



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

Trustee Board

Meeting on November 28th, 2023, 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)

SMT:

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

IN ATTENDANCE:

Patrick Fuller (PF), Monika Sowa (MS)

EXTERNAL GUESTS: Nil

APOLOGIES: Maisie Kelly (MK)

Minutes

AGENDA	DISCUSSION	RESOLUTION
<p>1. Introduction</p> <p><i>(Kevin Dickie)</i></p>	<p>1.1 The meeting started at 17:07. 1.2 The role of the chair was taken by KD for this meeting. 1.3 Apologies were received from MK.</p>	
<p>2. Declaration of interests</p> <p><i>(Kevin Dickie)</i></p>		<p>2.1 None were declared.</p>
<p>3. Minutes and matters arising from October the 3rd 2023</p> <p><i>(Kevin Dickie)</i></p>	<p>3.1 Actions arising from the meeting of October 2023 have been completed.</p>	<p>3.3 Trustees approved the minutes.</p>
<p>4. Sabbatical Officer Priority Report</p> <p><i>(Jess Smith – Representation and Advocacy Manager; Presenter: Jamal El-Kalawy - Head of Membership)</i></p>	<p>4.1 Every year Sabbatical Officers have between 1-3 Advocacy priorities. These are areas they want to impact within UWL. This year all Sabbs had priorities set within 4 weeks of starting in their roles.</p> <p>4.2 YA gave an update on his priorities.</p> <p>4.2.1 Priority 1: Cultural Activities with a focus on under-represented groups 4.2.2 Priority 2: Improve student groups' marketing and engagement 4.2.3 Priority 3: Enhance community outreach opportunities for students</p>	<p>4.5 Trustees noted the report.</p>

	<p>4.3 AB gave an update on his priorities.</p> <p>4.3.1 Priority 1: Language skills support for international students 4.3.2 Priority 2: Mental Health for international and national students 4.3.3 Priority 3: Create and Establish a Course Network</p> <p>4.4 MK's updates on priorities were taken as read.</p> <p>4.4.1 Priority 1: Sexual Violence Awareness and Prevention. 4.4.2 Priority 2: Education for Students with Learning Differences. 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>5.2 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>5.2.1 Renters (Reform) Bill 2023 5.2.2 Little Coffee Union at Century House 5.2.3 Student Maintenance Loans 5.2.4 Changes to Student Liaison Committee 5.2.5 I am pleased to advise that Andrea Miller, former Trustee of the SU and current UWL Governor has been appointed as the Chair of the Student Liaison Committee. Andrea replaces Derek Hicks who is now Chair of the Board. 5.2.6 Changes to the SU staffing team.</p>	<p>5.1 The paper was taken as read. 5.3 Trustees noted the report.</p>
<p>6. Quarterly Report (Including Risk Register Summary) <i>(George Middleton-Baker - Performance and Insight Analyst; Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>6.2 TM gave an overview of the report.</p> <p>6.3 The purpose of this report is to update on the delivery of the UWLSU programmes and status against key performance indicators, key achievements, challenges and opportunities, and financial forecasts and trends.</p> <p>6.4 Q1 was characterised by our Welcome Period programme, a cross-organisational piece of work that sets the foundation for the year ahead.</p> <p>6.5 Highlights from the Welcome period include 2,838 students</p>	<p>6.1 The paper was taken as read. 6.26 Trustees noted the report.</p>

	<p>completing The Big Conversation, 1,664 students taking part in day two welcome activities and over 1600 tickets sold for events in UWLSU's social programme.</p> <p>6.6 Other activities delivered in Q1 outside of the Welcome Period included the successful recruitment of student staff across departments including staff for Coffee Union, Freddie's, School Reps and SU Crew as well as the relaunch of the refurbished Freddie's.</p> <p>6.7 This quarter also saw the delivery and evaluation of work as part of the demanding planning and evaluation processes. These processes make sure staff are linking their projects to the strategic objectives, setting impact measures and building accountability by thoroughly evaluating their work against these measures. It also saw the drafting of new KPIs for the academic year, which will enable UWLSU to achieve its strategic goals.</p>	
<p>7. Management Accounts <i>(Hamna Azam - Head of Finance and HR)</i></p>	<p>7.2 HA gave an overview of the report.</p> <p>7.3 Freshers and Welcome period activities have been successfully delivered. The teams are now actively working on planning the NSS-related activities and targeted CBAs before the festive closure.</p> <p>7.4 There are new varieties of products being introduced in merchandise. The margins and price points in the commercial will be revisited at the start of Q2 to align with the targets for the year. Freddie's is seeing a positive increase in footfall throughout the day.</p> <p>7.6 The HR team is working on the launch of the L&D program for the year and the upcoming staff satisfaction survey at the end of Q2.</p>	<p>7.1 The paper was taken as read.</p> <p>7.8 Trustees noted the report.</p>
<p>8. To Approve the Audited Accounts</p>	<p>8.2 As a company limited by guarantee, UWLSU have an obligation to prepare and submit annual accounts (financial statements) to Companies House on an annual basis. Due to the amount of</p>	<p>8.1 The report was taken as read.</p> <p>8.6 Trustees approved the report.</p>

