



UNIVERSITY OF WEST LONDON  
STUDENTS' UNION

## UWLSU Trustee Board

Meeting of 18<sup>th</sup> April 2023, 17:00, UWLSU Conference Room, SMR

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

**SMT:** Hamna Azam (HA), Tye McMahon (TM), Jamal El-Kalawy (JE)

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

**EXTERNAL GUESTS:** Nil

**APOLOGIES:** Wladimir Albuja (WA)

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## Minutes of Trustee Board

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Agenda	Discussion	Results
1. INTRODUCTION	MK welcomed the Trustees. Apologies were received from	N/A

	<p>Wladimir Albuja due to other commitments.</p> <p>FD joined the meeting via Teams.</p>	
<b>2. DECLARATIONS OF INTERESTS</b>	None were declared.	N/A
<b>STANDING ITEMS</b>		
<b>3. Minutes and matters arising from the 29<sup>th</sup> of November 2022 and the 1<sup>st</sup> of March 2023.</b>	<p>All actions from the meeting on the 29<sup>th</sup> of November 2022 had been completed.</p> <p>Trustees noted the update to actions.</p> <p>There were no actions arising from the meeting on the 1<sup>st</sup> of March 2023.</p>	Trustees approved the minutes.
<b>4. Sabbatical Officer Priority Report</b> <i>(Jamal El-Kalawy - Head of Membership)</i>	<p>Sabbatical officers gave a verbal update on their priorities.</p> <p>The officer priorities are as follows.</p> <p>UWLSU President – Maisie Kelly:</p> <ul style="list-style-type: none"> <li>- Sexual Violence Awareness and Prevention.</li> <li>- Education for Students with Learning Differences.</li> <li>- Support for International Students</li> </ul> <p>UWLSU Vice-President of Activities – Lewis Dixon:</p> <ul style="list-style-type: none"> <li>- Inclusion, Representation and Accessibility in Student Groups</li> <li>- Safe and Recreational spaces</li> <li>- Visibility and Presence at Satellite Campuses</li> </ul> <p>UWLSU Vice-President of Education – Paul Hutchings:</p> <ul style="list-style-type: none"> <li>- Creative Arts Advocacy</li> <li>- Mental Health Support &amp; Accessibility</li> <li>- Career Support</li> </ul>	The Group noted the report.

<p><b>5. CEO Update</b> <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>There are 7 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> <ul style="list-style-type: none"> <li>- Freedom of Speech Bill</li> <li>- House of Lords Inquiry into the Office for Students</li> <li>- NUS National Conference</li> <li>- University Pay Negotiations</li> <li>- Little Coffee Union on Uxbridge Road</li> <li>- Varsity</li> <li>- Changes to the SU staffing team</li> </ul>	<p>The Group noted the report.</p> <p>The report was taken as read.</p>
<p><b>6. Quarterly Report Q2 and Q3 (Including Risk Register Summary)</b> <i>(George Middleton-Baker - Performance and Insight Analyst, Presenter: Tye McMahon - Chief Executive Officer)</i></p>	<p>Q2 was characterised by community-based activities for level 6 students, targeted outreach calls to students, NUS delegate elections and student group-led activities.</p> <p>Alongside this, UWLSU received a clean audit for the organisation's finances.</p> <p>The Q2 also saw the planning for induction and enrolment in February as well as the planning for the delivery of NSS completion.</p> <p>Engagement with SU continues to rise through Q3 which included the February Welcome period, Varsity and NSS completion. The engagement has reached 68%, up 9% on the close of Q2. This exceeds the end-of-year KPI of 60%.</p> <p>The UWLSU student satisfaction survey was completed and shows high satisfaction with the SU with 91% of 1,014 respondents being satisfied overall with UWLSU's academic representation. This survey used the new NSS question format.</p>	<p>The Group noted the report.</p>

<p><b>7. Management Accounts</b> <i>(Hamna Azam - Head of Finance)</i></p>	<p>HA gave an overview of the Management Accounts Report.</p> <p>TM advised that the finance team adopted ways of work during the pandemic, and with the extra capacity took a graduate, which has helped. Every month PF also provides support and guidance to our finance team.</p> <p>HR team is currently working on the recruitment of current vacant roles and plans for summer student staff induction. This has been brought forward a couple of months this year to attract more students.</p>	<p>The Group noted the report.</p> <p>The report was taken as read.</p>
<b>ANNUAL ITEMS</b>		
<p><b>8. February Induction and Enrolment Report</b> <i>(Lucy Hayes - Head of Operations, Presenter: Jamal El-Kalawy - Head of Membership)</i></p>	<p>JE gave an overview of the February Induction and Enrolment Report, including a presentation.</p> <p>This year's focus was on international students; cultural events; celebrating our diverse student population and smaller scale events for targeted groups.</p> <p>The presentation included a video on the ways in which the events have helped students.</p>	<p>The group noted the report.</p>
<p><b>9. Approve Draft Business Plan and Budget</b> <i>(Tye McMahon - Chief Executive Officer)</i></p>	<p>TM presented the Draft Business Plan and Budget to the Group.</p> <p>TM advised the whole team is involved in the process of the SU Business Planning. The final paper is presented to PF and the Deputy Vice Chancellor, Sara Raybould for approval.</p>	<p>The Group approved the Draft Business Plan and Budget.</p>
<p><b>10. Staff Handbook and Contract Review/Update</b> <i>(Hamna Azam - Head of Finance)</i></p>	<p>HA talked through the changes to the Staff Handbook.</p> <p>As part of this year's review, the UWLSU HR department</p>	<p>The Board approved the update.</p>

	updated the staff handbook with the approved changes.	
<b>11. Election Report – NUS Delegate</b> <i>(Jamal El-Kalawy - Head of Membership)</i>	<p>JE talked the Board through the report.</p> <p>The NUS Delegate Elections took place between November and December 2022.</p> <p>Voting took place online via the SU website and at Ballot Stations staffed by UWLSU staff at the following locations.</p> <ul style="list-style-type: none"> <li>- SMR Heartspace</li> <li>- SMR Park, Gallery</li> <li>- Paragon Reception</li> <li>- Reading Social Learning Space</li> </ul> <p>The usual process was used, and all results were deemed fair.</p>	The Board noted the report.
<b>OTHER ITEMS</b>		
<b>12. Any Other Business</b>	<p>TM proposed that an excursion could be organised to visit Ruskin College.</p> <p>MK thanked LD for all his input as this is the last Trustee Board meeting, he has attended in his appointment of Activities Officer.</p> <p>LD and PH thanked all for their support during their appointment.</p> <p>MK thanked everyone for their time and attendance.</p> <p>KD noted he will be an apology for the next scheduled meeting.</p> <p>The meeting finished at 19:10.</p>	
<b>13. Date of next meeting</b>	The next meeting is on July the 4 <sup>th</sup> 2023.	

