



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of 24th February 2021, 17:00, Zoom meeting

MEMBERSHIP: Anthony Coad (AC), Helen Dawit (HD), Alessio Di Vito (AD), Ancha Joof (Chair)(AJ), Andrea Miller (AM), Stella Webb (SW)

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

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

APOLOGIES: Helen Dawit (HD)

Minutes of Trustee Board

1. Introduction

1.1. UWLSU continues to remain focused on helping students achieve the best outcomes they can.

2. Declarations of interest

2.1. N/A

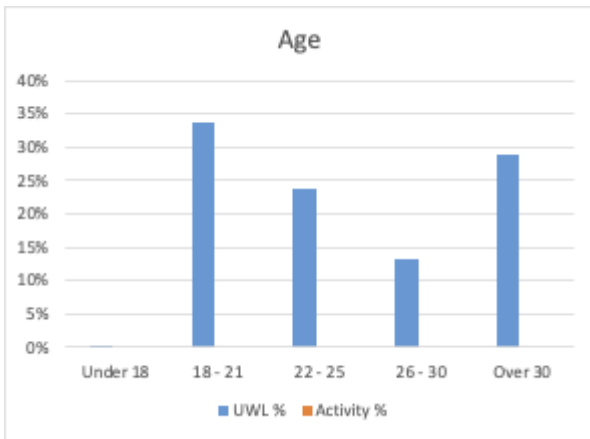
3. Minutes and matters arising from 09/12/2020

3.1. The group had previously been sent the Big Conversation presentation which was discussed in the meeting on 09/12/2020 and they were sent an updated Trustee Board Items of business template 2020-2021. The group expressed that they were looking forward to hearing about how Big Conversation is going in February 2021 in this meeting.

3.2. VD will set up a meeting between AD and AC in regards to Blackboard in March 2021/April 2021. AC is looking forward to seeing how Blackboard works for students.

3.3. RM has liaised with Maureen and Craigan in regards to receiving their honorary life memberships. Their memberships are being finalised.

3.4. The Trustee's had previously asked for information on how many students are over 60. Unfortunately, the data cannot be manipulated to show students over 60 because of the way the data is collected. The relevant information is as follows:



Age	#	UWL %
Under 18	10	0%
18 - 21	3623	34%
22 - 25	2569	24%
26 - 30	1438	13%
Over 30	3114	29%

Total "Mature" 66%

3.5. Anyone over 21 years of age is considered 'mature'.

3.6. On 18/12/2020 the Trustees were emailed the 'UWLSU 2019-2020 Audited Financial Statements' for approval. Four Trustees approved the request via an email response. The Trustees **approved**:

- The draft financial statements and Trustees' report for filing at Companies House.
- The recommendations based on its findings outlined in section 7 of the report

3.7. HD is no longer a member of the UWLSU Trustee Board. The Board stated that they wished her well in her future endeavours.

4. Actions from 09/12/2020 minutes

4.1. The following actions were created or updated based on the discussion of the minutes:

VD – Set up a meeting between AD and AC so AD can go through Blackboard with AC. This meeting should happen in March 2021 or April 2021.

TM – To liaise with HA & VD to ensure all the correct processes are adhered to in regards to removing HD as a Trustee.

5. Sabbatical Officer Priority Report (Ancha Joof, Stella Webb, Alessio Di Vito)

5.1. The group **noted** the report.

5.2. The group were pleased with the progress that the SABBS have made with their priorities.

5.3. Ancha Joof - Update on Priorities

Learning Disabilities:

- AJ is keen to further the progress she is making with helping students with learning disabilities.
- AJ was involved in a Learning Disability Working Group meeting on 08/02/2021 which included key people from UWL in regards to implementing changes to improve the experience of students with learning disabilities. The members of the Learning Disability Working Group discussed a workshop and recruiting staff for a pilot programme in regards to Learning Disabilities.
- AJ and RM are meeting Heads of Schools over the next month to discuss learning disabilities and arranging workshops in the individual schools in reference to teaching students with learning disabilities.
- The group discussed the use of the word disability. Using the term disability might deter some students from coming forward to ask for help. Some students might have negative connotations towards the word disability. RM stated that the question that referred to learning disabilities in the most recent Big Conversation survey used the phrase learning difference. The use of the phrase learning difference was implemented after consulting Michael Cobden from UWL about the question. The whole question regarding learning differences was implemented with consultation of Michael Cobden. The group were pleased that so much work had been put into ensuring that we are making the most of our contact with students.

Ace Network:

- The ACE Network continues to have monthly sessions where students can attend. In addition, the ACE network continues to receive positive feedback from students.
- The group were concerned with what will happen to the ACE network after AJ leaves the organisation. AJ's tenure as SU President is due to end towards the end of this academic year. The group are keen to see this project carry on.

