



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of July 14th, 2021, 17:00, Zoom meeting

MEMBERSHIP:

Alessio Di Vito (AD), Andrea Miller (AM), Anthony Coad (AC), (AJ), 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	1.1 UWLSU continues to remain focused on helping students achieve the best outcomes they can.		
2. Declaration of interests	2.1 There were no declarations of interest.		
3. Minutes and matters arising from 21st April 2021	3.1 Students who are diagnosed with learning differences are supported to achieve the best results they can. RM confirmed that part-time lecturers receive learning difference training on induction and receive ongoing training. 3.2 RM has updated the relevant documentation in regard to using the term learning difference and she is encouraging the		

	<p>UWLSU team to use the term learning difference instead of learning disability.</p> <p>3.4 Students that have been diagnosed with a learning difference and have sought help from the Wellbeing team are given an Individual Support Plan (ISP).</p> <p>3.5 Online engagement is key now that the Covid-19 pandemic has fundamentally changed how teaching is facilitated.</p> <p>3.7 The UWL openrate for emails is 40-50% but tends to decline as the semester progresses.</p> <p>3.10 The ACE network is part of Ancha Joof's (AJ) legacy. AJ left the organisation on 2nd June 2021. The group were keen to ensure this network continued.</p> <p>3.12 UWLSU needs to work with UWL to help students overcome all mental barriers. Carol Dweck's work can help us. Her work explains how we can help students rebalance different kinds of subconscious mental setback.</p> <p>3.13 RM is liaising with the Wellbeing Team and an external organisation about neurodiversity training for UWLSU staff.</p> <p>3.14 Live subtitling of lectures could be beneficial to students with certain learning differences. RM has contacted Expert Academy to discuss a policy approach to this for academic staff.</p>		
<p>4. Actions from 21st April 2021 minutes</p>	<p>4.1 The following actions were created or updated based on the discussion of the minutes:</p> <p>KD - Forward any relevant live subtitling information to TM.</p> <p>RM – Ensure further online engagement figures are included in the next quarterly report.</p>		
<p>5. Sabbatical Officer Priority Report</p> <p><i>(Stella Webb, Alessio Di Vito, Gloria Beyi)</i></p>	<p>5.3 Ancha Joof (AJ) – Update on Priorities. As AJ left the organisation on 2nd June 2021, RM gave a verbal update on her previous priorities.</p> <p>AJ has run a number of workshops for different schools in regard to learning differences. The ACE network will continue now that AJ has left the organisation. The Community and Belonging Team are responsible for ensuring the ACE network continues.</p> <p>5.4 Stella Webb – Update on Priorities.</p> <p>Ask for Angela has now been implemented in the gym and is included in</p>	<p>5.1 The group noted the report.</p>	

	<p>induction training for new Bar Staff. Consent Training has now been completed by 103 out of 203 committee members and 13 out of 23 student staff members.</p> <p>Zero Tolerance Policy has been drafted and is being reviewed by the UWLSU Sexual Prevention Group.</p> <p>5.5 Alessio Di Vito – Update on Priorities. AD has delivered three Sustainability Group sessions. AD is encouraging UWL to be more focused on the environment by attending the Environmental Review Board. Both AD and SW continue to focus on ensuring student mental health is prioritised.</p> <p>5.6 Gloria Beyi – Update on Priorities. Gloria Beyi has a number of priorities she is aiming to achieve during her term as Vice President For Activities:</p> <ul style="list-style-type: none"> - She would like to diversify the books in the library. There is a lack of diversity of the authors of the books. - She will continue the work of the ACE network. She will lead this project. - Supporting LGBTQIA+ students - Diversifying sports teams 		
<p>6. CEO Update <i>(Tye McMahon – Chief Executive Officer)</i></p>	<p>6.2 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> <ol style="list-style-type: none"> a) Return to campus and teaching b) NSS completion c) NSS review d) Sports Centre building issues e) UWL enrolment projections f) UWL decarbonisation project g) UWL Law Society <p>6.3. UWL would like all their staff to return to campus working from Monday 2nd August 2021. They will be working with staff across the University to do this in a way that is safe, supportive and in line with all Government guidance.</p> <p>6.5 On 13th July 2021, UWLSU held an All SU Support Staff Development Day at the Ealing campus.</p> <p>6.9 The UWL Sports Centre has had a number of structural issues over the last 18 months.</p> <p>6.10 UWL Estates are liaising with the Construction Company responsible for the build to resolve the issues.</p> <p>6.13 UWL was successful in obtaining grant funding from the government of £5 million to undertake a series of capital works to reduce its carbon footprint across the London estates including SMR, Paragon, Vestry Hall and the Drama Studio London.</p>	<p>6.1 The board noted the CEO Update.</p>	

