**Board of Trustees Meeting**

**Minutes**

**Date 17th October 24**

**Time 16.30**

**Venue On–line Teams**

**Circulation: ~** Enaya Nihal, Muneeba Amjad, Sasha King-Smith, Joe Stanley, Louis Gosling, Naomi Carter, Alijah Taha, Sinai Ejechi, Szonja Kenderesi, Charlotte Dood, Prosper Omopariola, Noor Syed, Nickan Panjehshahi, Angella Hill Wilson, John Dubber, Robert Pegg, Harnaik Dhillon

**Executive Board in attendance: ~** Philip Smith, Mark Crook, Tracy Murphy, Steve Russell, Louise Marjoram, George Dowding

**Declarations of Conflicts of Interest**

No conflicts of interest declared

* 1. **Minutes of the previous meeting**

The Minutes of the previous meetings, the Board of Trustees Meeting on the 25th July 24 and the Exceptional Meeting on the 11th September 24, are both approved as accurate records of the meetings.

**1.2 Matters Arising**

No further matters arising

**1.3 Chairs & Full-Time officer Report**

**EN** introduced the Chair and FTO update and gave a brief overview of the work the Full Time Officers have been involved with including Welcome week. The Officers expanded on a number of Individual points.

**LG** - Sports Officer – has been working closely with Warwick Sport and reviewing the Terms of Governance and how our partnership operates. Focusing on Student Engagement, we have 57 club presidents over 54 clubs, and having carried out press forums. A big campaign on Mental Health Month kicks off in November.

**1.4 CEO Report**

**PS** takes the CEO report as read, highlighted a number of points

Overview of the financial review of the year, the Operations Team have done an outstanding job, particularly over the last quarter of the year to put our financial position on a good footing, **MC** to update further.

The Coms and Marketing team alongside the Membership team produced a brilliant Welcome Programme, supported by the FTO’s and colleague teams.

**PS** highlighted the intention to commission support to review the board composition of a Union subsidiary company.

**1.5 Management Accounts**

**MC** introduced the Year end position, reporting a surplus for the Year.

We will bring a full set of the audited accounts to the Board in January 2025.

**JD** thanked **MC** and the whole team for a solid financial performance for the whole year.

**1.6 Cost of Living**

We have been working on the proposed Salary increase for all colleagues, similar to the levels set by the University we are proposing a staggered approach, increasing those at the lower end of the scales

We are awaiting the Government announcement and financial implications of a possible NI Employer contribution increase.

**TM** added we have had pressure on the bottom level of our pay scales, and have therefore removed a number of our spinal points to make sure the differential between pay rates remains. We have also been looking at our overall enhanced Benefit package for colleagues, and are carrying out a full review of our People policies making them more translatable and fit for purpose. Part time Students now have rolled up holiday pay, they will receive real-time holiday pay on top of their salary.

We will carryout a full review of our pay model to ensure its fit for purpose.

**MA** asked for clarification of the pay for student staff, **TM** responded that we looked at this in April when the National Living Wage (NLW) announcement was made by the Government, and we do pay an enhanced rate already.

**JD** inquired as to whether these proposed increases are included in the Budget which previously came to Board, **MC** confirmed it is.

**EN** questioned whether we are doing work to empower team leaders and supervisors, which are roles we have struggled to fill. **TM** responded that a lot of work is being carried out with regards to empowerment, and is confident that when the new pay grades are published we will have a better response to recruitment.

The Board of Trustees approved the Cost of Living pay award.

**1.7 People Software Proposal**

**TM** introduced proposal for People Digital software to provide a more efficient platform for the People team for the recording and provision of data and information, but also to allow colleagues to be more self supportive and able to view their own information.

On the 18th September 24, 18 stakeholders across the Students’ Union, reviewed and discussed three supplier presentations.

One was discounted as it didn’t meet the SU requirements, and a discussion and feedback was given on the remaining two candidates, one came out as the preferred provider, having greater understanding of Students’ Unions, but also better aligned to where WSU is currently and will bring us into 2024/2025 and future proof us for the next 5 years.

The Board of Trustees approved the People Software proposal.

**1.8 SUSS Update**

**PS** introduced the Students’ Union Superannuation Scheme (SUSS) update, providing a brief background on the SUSS scheme which has been in a significant deficit position for a number of years.

**1.9 Strategy 25/30**

Following the Strategy day, **PS** would like to ensure that all points discussed and raised on that day have been captured. **PS** intends to go out to Students and Colleagues for consultations on the initial strategy for 2025 – 2030.

**NC** raised Sustainability, this is an area which should be pushed more strongly within the Strategy and is included in the FTO’s collective priorities.

