



UNIVERSITY OF WEST LONDON  
STUDENTS' UNION

# UWLSU Trustee Board

Meeting of July 4<sup>th</sup>, 2023, 17:00  
UWLSU Conference Room, SMR

**MEMBERSHIP:**

Maisie Kelly (MK/Chair), Yash Arora (YA), Ayyan Bebal (AB), Anthony Coad (AC), Kevin Dickie (KD), Wladimir Albuja (WA), Farimah Darbyshire (FD)

**SMT:**

Tye McMahon (TM), Hamna Azam (HA), Jamal El-Kalawy (JE), Robert Carr (RC)

**IN ATTENDANCE:**

Patrick Fuller (PF), Katherine Hyde (KH), Monika Sowa (MS)

**EXTERNAL GUESTS:** Nil

**APOLOGIES:** Kevin Dickie (KD)

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## Minutes of Trustee Board

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AGENDA	DISCUSSION	RESOLUTION
1. Introduction	1.1 The meeting started at 17:05.  1.2 MK welcomed everyone and introduced Rob Carr, Katherine Hyde, Ayyan Bebal and	

	<p>Yash Arora who joined the Group for the first time.</p> <p>1.3 Apologies were received from Kevin Dickie.</p>	
<b>2. Declaration of Interests</b>	2.1 None were declared.	
<b>3. Minutes and Matters arising from April 18th, 2023</b>	3.1 There were no actions arising from the last meeting.	3.2 Trustees approved the minutes.
<b>4. Sabbatical Officer Priority Report</b>  <i>(Jamal El-Kalawy - Head of Membership)</i>	<p>4.2 JE gave an update on the SU President's priorities.</p> <p>4.3 Sexual Violence Awareness and Prevention was MK's first priority.</p> <p>4.4 The second priority was Education for Students with Learning Differences.</p> <p>4.5 The third priority was the Support for International Students.</p> <p>4.6 JE gave an update on Lewis Dixon's (previous SU Activities priorities).</p> <p>4.7 The first priority was Inclusion, Representation and Accessibility in Student Groups.</p> <p>4.8 SU Activity's second priority was to create Safe and Recreational Spaces.</p> <p>4.9 The third priority was Visibility and Presence at Satellite Campuses.</p> <p>4.11 JE gave an update on Paul Hutching's (previous SU Education) priorities.</p> <p>4.12 SU Education's first priority was Creative Arts Advocacy.</p> <p>4.13 Paul's second priority was Mental Health Support &amp; Accessibility.</p> <p>4.14 Paul's third priority was Career Support.</p> <p>4.15 The new Sabbatical Officers have introduced themselves.</p>	

	<p>4.16 Yash Arora (SU Activities Officer) gave an overview of his priorities.</p> <p>4.16.1 Priority 1: More Cultural Activities 4.16.2 Priority 2: Improve Societies Marketing and Engagement 4.16.3 Priority 3: Community Outreach</p> <p>4.17 Ayyan Bebal (SU Education Officer) gave an overview of his priorities.</p> <p>4.17.1 Priority 1: Support Language Skills for International Students 4.17.2 Priority 2: Improving Mental Health, international and national students 4.17.3 Priority 3: Establish Course Networks</p> <p>4.18 MK as re-elected SU President gave an overview of her priorities.</p> <p>4.18.1 Priority 1: Sexual Violence Awareness and Prevention 4.18.2 Priority 2: Education for Students with Learning Differences 4.18.3 Priority 3: Cost of Living Support for Students</p>	
<p><b>5. Staff Engagement - Presentation</b></p> <p><i>(Katherine Hyde – HR Manager)</i></p>	<p>5.1 HA introduced Katherine Hyde, the new HR Manager to the Group.</p> <p>5.2 KH gave an overview of the results of the Staff Engagement survey.</p> <p>5.3 The overall engagement index score was 97% and it is based on the statement ‘I would recommend this organisation as a good place to work’.</p> <p>5.4 The work that was undertaken to address areas for development in 2022 were:</p> <p>5.4.1 Reward and recognition 5.4.2 Workload 5.4.3 Employee wellbeing 5.4.4 Communication</p> <p>5.9 Our areas of focus for 2023-2024 are:</p> <p>5.9.1 Learning and development 5.9.2 Workforce planning</p>	

