



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

UWLSU Trustee Board

Meeting of 29th November 2022, 17:00,
UWLSU Conference Room.

MEMBERSHIP:

Maisie Kelly (MK), Lewis Dixon (LD), Paul Hutchings (PH), Andrea Miller (AM), Anthony Coad (AC), Kevin Dickie (KD), Wladimir Albuja (WA), Farimah Darbyshire (FD)

SMT:

Hamna Azam (HA), Lucy Hayes (LH), Tye McMahon (TM), Jamal El-Kalawy (JE)

IN ATTENDANCE:

Mohamad Bahsoun on behalf of Patrick Fuller (PF)

EXTERNAL GUESTS:

Nil

APOLOGIES:

Wladimir Albuja (WA), Lewis Dixon (LD)

Minutes of Trustee Board

AGENDA ITEM	DISCUSSION	RESULTS	ACTIONS
STANDING ITEMS			
<p>1. Minutes from 4th of October 2022 – Approve:</p> <ul style="list-style-type: none"> - Declarations of interest - Discussion of matters arising (<i>Maisie Kelly - SU President</i>) 	<p>AM advised she had been appointed as a Governor at UWL. There was some uncertainty over her start date. The Board resolved that she could be present and vote in the meeting.</p>	<p>Trustees approved the minutes.</p>	<p>Nil</p>
<p>2. SABB Objectives Update: Note (<i>Jamal El-Kalawy - Head of Membership</i>)</p>	<p>The officer priorities updates are as follows: <u>Paul Hutchings:</u></p> <ul style="list-style-type: none"> - Creative Arts Advocacy - Mental Health Support and Accessibility - Career Support <p><u>Lewis Dixon was not present during the meeting and his priorities were delivered in the report:</u></p> <ul style="list-style-type: none"> - Inclusion, Representation, and Accessibility in Student Groups - Safe and Recreational spaces - Visibility and Presence at Satellite Campuses <p><u>Maisie Kelly:</u></p> <ul style="list-style-type: none"> - Sexual Violence Awareness and Prevention - Education for students with learning differences - Support for international students 	<p>The group noted the report.</p>	<p>PH to meet with Sara Raybould to continue to develop his Arts Advocacy project.</p>
<p>3. CEO Update: Note (<i>Tye McMahon - Chief Executive Officer</i>)</p>	<p>The report highlighted the 6 key issues currently facing the SU that are either impacting or have the potential to impact our work in either a positive or negative way in the coming months: NUS and Antisemitism, League table results, NSS Review, Inflation pressures, Key changes to UWL Vice Chancellors Executive, Changes to the SU staffing Team.</p>	<p>The board noted the report.</p> <p>The report was taken as read.</p>	
<p>4. Quarterly Report (Including Risk</p>	<p>UWLSU is on track to achieve its 60% year-end target. A full program of</p>	<p>The board noted the report.</p>	<p>Nil.</p>

<p>Register Summary) – Note: <i>(George Middleton-Baker - Performance and Insight Analyst, Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>induction activity over the welcome period will lead to a large number of new and returning students engaged by UWLSU in Q1. The engagement has reached 35% following the conclusion of the welcome period, almost halfway to the year-end target.</p>	<p>The report was taken as read.</p>	
<p>5. Management Accounts – Note: <i>(Hamna Azam - Head of Finance)</i></p>		<p>The Board noted the Management Accounts for October 2022.</p>	<p>Nil</p>
ANNUAL ITEMS			
<p>6. Annual Compliance Management Review (Deferred from October 2022) – Approve: <i>(Jamal El-Kalawy - Head of Membership)</i></p>		<p>The Board noted the report.</p> <p>The Board approved the recommendations in the report.</p>	
<p>7. Annual Risk Reg Review (Deferred from October 2022) – Approve: <i>(George Middleton-Baker - Performance and Insight Analyst, Presenter: Jamal El-Kalawy - Head of Membership)</i></p>	<p>An assessment of current risk against the register identified four areas with the potential risk to be high:</p> <ul style="list-style-type: none"> - Changes in Government Policy - Public Health Emergency - Cost of living - Inflation and Recession 	<p>The report was taken as read.</p> <p>The Board approved the report.</p>	<p>Nil</p>
<p>8. Audited Accounts – Approve: <i>(Hamna Azam - Head of Finance)</i></p>	<p>The audit findings report states that there is 'nothing to note'. The finance team is extremely pleased to have achieved this for the 2nd time and will continue to work hard to ensure we are compliant in every possible way and correct processes are being followed through every step.</p>	<p>The report was taken as read.</p> <p>The Board approved the report.</p>	<p>Nil</p>
<p>9. NSS Update (Verbal update): <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>The key changes being implemented for the upcoming survey that will take place in February 2023:</p> <ul style="list-style-type: none"> - Shortening the survey collection 		<p>Nil</p>

	<ul style="list-style-type: none"> - window by 6 weeks - Removing the overall summative question about satisfaction - Inclusion of questions relating to students' satisfaction with mental health services - Inclusion of questions relating to students were able to freely express their opinions - Changing the format of the questions from the Likert scale to direct questions 		
<p>10. Fresher's Report (Presentation): <i>(Lucy Hayes - Head of Operations)</i></p>	<p>LH presented the Fresher's Report. This year's focus was:</p> <ul style="list-style-type: none"> - Smaller scale events for targeted groups - Continue the theme of looking after your mental health at the university - Celebrate our diverse student population 	<p>Trustees noted the presentation and congratulated staff on the results.</p>	<p>Nil</p>
OTHER ITEMS			
<p>11. Trustee Board – HALF DAY (Discussion): <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>The UWLSU is moving to develop a new strategy next year and JE, George Middleton-Baker, and Alexander Lavall will help to lead on this. TM confirmed that the Vice Chancellor, PVC Education and Student Experience, and the Chair of the Board of Governors have agreed to attend.</p> <p>TM suggested the focus of the day will be on the development of the new SU strategy.</p> <p>Trustees requested a focus on:</p> <ul style="list-style-type: none"> - UWL strategy and how SU can best support its delivery - Future profile and needs of students - The challenges, opportunities, strengths, and weaknesses for the SU in the next five years. 		<p>TM to prepare an agenda for Trustee Board Half Day for Trustees to consider.</p>

<p>12. Employee Health Cover (Deferred from October 2022): <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>Trustees approved the implementation of the Employee Health Cover.</p>	<p>The Board approved the report. The report was taken as read.</p>	<p>TM and HA to implement employee Health Cover.</p>
<p>13. CEO midpoint appraisal</p>			
<p>AOB: Nil</p>			
<p>NEXT MEETING DATE: MARCH 1ST 2023</p>			