	<p>6.14 In recent times, the SU and UWL have been managing a number of issues associated with the behaviour of students from the Law School. This has mainly centred around the inappropriate use of social media.</p> <p>6.15 As a result of these incidents there have been a number of initiatives that have been put in place to address the issues.</p> <p>6.16 KD stated that these initiatives should be in place for all societies. The group agreed. RM stated that all Committee members will be trained.</p>		
<p>7. Quarterly Report (inc risk register summary)</p> <p><i>(Tye McMahon – Chief Executive Officer)</i></p>	<p>7.3 Some highlights from the quarter include:</p> <p>a) Top quartile performance in the UWLSU staff engagement survey</p> <p>b) 126 cases opened in the UWLSU advice service</p> <p>c) New sabbatical officers in post</p> <p>d) 891 students reached by an outreach project</p> <p>e) Targets met for overall engagement and extracurricular engagement</p> <p>f) Star awards achieved record nominations from</p> <p>7.4 The new Sabbatical Officer team started on 14th June 2021:</p> <ul style="list-style-type: none"> - Stella Webb: SU President - Alessio Di Vito: Vice President for Education - Gloria Beyi: Vice President for Activities <p>7.6 Key achievements reported in the quarter are as follows:</p> <p>a) Over 800 students were reached by the outreach project</p> <p>b) 52% of students engaged in UWLSU activity</p> <p>c) 44% of students engaged in extracurricular activities</p> <p>d) 91% measurable KPIs on track to be achieved or exceeded</p>	<p>7.1 The board noted the report.</p>	
<p>8. Management accounts May 2021</p> <p><i>(Hamna Azam – Head of Finance)</i></p>	<p>8.2 The on-campus attendance amongst students and UWL staff has been lower than anticipated since the last forecast. Additionally, as the restrictions have relaxed the SU is now delivering the deferred projects from the lockdown periods as well as some additional summer enhancement activities pivoted in consultation with Senior Pro Vice-Chancellor Student Experience.</p>	<p>8.1 The group noted the monthly management accounts for UWLSU.</p>	
<p>9. Welcome New Sabbatical Officer Team</p> <p><i>(Stella Webb – SU President)</i></p>	<p>9.1 The group welcomed the new Sabb team:</p> <ul style="list-style-type: none"> - Stella Webb: SU President - Alessio Di Vito: Vice President for Education - Gloria Beyi: Vice President for Activities. 		

	9.3 All three Sabbs agreed that they are looking forward to working with the team and helping students overcome barriers to achieving their educational goals.		
10. Draft Business Plan and Budget <i>(Tye McMahon – Chief Executive Officer)</i>	10.3 The SU has undertaken detailed business planning activities for the coming academic year and in consultation with UWL, has developed an operating budget and set of KPIs to achieve our joint objectives.	10.1 The board approved 2021/2020 SU budget and KPIs.	
11. Staff Handbook and contract review/update <i>(Lucy Hayes – Head of Operations)</i>	11.2 The Staff Handbook and contracts are reviewed every year and then presented to the Trustee Board. 11.3 The group were pleased with the high quality of the staff handbook and stated that the effort that is put into practices and procedures helps the Student Union remain high performing as an organisation.	11.1 The board approved the proposed changes and updates to the staff handbook.	LH & RF – To review the typing error highlighted by KD in the Support Staff Handbook and fix the error.
12. NSS Update– Verbal Update <i>(Rachel Mundy – Head of Membership)</i>	12.1 The NSS Results are out on 15th July 2021 at 09:30 am. 12.3 More detailed analysis of the NSS results will be conducted and the information will either be emailed to the Trustees or presented to the Trustees at the next Trustee Board meeting.		
13. Dates for the following year academic year (2021-2022) <i>(Vanessa Dankyi)</i>	13.2 The Trustee Board is the highest authority in the University of West London Student’s Union. The Trustees are ultimately responsible for the success of the organisation. 13.3 The Trustee Board meets around four or five times a year to finalise decisions and discuss the organisation. The dates of Trustee Board meetings were decided based on cycles of business.	13.1 The group approved the Trustee Board meeting dates for 2021-2022 and approved the Trustee Board Items of business template for 2021-2022.	
14. Sexual Violence Prevention Update <i>(Stella Webb – SU President)</i>	14.2 As of 2019, Parliament recognised that the reports of rape, sexual assaults, and harassment in universities had trebled in the past three years. Thus, recognising that sexual violence is a prominent issue and is becoming more frequent. 14.5 The Sexual Violence Awareness, Prevention and Reporting work can be split into five strands: a) Ask for Angela b) Consent Training c) Sexual Violence Awareness Week d) Review of UWL and SU Sexual Violence Policy and creation of Zero Tolerance and Reporting SU Policy e) Conduct a Sexual Group Culture Review 14.6 The group agreed that the work SW is leading on is very important and we need students to know that acts of Sexual Violence will not be tolerated.	14.1 The board noted the report.	SW – Send more information to Trustees about Sexual Violence Prevention plans and send Trustees resources on Sexual Violence.

