevention Activities to a Trustee Board meeting after April 2022.</p>
16. Date of next meeting	The next meeting is on: March the 1 st 2022		