5.4. Stella Webb – Update on Priorities

Sexual Violence Prevention work:

- SW's main priority is around Sexual Violence Prevention work.
- A 'Sexual Violence Awareness Week' is currently being planned and it will happen on week commencing 8th March 2021.
- Ask Angela will be fully implemented in the UWLSU bar and gym when the services reopen. Student staff will be trained as soon as these services reopen.

LGBTQIA+ Art Installation:

- The LGBTQIA+ Art Installation has been successfully installed in the Ealing campus. SW shared her screen and showed the group a picture of the artwork. The group were impressed with the quality of the artwork.

Student Parent Forum:

- SW helped arrange a Student Parent Forum on 24/02/2021.
- It went well. There were twenty-one attendees and eight people have already completed the follow up survey.
- Being a student can be hard and having children can make the student experience harder. To help students who are parents complete their course we need to support them.

5.5. Alessio Di Vito – Update on Priorities

Sustainability:

- AD has gained agreement from UWL that when their power contract is up for renewal they will consider getting a contract with a 100% renewable energy supplier.
- Hedgehog Friendly Campus Campaign – UWL has stated that this initiative cannot be implemented. Alessio has replaced this work with the objective ‘The creation and adoption of a UWL Biodiversity Plan.’ A Biodiversity plan has been created.
- AD has set up a Sustainability Group with the Assistance of RM. The group first met on 12/02/2021. This group is for students to be involved in sustainability initiatives.

Mental Health:

- AD & SW continue to advocate for mental health provisions for students.

Actions:

AJ – Present a report on the ACE network at the next Trustee Board

SW – Send Trustees info on the Sexual Violence Prevention week.

6. CEO Update (Tye McMahon)

6.1. The board **noted** the CEO Update.

6.2. There are 6 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:

- a) Reopening of campus
- b) February enrolment
- c) Changes to funding for UWL for teaching and additional support for hardship
- d) National student campaigns
- e) NSS completion
- f) Review into NSS

6.3. On 22 February 2021 Boris Johnson addressed the nation in regards to a ‘4 Step plan to ease lockdown in England’. As a result of this announcement some of the information in the CEO Update is null and void in regards to the section on reopening the campus.

6.4. UWL staff will slowly be making their way back onto campus to get ready to teach some classes face to face from 8th March 2021. The government website says that from 8th March ‘pupils return to face-to-face education in school and further education’.

6.5. Lateral flow testing is available throughout England. The London Borough of Ealing and London Borough of Hounslow offer ‘rapid lateral flow tests’. They are free and you get a result 30 minutes after taking the test. Staff will be encouraged to take a lateral flow test before going onto campuses.

6.6. SMT in conjunction with the People Team are currently planning the return of UWLSU staff working on campus. A survey will be sent to UWLSU staff to ask them about if they would like to work on campus, how they feel about taking lateral flow tests etc.

6.7. The group discussed whether staff should be asked to show proof that they have received a negative Covid-19 test each time they take a test before going onto campus. The group agreed that this would be beneficial. The group then considered whether student staff should be paid for the time it takes them to get the lateral flow test – the group agreed that

student staff should be paid for the time. In addition, if students are paid to do the test it will encourage them to get the test in case they are apprehensive.

6.8. The group were keen to know if the review into the NSS has been completed and if the new format has been published. TM stated that the review into NSS is ongoing and the new format has not been published. There is a strong inkling that the new NSS survey will be based on retention and employability outcomes.

7. Quarterly Report (inc risk register summary) (Tye McMahon)

7.1. The board **noted** the report.

7.2. TM updated the group on the delivery of the UWLSU programmes and status against key performance indicators, key achievements, challenges and opportunities, and financial forecasts and trends.

7.3. Some highlights from Q2 include:

- 1570 Students engaged through targeted outreach phone calls
- 8 targeted course-based activities delivered to NSS priority groups
- 52 student issues identified and resolved through UWLSU student voice channels
- 57 virtual events run by UWLSU and student groups
- 1432 visitors to the dedicated UWLSU Lockdown Hub webpage
- 39.6% of all students engaged during the academic year so far

7.4. Level 6 phones calls which were done by UWLSU staff were beneficial. In the current national climate where people feel increasingly isolated any form of personal contact is good to keep people engaged in their course and university life.

7.5. The group were pleased with the current engagement score of 39.6%. With no in person activities able to take place, this score is impressive.

7.6. The UWLSU target of '175 UWL staff relationships formed with academic and non-academic UWL staff' is not on target and is not likely to be achieved. UWL staff (lecturers) are having to adapt to new teaching methods and trying to keep students engaged via online activity. We do not want to overwhelm UWL staff with projects. Their main focus is communicating with students. Teachers/Lecturers are receiving more emails from students.

7.7. The profit in Commercial areas is not on track because of the Covid-19 pandemic. The Commercial areas have been closed for a significant amount of this financial year. The group stated that this is unfortunate but people's safety is paramount.

