



UNIVERSITY OF WEST LONDON  
STUDENTS' UNION

# Trustee Board

Meeting on December 3<sup>rd</sup>, 2024, 17:00  
UWLSU Conference Room

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**MEMBERSHIP:**

Adarsh Sangeetha (AS), Anthony Coad (AC), Farimah Darbyshire (FD), Josefine Victorino (JV), Kevin Dickie (KD), Trisul Suman (TS), Yash Arora (YA/Chair),

**SMT:**

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

**IN ATTENDANCE:** Monika Sowa (MS), Patrick Fuller (PF)

**EXTERNAL GUESTS:** Natasha Dhumma (Deputy Director of NUS UK/ND)

**APOLOGIES:** AS

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## Minutes

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*This is a summarised version of the minutes; the complete version is accessible upon request.*

**1. Introduction**

*(Yash Arora – SU President)*

- 1.1. The meeting started at 17:00.
- 1.2. YA welcomed everyone.
- 1.3. Apologies were received from AS.

## **2. Declarations of Interests**

*(Yash Arora – SU President)*

2.1. TM has become a Trustee.

## **3. Minutes and Matters Arising**

*(Yash Arora – SU President)*

3.1. Actions arising from the meeting on October 8<sup>th</sup>, 2024, were completed.

3.2. Trustees approved the minutes.

## **4. Discussion with NUS**

*(Tye McMahon – Chief Executive Officer)*

4.1. Natasha Dhumma (ND), the Deputy Director of NUS UK, was welcomed by YA and introduced herself.

4.2. The presentation by ND included:

4.2.1. History and Purpose of NUS

4.2.2. Core Values

4.2.3. Impact on Students

4.2.4. National Lobbying

4.2.5. Policy and Research

4.2.6. Media Engagement

4.2.7. Impact of Collectivism

4.2.8. Impact and Value to Members

4.3. Impact and Value for UWLSU:

4.3.1. Change

4.3.2. Financial Return

4.3.3. Amplified Voice

4.3.4. Material Change

4.4. The Board decided to stay with NUS, with TM following up on the feedback.

## **5. SABB Objectives Update**

*(Jess Smith – Representation and Advocacy Manager;*

*Presenters: Yash Arora - SU President, Adarsh Sangeetha – VP of Education,*

*Trisul Suman – VP of Activities and Participation)*

5.1. Each Sabbatical Officer (SABB) shared updates on their priorities, which aim to enhance student welfare and engagement.

5.2. SU President's Objectives:

5.2.1. **Sexual Violence Awareness and Prevention:**

5.2.1.1. Addressing student safety during late-night events with portable phone chargers and welfare officers.

5.2.1.2. Planning a Sexual Violence Awareness Campaign for February 2025.

- 5.2.1.3. Exploring extended bus schedules and campus security options.
- 5.2.2. **Enriching Student Experience in London:**
  - 5.2.2.1. Promoting laptop rental and tech schemes.
  - 5.2.2.2. Supporting money-saving initiatives like the community cupboard and clothes fair.
  - 5.2.2.3. Improving student awareness of payment plans and policies.
- 5.2.3. **Building Student Communities:**
  - 5.2.3.1. Recruiting Equality Champions and participating in cultural events.
  - 5.2.3.2. Launching a podcast project called "Campus Chats."
  - 5.2.3.3. Collaborating with the UWL Men's Rugby team for Movember.
- 5.3. SU VP's Activities and Participation Priorities:
  - 5.3.1. **Promoting Physical Health and Wellbeing:**
    - 5.3.1.1. Introducing paddle tennis and participating in sports taster sessions.
    - 5.3.1.2. Leading new run clubs.
  - 5.3.2. **Supporting Women's Growth/Participation in Sports:**
    - 5.3.2.1. Collaborating with women's sports teams and the Women's Network.
    - 5.3.2.2. Re-opening the women's basketball team and launching women-only gym classes.
  - 5.3.3. **Breaking Down Financial Barriers to Extracurricular Participation:**
    - 5.3.3.1. Creating an Access Fund and planning a sports closet initiative.
- 5.4. SU VP's Education Priorities:
  - 5.4.1. **Integration of Life-Skills:**
    - 5.4.1.1. Planning soft skills workshops and language skills workshops.
    - 5.4.1.2. Attending course rep trainings to gather student input.
  - 5.4.2. **Supporting Students with a Study-Life Balance:**
    - 5.4.2.1. Planning a community breakfast event and food prep workshops.
    - 5.4.2.2. Ensuring access to healthcare resources.
  - 5.4.3. **Creating Cross-Cultural Learning Opportunities:**
    - 5.4.3.1. Exploring cultural exchange programs and language/cultural clubs.
- 5.5. Trustees noted the report.

## 6. CEO Update – Strategic Context

*(Tye McMahon, Chief Executive Officer)*

- 6.1. The paper was taken as read.
- 6.2. Key Issues in the Sector:
  - 6.2.1. The maximum tuition fee for full-time undergraduate courses will increase to £9,535 per year, while classroom-based foundation year courses will see a reduction to £5,760. Maintenance loans will rise by 3.1% in line with inflation. Additionally, considerations include the Lifelong Loan Entitlement (LLE) and a review of higher education funding.
  - 6.2.2. The US election results could impact the UK economy through trade policies, inflation, and interest rates. For higher education, potential effects include changes in international student mobility, research collaboration, and economic constraints affecting funding and operations.