	<p>14.8 Overall, the work on Sexual Violence Awareness, Prevention and Reporting has excelled during the past year. Our main achievements consist of:</p> <p>a) Ask for Angela now functioning in the UWLSU Sport and Fitness Centre b) Consent Training now part of Staff, Student Staff and Committee Member inductions c) The first Sexual Violence Awareness Week was hosted with constructive feedback d) Sexual Violence Prevention Board has started forming a strong basis for work on policies to develop over the next year e) Student Group Culture Review is ongoing</p>		
<p>15. Whistleblowing Policy – verbal update</p> <p><i>(Lucy Hayes – Head of Operations)</i></p>	<p>15.2 Four Trustees have approved the Whistleblowing Policy via email. Previously the Trustees had given comments on the Policy and then the Policy was updated. The last approval was received on 07/07/2021 so the Whistleblowing Policy has been approved since that date.</p> <p>15.3 The People Team are currently planning training sessions for the UWLSU staff team on this policy.</p> <p>15.6 The Whistleblowing Policy will be reviewed once a year to ensure it stays up to date.</p>	<p>15.1 The group restated their approval of the Whistleblowing Policy and noted LH's comments.</p>	
<p>16. Remuneration Committee (confidential discussion)</p> <p><i>(Stella Webb – SU President)</i></p>	<p>16.3 Many organisations have a remuneration committee that helps regulate and manage the roles of directors and executive management of an organisation. Having a remuneration committee would be considered best practice.</p> <p>16.5 The Remuneration Committee would consist of SW as the chair and have KD and AM as members.</p> <p>16.6 The Trustees agreed that the Remuneration Committee sounds like a good idea; however, they would need more information before agreeing to approve the committee.</p>	<p>16.1 The group noted this discussion.</p>	<p>SW, KD & AM - to write a document on the proposed Remuneration Committee and send it to the Trustees.</p>
<p>17. AOB</p>	<p><u>Commercial degrees</u></p> <p>17.1 The group discussed the government pushing commercial degrees. If degree choices are going to be limited, the question might arise of 'What is the university for?' This debate is ongoing.</p> <p>17.2 Degree options led to the group discussing industry expectations of students once they graduate. Some industries have stated that students lack soft skills when they leave university. Industries will need to work with universities and the government in regard to their expectations of students when they graduate from university. Industries might need to focus on having thorough training plans when new employees join their organisations.</p>		

<p>18. Summary of actions</p>			<p>LH & RF – To review the typing error highlighted by KD in the Support Staff Handbook and fix the error.</p> <p>SW – Send more information to Trustees about Sexual Violence Prevention plans and send Trustees resources on Sexual Violence.</p> <p>SW, KD & AM - to write a document on the proposed Remuneration Committee and send to the Trustees.</p> <p>The following actions were created or updated based on the discussion of the minutes from 21st of April 2021:</p> <p>KD - Forward any relevant live subtitling information to TM.</p> <p>RM – Ensure further online engagement figures are included in the next quarterly report.</p>
<p>19. Date of next meeting</p>	<p>The next scheduled meeting is: October the 5th, 2021</p>		