8. Management accounts (Hamna Azam)

8.1. The group **noted** the monthly management accounts for UWLSU.

8.2. Following the reforecast and carefully considering uncertainties of the pandemic and the recent lockdown, the operating result at year end is expected to be a surplus of £18k. This is an £8k increase on previous forecasted surplus. This increase has been achieved by reduction in cost of sales directly impacted by the decrease in income, current vacancies and the strategic decision to make use of furlough scheme over the period of this lockdown.

8.3. The commercial trade forecast has been reduced by £47,000. The Commercial services are currently closed due to the Covid-19 pandemic.

8.4. The group were pleased that UWLSU always seems to form a coherent plan when faced with adversity. HA stated that the dedication of staff enables UWLSU to be successful.

8.5. TM stated that following Boris Johnson's announcement about Covid-19 restrictions on 22/02/2021 Commercial services will need to be open from 8th March 2021. LH will be leading the Commercial services to ensure they are able to open on 8th March 2021.

9. NSS Update (Lucy Hayes)

9.1. LH gave a verbal update on how the NSS went.

9.2. The NSS completion week was week commencing 18th January 2021. This date was decided in consultation with UWL.

9.3. This was the first time that the NSS activity was done virtually. There was no face-to-face activity. The NSS went well.

10. Recommendations based on Financial Audit (Hamna Azam)

10.1. HA gave a verbal update on:

'The recommendation that UWLSU should set up a separate trading company to address the issue of corporation tax arising from Gym memberships'.

10.2. The above query was raised in regards to the UWLSU 2019-2020 Audited Financial Statements.

10.3. HA stated we are currently generating around £10,000 from external gym memberships. UWLSU would need to be generating at least £80,000 to have to set up a separate trading company to address the issue of corporation tax arising from Gym memberships.

10.4. Currently we do not need to worry about setting up a separate trading company in regards to gym memberships. The money generated from gym memberships is constantly being monitored.

11. Induction (Lucy Hayes)

11.1. The group **noted** the report.

11.2. The Induction period happened in February 2021. The Induction period helps engage students and provides them with information about UWLSU.

11.3. 648 students were invited to take part in induction activities, 325 students participated in the activities.

12. Big Conversation (Rachel Mundy)

12.1. The group **noted** the report.

- 12.2.** The Big Conversation helps us engage with students. 810 students were eligible to participate in the Big Conversation, 46.7% of the eligible sample size have completed the Big Conversation. There were a small group of incorrect phone numbers and international numbers and these students were sent an email.
- 12.3.** From early analysis it seems that students in February 2021 have a longer commute and more people are the first person in their family to go to university than students that enrol in September/October.
- 12.4.** This was the first time in the Big Conversation survey where a learning difference question was asked. 34% of these students will now receive a phone call from the Wellbeing team and gain improved support because of this question being added to the Big Conversation.

13. AOB

Students Attainment during the Covid-19 pandemic

- 13.1.** The group discussed student's attainment in the current climate where institutions are offering teaching via online platforms.
- 13.2.** RM stated that there has been a 7% increase in attainment. There could be numerous reasons why the attainment figure has increased. UWL are currently investigating this. However, the increase in attainment is lower for black students than white students. The group were keen to know why attainment figures have increased.
- 13.3.** AM stated that students who have a learning difference of ADHD might benefit from live subtitling. This may help people with this learning difference and their attainment.

Actions:

RM – To investigate why we have had a 7% increase in attainment.

RM – To investigate if other institutions have had an increase in attainment

RM & AJ – To discuss the possibility of live subtitling of lectures in learning difference discussions.

Trustee Recruitment – Update

- 13.4.** SW was keen to know an update on the Student Trustee Recruitment. Student Trustee recruitment activities will happen in May 2021 and June 2021.
- 13.5.** The current lay Trustee recruitment has been successful and we have recruited a person called Kevin Dickie. Kevin will be attending the next Trustee Board. TM stated that it would be great for AM and AC to meet Kevin before the next Trustee Board to welcome him to the organisation.

Action:

TM - Arrange for AM and AC to meet Kevin Dickie.

14. Summary of actions

AJ – Present a report on the ACE network at the next Trustee Board.

SW – Send Trustees info on the Sexual Violence Prevention week.

RM – To investigate why we have had a 7% increase in attainment.

RM – To investigate if other institutions have had an increase in attainment.

RM & AJ – To discuss the possibility of live subtitling of lectures in learning difference discussions.

TM - Arrange for AM and AC to meet Kevin Dickie.

The following actions were created or updated based on the discussion of the minutes from 09/12/2020:

VD – Set up a meeting between AD and AC so AD can go through Blackboard with AC. This meeting should happen in March 2021 or April 2021.

TM – To liaise with HA & VD to ensure all the correct processes are adhered to in regards to removing HD as a Trustee.