- 6.2.3. Changes to NIC contributions include an increase in the employer NIC rate and a reduction in the secondary threshold. This will impact employers and require adjustments to the employment allowance, though it won't affect the SU.
- 6.2.4. Legal challenges around course closures and redundancies have sector-wide implications.
- 6.3. Trustees noted the report.

## **7. Quarterly Report (Including Risk Register Summary)**

*(Bradley Valva - Finance & Performance Analyst,  
Presenter: Tye McMahon - Chief Executive Officer)*

- 7.1. The report was taken as read.
- 7.2. The purpose of this report is to update on the delivery of UWLSU programmes, status against key performance indicators (KPIs), key achievements, challenges, opportunities, and financial forecasts.
- 7.3. Key Achievements (Q1: August to October 2024):
  - 7.3.1. Welcome Period: Successful collaborative initiative, strong first impression for new students.
  - 7.3.2. Student Staff Recruitment: Successful recruitment across departments.
  - 7.3.3. Relaunch of the restructured and renovated sports centre.
  - 7.3.4. The Annual Financial Audit commenced with results expected in Q2.
- 7.4. Quarterly Performance Indicators:
  - 7.4.1. Overall Engagement is on track to meet the year-end goal.
  - 7.4.2. Satisfaction survey launching in Q2, NSS strategy implemented.
  - 7.4.3. Course Rep elections are ongoing.
  - 7.4.4. Increased participation in societies and sports, successful Sports Centre promotion.
  - 7.4.5. Advice and Outreach saw high appreciation for support, and the 'Advice on Tour' initiative launched.
  - 7.4.6. Growth in social media followers, high email open rates.
  - 7.4.7. Staff Engagement Survey to be released in Q2.
  - 7.4.8. Focus on wellbeing and employability for student staff.
- 7.5. Trustees noted the report.

## **8. Management Accounts**

*(Hamna Azam - Head of Finance)*

- 8.1. The paper was taken as read.
- 8.2. The Freshers and Welcome period activities were successfully delivered. Teams are now planning NSS-related activities and targeted CEAs before the festive closure. Key updates address current trends in student behaviours, commercial trade forecasts, and the new budget's impact on operations.
- 8.3. Grant income is on target with no expected variations. Non-grant income is on track, with new merchandise being introduced. Freddie's has increased footfall, and service efficiency is being improved. Higher participation from younger students is

boosting revenue. Rising costs, including coffee prices, require strategic cost controls.

- 8.4. The April 2025 increase in National Insurance Contributions (NIC) for employers will add pressure on staffing costs. Combined with inflation, this will raise overall operating costs. The forecast has been updated accordingly.
- 8.5. Students prioritise experiential spending on wellness activities, social events, and workshops. Despite rising living costs, demand for value-driven services and practical merchandise remains strong. Increased student engagement is positive, but spending patterns require budget-aligned pricing strategies.
- 8.6. Trustees noted the report.

## **9. Audited Accounts**

*(Hamna Azam - Head of Finance)*

- 9.1. The paper was taken as read.
- 9.2. UWLSU must prepare and submit annual accounts to Companies House and The Charity Commission, including a Trustees' report.
- 9.3. Financial statements for the year ending 31 July 2024 were prepared and audited by Goodman Jones in September 2024. A draft Trustees' report was prepared and submitted for approval.
- 9.4. The audit found no significant issues or high-risk concerns.
- 9.5. Trustees approved the report.

## **10. Freshers' Report (Presentation)**

*(Rob Carr – Head of Operations)*

- 10.1. RC presented an overview of Freshers activities via video and presentation.
- 10.2. Headlines:
  - 10.2.1. Matched income year-over-year.
  - 10.2.2. Freshers' Fair attendance and engagement.
  - 10.2.3. Wellbeing events included the Sensory Room and Hangout.
  - 10.2.4. Six networks launched: ACE, Women, Accessibility, LGBTQ+, Student Parent & Care Responsibilities, and Mature Students.
- 10.3. Changes from Last Year:
  - 10.3.1. Younger demographic.
  - 10.3.2. Increased focus on wellness and mindfulness.
  - 10.3.3. Better conversion from purchase to attendance.
- 10.4. Trustees noted the report.

## **11. Strategic Planning Day (Discussion)**

*(Tye McMahon - Chief Executive Officer)*

- 11.1. Trustees agreed the meeting would take place at the SMR Campus, and the agenda will be planned and circulated in advance.

## **12. Any Other Business**

### **12.1. Recognition of Tony Coad Service:**

12.1.1. TC has been involved with UWL and SU for 17 years. Known for balancing robust challenge with unwavering support, significantly contributing to the development of UWLSU, its senior staff, sabbatical officers, and Board members, TC has been awarded an Honorary Life Membership.

## **13. The Date of the Next Meeting**

13.1. The meeting adjourned at 19:00.

13.2. Next Meeting: March 4<sup>th</sup>, 2025.