



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

The meeting of October the 5th 2021,
Directorate Boardroom via Zoom

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), Oliver Lozada (OL), Randall Franka (RF)

APOLOGIES: N/A

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 Induction and enrolment activities for the majority of new students took place in September 2021. The campus is busy again after the Covid-19 pandemic. The government restrictions due to the Covid-19 pandemic meant that a lot of teaching took place online in the academic year 2020-2021.</p>		
2. Declarations of interests	2.1 There were no declarations of interest.		
3. Minutes and matters arising from 14th July 2021	<p>3.1 LH & RF reviewed the typing error previously highlighted by KD in the Support Staff Handbook and fixed the error. The Trustees reiterated how much they appreciate the hard work that UWLSU staff put into ensuring the organisation is running efficiently.</p> <p>3.2 SW stated that she had not sent the Trustees the plans on Sexual Violence Prevention activities because the work is ongoing. SW is working with LH to finalise the plans and then she will send the information to the group.</p> <p>3.3 AM has written a paper on the potential formation of a Remuneration Committee and this paper will be discussed in this meeting in a closed manner.</p> <p>3.4 KD forwarded the live subtitling information to TM via email. TM found the information useful.</p>		
4. Actions from 14th July 2021 minutes			<p>4.1 The following actions were created or updated based on the discussion of the minutes:</p> <p>SW - Send more information to Trustees about Sexual Violence Prevention plans and send Trustees resources on Sexual Violence.</p>

<p>5. Sabbatical Officer Priority Report</p> <p><i>(Stella Webb, Alessio Di Vito, Gloria Beyi)</i></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 well-being and access to counselling 	<p>5.1 The group noted the report.</p>	<p>SW/TM/VD – ensure that at least 25 minutes of future Trustee Board meetings are allocated for the Sabb Priority Report.</p> <p>TM – Consider whether part of the Trustee Board HALF DAY could be allocated to discussing a Sabb Priority.</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 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) Return to campus and teaching b) NSS review c) Repairs to the sports centre d) UWL enrolment projections e) UWL decarbonisation project f) Changes to the SU Staffing team g) Changes to Ministry h) League table results 	<p>6.1 The board noted the CEO Update.</p>	<p>TM – To keep Trustees informed of the reasons people leave the organisation.</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 Q1 was characterised by the Welcome Programme.</p> <p>7.5 Key activities that happened in Q1:</p> <ul style="list-style-type: none"> - Annual financial audit commenced. - Freddie’s bar was relaunched. - Operations plans were presented by all departments to the Planning and Evaluation group. - Successful recruitment of student staff across departments including for new roles in the SU crew. - Launch of a new international student project. - New menu including hot breakfast items launched at Coffee Union. - Moves+ app launched to engage students in keeping fit and active. <p>7.6 Risks and Opportunities:</p>	<p>7.1 The board noted the report.</p>	

	<ul style="list-style-type: none"> - NSS – UWLSU might get poorer scores. Most institutions are getting lower scores. - Demographic engagement – Underrepresented groups are harder to engage so UWLSU needs to remain focused on engaging these groups. - Covid-19 – government policy on how society functions in regards to the Covid-19 pandemic will affect university institutions. - Retention rates – possible lockdowns and disruption to students education could affect retention rates. - Students preferring online activity. This might affect the SU's engagement target. UWLSU will combat this risk by offering a diverse and engaging program of events. 		
<p>8. Management accounts July 2021 <i>(Hamna Azam – Head of Finance)</i></p>	<p>8.2 The closure of July's accounts saw the end of the financial year for the Union. The financial year runs from August – July. This report showcases the end-of-year financial results (subject to audit amendments).</p> <p>8.5 HA highlighted to Trustees that fraud is a heightened risk to all organisations during the Covid-19 pandemic. A lot of organisations have stated that more attempts of fraud have happened in their organisations. In the last quarter, the UWLSU was a victim of a fraudulent attack. As a result of the fraudulent activity, all UWLSU staff have taken part in fraud training and fraud systems at UWLSU have been tightened.</p>	8.1 The group noted the monthly management accounts for UWLSU.	
<p>9. Annual Compliance Management Plan Review <i>(Oliver Lozada – Planning Manager)</i></p>	<p>9.3 During the review of the Compliance Management Plan only a few areas were highlighted. No major concerns were found. Immediate risks highlighted:</p> <ul style="list-style-type: none"> - UWLSU Equality, Diversity & Inclusion Policy to be reviewed every three years. The next time the policy is due to be reviewed is in 2023 by the Compliance Group. - Saying things publicly – A new paper has been added to Compliance Group about this topic titled: 'Comms/Libel Processes'. - Disparity in information in regard to how long UWLSU keeps personnel records – the Compliance Management Plan says UWLSU should keep records 	9.1 The board approved the Compliance Management Plan and approved the recommendations in regard to aspects of the Compliance Management Plan.	

