



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

Trustee Board

Meeting on April 15th, 2024, 17:00, UWLSU Conference Room

MEMBERSHIP:

Maisie Kelly (MK/Chair), Yash Arora (YA), Ayyan Bebal (AB), Anthony Coad (AC), Kevin Dickie (KD), Farimah Darbyshire (FD), Josefina Victorino (JV)

SMT:

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

IN ATTENDANCE:

Bhairavi Shriananda (BS) *UWL's Group Financial Controller* on behalf of Patrick Fuller (PF), Monika Sowa (MS)

EXTERNAL GUESTS: Nil

APOLOGIES: FD, PF

Minutes

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

AGENDA	DISCUSSION	RESOLUTION
1 Introduction	1.1 The meeting started at 17:05. 1.2 Apologies were received from FD and PF. 1.3 MK welcomed everyone and congratulated YA on being elected President for the academic year 2024/25.	
2 Declarations of Interests	2.1 None were declared.	
3 Minutes and Matters Arising	3.1 No actions were arising from the meeting on February 27 th , 2024.	3.2 Trustees approved the minutes.
4 SABB Objectives Update <i>(Jess Smith – Representation and Advocacy Manager; Presenter: Jamal El-Kalawy - Head of Membership)</i>	4.1 Sabbatical Officers have between one to three advocacy priorities. These are areas they want to impact within UWL. 4.2 YA gave an update on his priorities as follows.	4.6 Trustees noted the report.

	<p>4.2.1 Priority 1: Cultural Activities with a Focus on Under-represented Groups.</p> <p>4.2.2 Priority 2: Improve Student Groups' Marketing and Engagement.</p> <p>4.2.3 Priority 3: Enhance Community Outreach Opportunities for Students.</p> <p>4.3 AB gave an update on his priorities as follows.</p> <p>4.3.1 Priority 1: Language Skills Support for International Students.</p> <p>4.3.2 Priority 2: Mental Health for International and National Students.</p> <p>4.3.3 Priority 3: Create and Establish Course Networks.</p> <p>4.4 MK gave an update on her priorities as follows.</p> <p>4.4.1 Priority 1: Sexual Violence Awareness and Prevention.</p> <p>4.4.2 Priority 2: Education for Students with Learning Differences.</p> <p>4.4.3 Priority 3: Cost of Living Support for Students.</p>	
<p>5 CEO Update <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>5.3 There are five 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>5.3.1 Improvements to Campuses</p> <p>5.3.2 Sports Centre Development</p> <p>5.3.3 International Students</p> <p>5.3.4 NSS Completion</p> <p>5.3.5 Changes to the SU staffing team.</p>	<p>5.1 The paper was taken as read.</p> <p>5.4 Trustees noted the report.</p>
<p>6 Quarterly Report (Including Risk Register Summary)</p>	<p>6.3 The following are the key achievements for Q2 November to January 2023/24</p>	<p>6.1 The paper was taken as read.</p> <p>6.7 Trustees noted the report.</p>

<p><i>(Bradley Valva - Finance & Performance Analyst, Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>6.3.1 Q2 was characterised by autumn elections for the UWLSU NUS delegates, the beginning of the winter welcome period, course, career and community activities as well as outreach calls and student-led activity in sports and societies.</p> <p>6.3.1.1 At the end of Q2 new students were welcomed to UWL as January starters began their induction and enrolment.</p> <p>6.3.1.2 Elections for NUS delegates took place electing five new delegates.</p> <p>6.3.1.3 Over 1,600 students were contacted through the outreach programme.</p> <p>6.3.1.4 Community, career and course-based activities were delivered to 1,809 level 6 students.</p> <p>6.4 Quarterly Performance Indicators - For the Q2 reporting KPI is assessed as follows.</p> <p>6.4.1 Overall Engagement</p> <p>6.4.2 Overall satisfaction</p> <p>6.4.3 Welcome Program KPIs</p> <p>6.4.4 Extra-Curricular Engagement</p> <p>6.4.5 Student Voice KPIs</p> <p>6.4.6 Advice and Outreach</p> <p>6.4.7 Partnership and Engagement</p> <p>6.4.8 NSS</p> <p>6.4.9 School engagement</p> <p>6.4.10 Communications KPIs</p> <p>6.4.11 Central Services KPIs</p> <p>6.4.12 Staff Engagement</p> <p>6.4.13 Commercial Services KPIs</p> <p>6.4.14 Finance KPIs</p> <p>6.4.15 Quality Assurance KPIs</p>	
<p>7 Management Accounts <i>(Hamna Azam - Head of Finance)</i></p>	<p>7.2.1 The teams are currently working on Sabb elections and some of the major projects</p>	<p>7.1 The paper was taken as read. 7.3 Trustees noted the report.</p>