**SKS** raised the language used around politics, and feels the language we use around politics leads heavily into Inclusion and Belonging, to ensure we don’t risking excluding by our language.

**AHW** suggested that within the last page of the document there are is a lot of information and wanted to know how we will prioritise and what the objectives of the consultation will be, **PS** responded that we have a considerable amount of points which are operational and link more to enabling factors rather than strategic intent. There are three main areas picked up:

* Academic Representation
* Student life outside study
* Building Networks and community.

You as trustees have set some direction, we now need to see if it resonates with our Student body and our stakeholders. Paper attached

**CD** asked about the method of getting students involved in road testing the Strategy and consultation. **PS** responded we will utilise our Student Forums, from within our democratic structures, Student term One survey, and the opportunity to bring students in from our Data Insite team.

**1.10 Collective Priorities**

**EN** introduced the Collective Priorities paper, we have five main priorities, including

* Cost of Living
* Accessibility, both the Union and the University
* Better Student Engagement
* Student Mental Health / Community & Lonelines
* Sustainability

Cost of Living – it is still the most pressing issue on Campus, affecting every aspect of Student life, we will be working in a collaborative way between the Union and the University, and going to the NUS national Lobby day, where we can lobby for national strategies, and for MP’s to vote inline with students interests.

**Cost of Living**

* Continue the Cost-of-Living campaign with the University’s Executive Team, making our progress publicly available. **AT EN**
* Prioritise the SU becoming a Real Living Wage employer, provide more paid part-time work within the SU and University. **AT EN**
* Make the (Free) Breakfast Club and End Period Poverty campaigns permanent. **EN NC**
* Work with other SUs and Universities to lobby nationally for affordable housing strategies, focusing on the renter’s reform bill, and for maintenance loans to rise in line with inflation. **EN**
* Explore and collaborate with University teams to expand the range of affordable lunch options on campus. **AT NC SKS**

**SU Societies & Sport Clubs**

* Tackle the cost of sports and socialising by cutting (and eventually eradicating) Socs and Sports Federation Fees. Also showcase more flexible payment options for those who are only here for a single term. **JS AT LG**
* Promoting more free events with Warwick Sport (Such as the Self-defence classes and Rock Up & Play sessions) **LG**
* Increase BUCS funding and introduce both a non-BUCS pot and a club development pot to support sports clubs. **LG**
* Better promote and publicise existing SU support schemes such as the Sports Officer Bursary and the Sportswear for All grant scheme. **LG**
* Extend free parking for head coaches to Westwood car park and other university sport spaces and expand the number of parking permits available to clubs and societies. Better publicise the use of other parking aids, such as ad-hoc permits for one-off events **JS LG**
* Provide enhanced training, advice, and opportunities to allow Societies and Sports Clubs to do more, for example with performances, promotion and fundraising. **JS LG**
* Simplify communications between the Officers and student body **JS EN LG**

**University Food & Retail (Rootes)**

* Focus on the availability of affordable food, a permanent food bank and alternative food spaces on campus. **AT NC SKS**
* Work to lock down the prices of essentials in SU and University outlets, including halal, vegan and kosher options. **AT NC EN**
* Reduce waste and prices in the SU and University by expanding Too Good to Go. **AT**
* Campaign for more resources for students on campus, including kettles, microwaves and storage spaces. This will be for both SU and University spaces**. AT NC SKS**
* Support the creation of the permanent Swap Shop on campus for first years, exchange students and returning students to access kitchen supplies, bed linen, and other household items. This will include collaborating where possible on current University efforts, so as not to duplicate work. **AT NC SKS**

**Travel**

* Continue the Better Buses campaign, using up-to-date data to work with local district councils and bus companies. **AT EN SKS**
* Work with the University, local councils, other SU officers and bus companies to lower the rising costs of transport to campus, including freezing (/lowering) the cost of the NX and Stagecoach bus pass. **AT EN SKS**

**Housing**

* Provide free workshops to help students develop skills such as cooking, budgeting, and sustainable practices, working with Wellbeing, Warwick Food Group and Student Experience. **EN**
* Work with Accommodation to offer more affordable on-campus housing options and support students living off-campus. **AT**
* Continue work being done in the Hardship funding workstream for increased financial aid and hardship funds. **AT**

**Accessibility**

**University – Education**

* Push to make self-certifications permanent across departments, advocate for varied assessment methods, and ensure timely release of teaching and exam timetables. **AT EN MA**
* Call for buildings to be more accessible for students with physical disabilities, including ensuring that curbs are dropped for wheelchair access around campus. **AT EN MA**
* Fight for more accessible quiet study spaces and private meeting rooms. **AT MA**
* Ensure suitable teaching environments and conduct an accessibility audit of campus facilities, incorporating the Disability Code of Practice. **AT MA**
* Keep Wednesday afternoons free for sports and society activities, especially in Economics, WBS, and STEM departments. **MA**
* Advocate for the continued use of cash at SU and University outlets. **AT**