	<p>for 10 years, but the data protection policy suggests personnel data should be kept for 6 years. The People & Administration Manager and Risk & Compliance Manager will discuss this topic and will amend the relevant document.</p> <p>- Compliance Management Plan needs to be updated.</p>		
<p>10. Annual Risk Management Policy Review</p> <p><i>(Oliver Lozada – Planning Manager)</i></p>	<p>10.5 UWLSU assess overall organisational risk through a Risk Management Policy which includes a Risk Register and a Compliance Management Plan.</p> <p>10.7 The group were pleased that the Risk Register appears to be used as a live document. When new risks appear the organisation actively reacts to the risk.</p> <p>10.8 All Trustees need to have a robust knowledge of Health and Safety. The group agreed that it is imperative that all leaders of any organisation need to be confident with their Health and Safety obligations. OL stated that a suitable online course has been found and will be sent to all Trustees.</p> <p>10.10 Recommendations:</p> <ul style="list-style-type: none"> - Appoint of a Deputy Chair of the Trustee Board. - Creation of a formal disaster recovery plan 	<p>10.1 The board approved the UWLSU 2021-2022 Risk Register.</p> <p>10.2 The board noted the Risk Register Summary.</p> <p>10.3 The board approved the recommendations in section 6 of the Risk Management Policy Review.</p>	<p>TM & OL – to investigate adding additional risks highlighted by Trustees to the risk register.</p> <p>TM – Ensure all Trustees are sent a link to complete Health & Safety Training All Trustees – To complete online Health and Safety Training.</p>
<p>11. UWLSU NSS 2021 Results Update</p> <p><i>(Rachel Mundy – Head of Membership)</i></p>	<p>11.2 The board considered the risks, opportunities, and recommendations within the NSS 2021 Results Update paper.</p> <p>11.3 The National Student Survey (NSS) is an annual survey of all final year students in the UK, conducted by Ipsos Mori, that measures their satisfaction with a number of aspects of their university experience.</p> <p>11.4 UWLSU got a score of 70% in the question regarding satisfaction with the Student Union which fell from the 83% in 2020. However, UWLSU maintained its status as top in the UK for student satisfaction.</p> <p>11.6 UWLSU will aim to maintain its position in the top 3 students' unions for satisfaction in the UK.</p> <p>11.9 Courses with big cohorts or very high or very low scores will be prioritised when planning NSS activity:</p> <ul style="list-style-type: none"> - All CNMH (large cohort) 	<p>11.1 The board noted the NSS 2021 results update.</p>	

	<ul style="list-style-type: none"> - LGCHT (large cohort) - LCM (large decline in scores) 		
12. Deputy Chair of the Trustee Board <i>(Tye McMahon – Chief Executive Officer)</i>	<p>12.3 TM stated that it was highlighted as a risk in a yearly review of the Risk Register that the Trustee Board needs a Deputy Chair. The Deputy Chair would step in to make decisions/do things in the absence of the Chair of the Trustee Board (SU President).</p> <p>12.4 The group nominated AM and AM agreed to take on the role of Deputy Chair. AM highlighted that she has less than one year left as a Trustee. AM also stated that as she has been newly appointed the Deputy Chair of the Trustee Board that she would like to be briefed on her responsibilities.</p>	12.1 The group approved AM being appointed the Deputy Chair of the Trustee Board.	RM – To send AM information on her role as the Deputy Chair of the Trustee Board and meet AM to brief her on her responsibilities.
13. Remuneration Committee – Closed Discussion <i>(Andrea Miller)</i>	13.3 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.		
14. AOB	<p>Photos of Alumni around the University.</p> <p>14.1 Alumni can bring a lot of esteem to a university. AC stated that a lot of more recent UWL graduates have graduated from our institution and gone onto do exceptional things. It would be great if some of our successful more recent graduates could be placed on posters around the university. It would need to be decided who would be removed. The group agreed that it would be beneficial for the current student cohort to see Alumni who have graduated recently around the university.</p>		TM – Liaise with UWL regarding the posters of Alumni around the university.
15. Summary of actions			<p>SW/TM/VD – ensure that at least 25 minutes of future Trustee Board meetings are allocated for the Sabb Priority Report.</p> <p>TM – Consider whether part of the Trustee Board HALF DAY could be allocated to discussing a Sabb Priority.</p> <p>TM – To keep Trustees informed of reasons people leave the organisation.</p> <p>TM & OL – to investigate adding additional risks highlighted by Trustees to the risk register.</p> <p>TM – Ensure all Trustees are sent link to complete Health &</p>

			<p>Safety Training All Trustees – To complete online Health and Safety Training.</p> <p>RM – To send AM information on her role as the Deputy Chair of the Trustee Board and meet AM to brief her on her responsibilities.</p> <p>TM – Liaise with UWL regarding the posters of Alumni around the university.</p> <p>The following actions were created or updated based on the discussion of the minutes from July the 14th 2021:</p> <p>SW - Send more information to Trustees about Sexual Violence Prevention plans and send Trustees resources on Sexual Violence.</p>
16. Date of next meeting	The next meeting is scheduled for: December the 7 th 2021		