	<p>including Varsity, Star Awards and Union Awards.</p> <p>7.2.2 YTD Grant income remains on target, and we are not expecting any variation to the full year forecast.</p> <p>7.2.3 Non-grant income is on target. The team has worked on the margins and menu options in Café, which have resulted in increased sales and profit margins. They will now focus on doing the same in Freddie's over the coming months. The team also be focusing on the expansion at the front of SMR.</p> <p>7.2.4 The HR team is currently working on the recruitment of current vacant roles and some staff training.</p> <p>7.2.5 YTD non-staff costs are ahead of the original budget, mainly due to the variations to student enhancement activities in the year so far and the increased cost of sales.</p> <p>7.2.6 Teams have completed Freshers' and NSS-related activities. The teams' main focuses for the next few weeks will continue to include targeted CBAs, Varsity, Sabb Elections, Star Awards and Union Awards.</p>	
<p>8 February Induction and Enrolment Report – Presentation <i>(Rob Carr - Head of Operations)</i></p>	<p>8.2 The summary of the February Induction and Enrolment is as follows.</p> <p>8.2.1 The day, night and Reading schedules were advertised.</p> <p>8.2.2 All events took place on campus.</p> <p>8.2.3 Returning as well as new events took place.</p> <p>8.2.4 'I Love The 90s' event was focused on nostalgia.</p>	<p>8.4 Trustees noted the report.</p>

	<p>8.2.5 'Clothes Swap' – was a Refreshers repeat event from Autumn which resulted in 75kg of clothes donated, 50kg rehomed, remainder donated to charity.</p> <p>8.2.6 Mindfulness events - cross-departmental events that run across all three campuses were delivered.</p> <p>8.2.7 Valentine Masquerade event - was a student-led event by two societies with our support, which was the best-attended student-led event; RC noted that student-led events are better attended than the SU organised. £975 was raised for two charities.</p> <p>8.2.8 Refreshers Fair was attended by 377 students, where students could sign up for clubs and societies, and grab freebies.</p>	
<p>9 Draft Business Plan and Budget <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>9.5 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.</p> <p>9.5.1 The 2024/25 academic year has been a successful one for both UWL and SU. UWL was awarded GOLD for Student Experience in the Teaching Excellence Framework (TEF) and the SU maintained a Top 3 ranking in the NSS nationally and 1st in London. The SU engaged more students than ever before; undertook a major refurbishment of Freddie's; and opened a new retail coffee outlet at Century House.</p> <p>9.5.2 The SU is on track to achieve or exceed the majority of KPIs and has continued to develop new and innovative methods to build relationships with students including expanding</p>	<p>9.2 The paper was taken as read.</p> <p>9.10 Trustees approved the report.</p>

	<p>on the Course, Community and Career programme; outreach calling; international student activity; and support for students living in residential halls.</p> <p>9.5.3 In February this year, the SU launched a new 5-year strategy that outlines longer-term targets for the ongoing development of the SU and engagement with students. The Strategy identifies KPIs, and programmes of work focussed on attainment; engagement; wellbeing; employability; and community.</p> <p>9.5.4 The SU staff team have undertaken detailed business planning for all core SU activities including sport and recreation; major events; clubs and societies, the advice service, student voice, commercial trading, and our support services.</p> <p>9.8 The SU's relationship with UWL is unique in the UK and has proven to yield outstanding results with student enrolment, engagement, satisfaction, and retention.</p>	
<p>10 Election Report - NUS Delegate <i>(Jamal El-Kalawy - Head of Membership)</i></p>	<p>10.4 The Education Act 1994 requires all students' unions to run cross-campus elections for the positions of sabbatical officers and NUS delegates. Each year UWLSU runs elections for four elected positions: President; Vice President of Education; Vice President of Activities; and NUS Delegate(s).</p> <p>10.4.1 Voting took place via the SU website www.uwlsu.com and at Ballot Stations staffed by UWLSU staff at the following locations: SMR Heartspace; SMR Park Gallery; and Paragon Reception.</p>	<p>10.6 Trustees noted the report.</p>

	<p>10.4.2 In total 504 students voted in this election; this is an increase of 18 students.</p> <p>10.4.3 NUS has signed off and confirmed this election.</p> <p>10.4.4 All complaints are dealt with through the su.elections@uwl.ac.uk email address and by Jamal El-Kalawy, the Deputy Returning Officer. There was 1 complaint in this election concerning a student campaigning in the library, which was quickly addressed and resolved.</p> <p>10.4.5 Voter turnout saw an increase of 18 students voting comparatively to last year's NUS Elections.</p> <p>10.4.6 There were 13 active candidates for the NUS Elections. 50 nominations were received in total. This is the greatest number of active candidates and nominations in recent history.</p> <p>10.4.7 The candidates were from the following six schools: SCE, SBMS, LGCHT, CLBS, SHSS, and CNMH.</p> <p>10.4.8 There were nine women candidates and four men candidates.</p> <p>10.4.9 100% of the candidates were from a BAME background – 11 were Asian; 1 was Black, and 1 was mixed.</p> <p>10.4.10 There was 1 current sabbatical officer, 3 postgraduate, and 9 undergraduate students.</p>	
<p>11 Other Items</p>	<p>11.1 Nil.</p>	
<p>12 Any Other Business</p>	<p>12.1.1 Governance Review</p> <p>12.1.1.2 TM and JE have already started working on this and the report will be sent in the next two weeks so that it aligns with the July Trustee Board meeting.</p>	

	<p>12.1.2 UWLSU Procurement: NUS Buying Consortium versus Pelican (Presentation of findings by Rob Carr - <i>Head of Operations</i>)</p> <p>12.3 Trustees resolved to leave the NUS purchasing consortium.</p>	
13 The Date of the Next Meeting	<p>13.3 The date of the next meeting is July the 2nd 2024.</p>	