**Union – Democratic Structures, social spaces & culture**

* Make our decision-making processes transparent so students know how the SU is responding to our input and asks. **EN SKS**
* Continue successful SU initiatives, such as the Sexism in Sport taskforce, to encourage greater female participation in Sport. **LG**
* Ensure that we continue to promote an inclusive and welcoming environment within all of our clubs and societies **LG JS**
* Work with departments and specific societies and sports clubs to target postgraduate and international students. Continue the ongoing work to ensure that we have a thriving MedSport offer for our medical students. **AT EN JS LG**
* Be more student-facing and inclusive in our democratic processes by interviewing/surveying students on part time degree apprenticeships, mature students, international students, etc; **EN**

**Better student engagement**

**FTOs exposure and perceptions**

* Ensure that we continue to provide a consistently strong quality of service for our students, and that their requests are always dealt with professionally
* Build a deeper and longer lasting relationship with our students, student clubs, and societies.
* Publicising the work we do better

**SU visibility & communication**

* Reforming our communication structures so that they are more efficient, better targeted, and truly engaging for our students (two-way comms)
* Making sure our services are publicised effectively to increase student awareness of them

**Accessibility – bureaucracy**

* Publicise voting dates, motions, and funding deadlines at the beginning of each term. **SKS**
* Make our decision-making processes transparent (and more efficient, like Impact Assessment) and closing the feedback loop in everything we do**. SKS EN LG**
* Provide policy toolkits and easy-to-access resources on the SU webpage, and have platforms for dialogue during ASVs to help students understand the motions they are voting for. **AT SKS**
* Offer specialized advice, cultural events, and diverse club nights tailored for international students. **AT EN**
* Improving the visibility of SSLCs, creating a central list of members, and allowing academic society presidents to have seats on SSLCs. **AT MA JS**
* Improving the communications we have with faculty reps, SSLC chairs, and course reps, and the communications they have with each other. **MA**
* Better accountability: a progress tracker has been set up by Student Voice to demonstrate the officer team’s progress termly, allowing students to see what officers are working on throughout the year. **AT EN**

**Student Mental Health, Community & Loneliness**

Focusing on: Campus Connectivity, Lack of connections w/groups across campus (PG, Medics, Westwood etc), SU Visibility, Mental health services

* Broaden our active offer on campus to ensure that we are engaging a far wider range of our student body, and to provide a link into the **SU LG AT**
* Create a stronger sense of community around *#TeamWarwick* to help provide high profile events on campus, deepen relationships between student groups, and reduce loneliness. **LG**
* Have multilingual advisors at Warwick Wellbeing and run cultural awareness training to better support international students. **AT EN**
* Introduce workshops on tackling imposter syndrome to help students adapt to university life and manage academic burnout. **AT EN**
* Continue PG Connections workshops and events (out of term time as well) specifically tailored to postgraduate well-being and mental health. **AT**
* Continue the Safer Warwick Campaign to improve safety provisions both on and off campus. **AT EN**
* Re-launch a late-night taxi or bus service from campus to Coventry and advocate for the return of the West Midlands On-Demand Bus Service towards Warwickshire. **EN**
* Call for a campus-wide shuttle bus to be introduced to connect Gibbet Hill and Westwood campuses to central campus. **AT EN**

**Sustainability**

* Expand the availability and awareness of reusable period products as part of the #EndPeriodPoverty campaign**. AT NC**
* Continue working with university stakeholders; staff, and student networks to expand the amount of locally grown, low-waste, affordable food on campus. **NC SKS**
* Increase collaboration between SU departments and Sustainability Forum to open channels of communication and to ensure transparency. **SKS**
* Develop an SU Sustainable Sponsorship Policy, with a focus on fresher's week partnerships and merch provision**. NC SKS**
* Lobby the University and work with national networks to ensure SU and University insurance policies do not uphold climate collapse or the arms trade. **AT NC EN SKS MA**
* Continue to fight for University divestment from unethical industries, including fossil fuels, the arms trade, and the global border industry **AT NC EN SKS MA**

**1.11 Audit Plan**

Audit Plan attached

**1.12 Action Log**

The action log has been reviewed all actions are within timelines or have been completed within this meeting, the log will be updated.

**1.13 AOB**

Change of date of the January Board meeting from the 16th to the 23rd January, and a daytime meeting in person.

**PS** will be in contact with the Lay Trustees, regarding a meeting with the University Council.

**Next Meeting – 23rd January 2024**