

Wrexham Glyndwr Students' Union

Board of Trustees

Minutes of the meeting held on Thursday 8th September 2016

1. Attendees & Apologies

Committee Members					
Full Name	Position	Initials	Present	Apologies	Absent
Emily Karim	Students' Union President, sabbatical trustee	EK	*		
Travis Davis	Students' Union Vice President, Sabbatical trustee	TD	*		
Pete Shilton-Godwin	Lay Trustee	PSG	*		
Louise Casella	Lay Trustee	LC	*		
Emma Perrin	Lay Trustee	EP	*		
Allison Hunt	Lay Trustee	AH		*	
Katie Brute	Student Trustee	KB	*		
Rachel Wheatley	Student Trustee	RW		*	
In Attendance (Non-Voting)					
Sarah Ellis	CEO	SE	*		
Lowri Hiles	Finance & Administration Coordinator	LH	*		
Number required for quoracy	Number in attendance	Quorate			
4 including one sabbatical trustee	6, including 2 sabbatical trustees	Yes			

Agenda item/paper number	Notes	Actions
001	<p>Apologies</p> <p>Apologies were noted from AH and RW.</p>	
002	<p>Chair's Announcements</p> <p>There were no chair's announcements as this is the first meeting.</p>	
003	<p>Declaration of Interest</p> <p>KB announced she has a new job within the university, in the careers department.</p>	
004	<p>Minutes from previous meeting</p> <p>It was agreed that the minutes from the last meeting were correct and an accurate representation of the meeting.</p>	
005	<p>Matters Arising</p> <p>Date of next meeting is not yet confirmed, SE will circulate this.</p> <p>LC asked for the points for action to be listed in a document for the next meeting.</p>	<p>SE</p> <p>EK/SE</p>
006	<p>Election of deputy chair (lay trustee)</p> <p>LC accepted the position for this year.</p>	
007	<p>CEO Report</p> <p>SE gave update on recent developments within the Union:</p> <ul style="list-style-type: none"> - Finance & cash flow - New Staff - New Building looks - Commercial <p>Over the next term she will be focusing on:</p> <ul style="list-style-type: none"> - Commercial side of Freshers - Health & Safety - NSS Results - New staff support <p>PG expressed an interest in seeing some figures of footfall into the building.</p> <p>EK to present a report on NSS results at next meeting.</p> <p>There was a discussion about a cash machine on campus, banks won't do it without footfall figures</p> <p>EK to look into the issue of not being able to top printer credit online</p>	<p>EK</p> <p>EK</p>

008	<p>Financial Regs</p> <p>SE asked for opinions on proposed financial regs. LC suggested the regs are OK for this year but will need reviewing for next once WGSU had been operating for a year.</p> <p>On the condition that 4.5 is amended and a statement is added to 11, this was approved without objections. SE to make amendments. Amendments to be circulated for approval.</p>	SE
009	<p>Staff handbook/ policies and procedures</p> <p>Staff handbook went for approval, however due to technical issues with the file not all members were able to see 'comments'. The board were unable to make a decision for this reason SE will re-circulate this with a clearer cover sheet.</p>	SE
010	<p>AOB</p> <ol style="list-style-type: none"> 1. SE- Annual Members Meeting It was agreed that it's a good idea for it to happen in an informal way, probably before next board meeting 2. SE- Members Code of Conduct PG suggested it is too far reaching, it needs scaling back. SE to re-write and re-circulate, members will comment and action will be taken from there 3. SE- Student Staff Contracts SE suggested 'Option 2'. All agreed. 4. EK- Creation of Strategic Plan EK asked about the plan for creating a Strategic Plan. CEO to put timeframe in place from what comes back from NUS after today's training with them 5. EP- 2016/2017 Audited Accounts EP asked if Audited accounts would be ready for November 2017 meeting, SE confirmed this should be possible but will check with accountant. 	SE SE SE
011	<p>Date and time of next meeting</p> <p>The date of next meeting is to be confirmed, SE will circulate this</p>	SE