<p>(Hamna Azam – Head of Finance and HR)</p>	<p>income generated by the business, the regulation stipulates that these accounts must be externally audited.</p> <p>8.3 In addition, as a registered charity, UWLSU must also submit these accounts to The Charity Commission along with an annual Trustees’ report which provides a narrative on the Union’s performance, how it is run and what funds have been spent.</p> <p>8.4 The Students’ Union financial statements for the year ending 31 July 2023 were prepared and audited in September 2023 by Goodman Jones. A draft Trustees’ report was prepared by senior managers from the SU and was submitted for approval by the Trustees.</p> <p>8.5 Audit Findings</p> <p>8.5.2 The audit findings report states that there is ‘nothing to note’. The finance team is extremely pleased to have achieved this for the 3rd time and will continue to work hard to ensure we are compliant in every possible way and that correct processes are being followed through every step.</p>	
<p>9. Fresher’s Report – Presentation</p> <p>(Rob Carr - Head of Operations)</p>	<p>9.1 RC gave an overview of the Fresher’s activities in the form of a video and presentation.</p> <p>9.2 Summary of daytime events:</p> <p>9.2.1 World Café - RC and YA are discussing how this could be expanded going forward</p> <p>9.2.2 Fitness week had different activities featured every week</p> <p>9.2.3 Dodgeball was led by Sabbs and gym staff with 10 attendees</p> <p>9.2.4 Wellbeing retreat was led by the Advocacy team; 37 attended (SMR), 11 (Reading)</p> <p>9.2.5 The Freshers’ Fair was attended by 937, 191 joined a sports team, and 143 joined a student group. This was also the first year of partnership with Native, who provided external vendors.</p> <p>9.3 The evening programme included:</p>	<p>9.9 Trustees noted the report.</p>

	<p>9.3.1 LCM Sessions 9.3.2 Freddie's Big Quiz 9.3.3 Games Night 9.3.4 Twerkish Delight</p> <p>9.4 Opening ceremony - We welcomed back a previous popular headliner to perform (DJ Ellie Prohan). The event was split across Freddie's and Lawrence Hall and made FOC to combat Cost of Living pressures which contributed to high drop off.</p>	
<p>10. Strategy <i>(Jamal El-kalawy - Head of Membership)</i></p>	<p>10.1. UWLSU's strategy for 2018-23 has concluded with some excellent results. UWLSU as an organisation has been ranked #1 Students' Union in the country for 4 of the last 5 years and consistently engaged high numbers of students in initiatives and support programmes.</p> <p>10.2. The development of a new strategy for 2024-2028 has been undertaken over the last 8 months and the draft copy for the strategy, excluding the introduction, is outlined in this report.</p> <p>10.3. Trustees considered the outline of this strategy and the findings of the consultation process at the last Trustee Board meeting in October 2023.</p> <p>10.4. Formal consultation is now complete, and the document will go through a design phase to prepare for publication and presentation on the SU website.</p>	<p>10.6 Trustees noted the report.</p>
<p>11. Trustee Board: Strategic Planning Day – Discussion <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>11.1 The next Trustee Board meeting date has been confirmed to be the 27th of February.</p> <p>11.2 The UWL Vice Chancellor Peter John and Deputy Vice Chancellor Sara Raybould will be invited to the next meeting.</p> <p>11.3 The agenda is to be planned and will be circulated to the Trustee Board Members.</p>	

12. Any Other Business	12.1 Nil	
13. Actions Arising	13.1 The SU to prepare the agenda for the Trustee Board Strategic Planning Day.	
14. The date of the next meeting	14.1 The meeting finished at 18:30. 14.2 The next Trustee Board meeting is scheduled for February 27 th , 2024.	