



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of 12th July 2022, 17:00,
UWLSU Conference Room

MEMBERSHIP:

Maisie Kelly (MK), Lewis Dixon (LD), Paul Hutchings (PH), Andrea Miller (AM),
Anthony Coad (AC), Kevin Dickie (KD), Wladimir Albuja (WA)

SMT:

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

IN ATTENDANCE:

Patrick Fuller (PF)

EXTERNAL GUESTS:

Stella Webb (SW) immediate past SU President & Kat Stark (KS) Director NUS

APOLOGIES:

Nil

Minutes of Trustee Board

AGENDA ITEM	DISCUSSION	RESULTS	ACTIONS
<p>1. Minutes from 19th April 2022 – Approve:</p> <ul style="list-style-type: none"> - Declarations of interest - Discussion of matters arising <p><i>(Maisie Kelly – SU President)</i></p>	<p>AM noted when she comes to the end of her term as Trustee of the UWLSU in January 2023, she will join the Board of Governors. In the meantime, she is attending the Board of Governors meetings as a non voting member.</p>	<p>Trustees noted the update to actions in the papers.</p> <p>Trustees approved the minutes.</p>	<p>Nil</p>
<p>2. Sabbatical Officer Priority Report – Note: <i>(Maisie Kelly – SU President, Lewis Dixon – Vice President Activities, Paul Hutchings - Vice President Education)</i></p>	<p>The officer priorities are as follows: <u>Maisie Kelly:</u></p> <ul style="list-style-type: none"> - Sexual Violence Awareness and Prevention - Education for students with learning differences - Support for international students <p><u>Lewis Dixon:</u></p> <ul style="list-style-type: none"> - Accessibility for disadvantaged students - Inclusion and representation in clubs and societies - Safe and recreational spaces - Visibility and presence at satellite campuses <p><u>Paul Hutchings:</u></p> <ul style="list-style-type: none"> - Mental Health Support and Advocacy - Knowledge and Support for students experiencing personal circumstances - Creative Arts advocacy 	<p>The group noted the report.</p>	<p>AM to send MK videos on neurodiversity from training she had undertaken in the past.</p> <p>MK to talk to Tracy McAuliffe about neurodiversity support and videos.</p> <p>LH to meet with WA to discuss ways in which the SU might track the reasons some students don't participate in events, sports clubs and societies.</p> <p>LD to work with George Middleton-Baker to develop a baseline to better understand who is participating and who is not.</p>
<p>3. The Work of NUS – Kat Stark, NUS UK Director – Note:</p>	<p>Kat shared a presentation with Trustees that addressed:</p> <ul style="list-style-type: none"> - The work of the NUS over the last 12 months 		<p>ALL to send follow up questions for Kat Stark/ NUS to TM.</p>

<p>Presentation via MS Teams (<i>Kat Stark, NUS UK Director</i>)</p>	<ul style="list-style-type: none"> - The current focus of the NUS in relation to support for SU's and policy development work - The current response to accusations of anti-Semitism within NUS - NUS's relationship with government - The benefits achieved for UWLSU by being part of NUS 		<p>TM to prepare draft responses to KS questions and share with Trustees for approval.</p>
<p>4. NUS Buying Consortium – Note: (<i>Lucy Hayes, Head of Operations</i>)</p>	<p>The report outlined the costs of being part of the buying consortium and the pros and cons of remaining part of it. The paper assessed the impact of leaving the consortium on the availability of products; gross profit and other supply chain benefits such as ethical purchasing and meeting the requirements of labelling laws.</p>	<p>The group approved the recommendation to remain part of the NUS buying consortium.</p> <p>The report was taken as read.</p>	<p>TM to discuss a survey on food needs on campus with Sara Raybould.</p>
<p>5. Sexual Violence Prevention – Note: Presentation (<i>Stella Webb, Former SU President 2021-2022</i>)</p>	<p>SW presented on her work including how and why the project was developed; the approach undertaken to understand the issue both nationally and then in the context of UWL; the policy and process changes implemented; and some of the work planned in the coming 12 months.</p>	<p>The board noted the report.</p>	<p>MK to research if actual sexual violence cases have increased or if the increase was due to increased reporting following the MeToo movement.</p>
<p>6. SU Management Accounts – Note: (<i>Hamna Azam – Head of Finance</i>)</p>	<p>HA outlined the commercial performance for the YTD including better than expecting income from consultancy activity and lower than expected staff costs. This was offset by lower-than-expected commercial trading and event income due to the impacts of the Omicron variant. It was noted that the projected end of year surplus is £28k which is £8k higher than budget.</p>	<p>The board noted the management accounts for May 2022.</p>	<p>Nil</p>
<p>7. CEO Update – Note: (<i>Tye McMahon – Chief Executive Officer</i>)</p>	<p>The report addressed 5 key areas including: NUS and anti-Semitism; league table results; New Ealing Broadway satellite campus; student wellbeing; and changes to the SU staffing team.</p>	<p>The board noted the report.</p> <p>The report was taken as read.</p>	<p>Nil</p>
<p>8. Quarterly SU Performance Report – Note:</p>	<p>The report outlined the key achievements for the SU during the reporting period including:</p>	<p>The board noted the report.</p>	<p>TM to research what attendance looks like at</p>

<i>(Tye McMahon – Chief Executive Officer)</i>	<ul style="list-style-type: none"> - Star Awards - 96% satisfaction rating in the staff engagement survey - Coffee Union and Freddie’s achieving a 5-star food safety rating - 672 students supported through the exam engagement project 		<p>comparable institutions post Covid-19.</p> <p>WA/LD to meet with each other to discuss community engagement.</p>
<p>9. Hyperinflation discussion and next steps – Note: Presentation (Hamna Azam, Head of Finance)</p>	<p>From the planning work it was noted that due the bulk of the SU’s income being guaranteed and provided by UWL during the year, the biggest inflationary threats for the SU were changes in consumer spending; increased costs of delivering events and increased material supply costs.</p> <p>It was identified that if the need arose to address these pressures the options available would be to cease to undertake the activity; pass on the increased cost to consumers; change the activity to be delivered within budget or absorb the increase.</p>	<p>The Trustees noted the PowerPoint presentation.</p>	<p>LH, HA and TM to develop the next phase of the hyperinflation model.</p>
<p>10. Approval of key dates for the 2022-23 academic year – Approve: (Tye McMahon - CEO)</p>	<p>The Board considered the annual cycle of business and key dates as outlined in the paper.</p>	<p>The Board approved the dates outlined in the report.</p>	<p>Nil</p>
<p>11. Staff Engagement Survey results – Note: Presentation (Tye McMahon, Chief Financial Officer & Lucy Hayes, Head of Operations)</p>	<p>Due to time constraints in the meeting Trustees agreed to receive a presentation on the Staff Engagement Survey Results via email.</p>		<p>TM to circulate the Staff Engagement Survey results to Trustees via email.</p>
<p>12. Closed business – CEO Appraisal – Note: (Maisie Kelly, Chair and Andrea Miller, Deputy Chair)</p>	<p>MK noted that the appraisal is currently underway and will be conducted on the 14/07/22 with a meeting of the Remuneration Committee taking place on the 20/07/22 subject to the relevant paperwork being available.</p>		
DATE OF NEXT MEETING: OCTOBER 4TH 2022			