	<p>5.9.3 Well-being</p> <p>5.9.4 Communication</p>	
<p><b>6. CEO Update</b></p> <p><i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>6.2 TM gave an overview of the CEO Update.</p> <p>6.3 There are 6 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> <p>6.3.1 Prevention of harassment and sexual misconduct</p> <p>6.3.2 House of Lords Inquiry into the Office for Students</p> <p>6.3.3 Student tuition fees</p> <p>6.3.4 University Pay Negotiations</p> <p>6.3.5 Duty of care and mental health</p> <p>6.3.6 Changes to the SU staffing team</p>	<p>6.1 The paper was taken as read.</p> <p>6.4 Trustees noted the update.</p>
<p><b>7. Quarterly Report, Including Risk Register Summary</b></p> <p><i>(George Middleton-Baker - Performance and Insight Analyst, Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>7.1 Q4 Update was circulated prior to the meeting.</p> <p>7.3 TM gave an overview of the Quarterly Report (Q3-Q4).</p> <p>7.4 Q3 was characterised by February Welcome events, targeted outreach calls to students, sabbatical officer elections, Varsity competition, exam engagement and NSS completion.</p> <p>7.5 Alongside this UWLSU also opened a new commercial outlet at Century House catering for students outside of the St Mary's Road campus with the new Little Coffee Union.</p> <p>7.7 TM advised that most of the results were achieved or exceeded or are on track.</p> <p>7.8 UWLSU exceeded its 60% year-end target In Q4. Strong engagement throughout the February Welcome period combined with the sabbatical elections, CBAs and outreach calls saw engagement rise to 70%, the highest since the year 2018/19.</p> <p>7.9 Other activities to come in Q4:</p>	<p>7.2 Paper was taken as read.</p> <p>7.10 Trustees noted the report.</p>

	<p>7.9.1 The new sabbatical team will be developing their priorities for the year ahead.</p> <p>7.9.2 Reviews of all projects will be completed in Q4 and operational plans for the next academic year will begin following the conclusion of those reviews.</p> <p>7.9.3 NSS results are going to be published on the 10th of August, later than in previous years. A breakdown of results will be presented at the Trustee Board of Q1 2023/24.</p>	
<p><b>8. Management Accounts</b></p> <p><i>(Hamna Azam – Head of Finance and HR)</i></p>	<p>8.2 HA gave an overview of the report.</p> <p>8.3 HA advised there are no variations, and all activities are planned to be delivered on time. The only variation we are expecting will be dependent on summer school activity over the next couple of months.</p>	<p>8.1 The paper was taken as read.</p> <p>8.4 Trustees noted the report.</p>
<p><b>9. Dates for the Following Year</b></p> <p><i>(Monika Sowa – Governance Officer)</i></p>		<p>9.1 The Board approved the dates for the following year.</p>
<p><b>10. Election Report</b></p> <p><i>(Jamal El-Kalawy - Head of Membership)</i></p>	<p>10.1 JE gave an overview of the Election Report.</p> <p>10.2 This report references the elections which took place in April 2023 that elected 3 Sabbatical Officers: President, Vice-President Activities &amp; Participation, and Vice-President Education.</p> <p>10.3 In total 1354 students voted in this election; this is an increase of 19% from last year’s Sabb elections.</p> <p>10.5 The following elections were declared by the Returning Officer:</p> <p>10.5.1 President: Maisie Kelly [Re-elected]  10.5.2 VP Activities: Yash Arora  10.5.3 VP Education: Ayyan Bebal</p>	<p>10.7 Trustees noted the report.</p>
<p><b>11. NSS Update – verbal update</b></p>	<p>11.1 TM gave an update on NSS and advised that our thought is that the whole sector results are going to improve.</p>	

<b>(Tye McMahon - Chief Executive Officer)</b>	<p>11.2 NSS completion activity took place in February 2023.</p> <p>11.3 NSS results are going to be published on the 10th of August, later than in previous years. A breakdown of results will be presented at the Trustee Board of Q1 2023/2024.</p>	
<b>12. Any Other Business</b>	12.1 MK advised that WA will be ending his term with us, and this is his last meeting.	
<b>13. Closed Business: CEO Appraisal</b>	13.1 SU staff left at 18:42.	
<b>14. The Date of the Next Meeting</b>	14.1 The next meeting is scheduled for October 3rd, 2023.	
<b>15. The Actions arising</b>	15.1 SU to prepare documentation on what is being done in relation to loneliness – to be presented at the next meeting.	