

Wrexham Glyndwr Students' Union

Board of Trustees

Minutes of the meeting held on Thursday 24th November 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		*	
Angus Hamil- Stewart	Student Trustee	AHS	*		
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	Notes	Actions
001	<p>Apologies</p> <p>Apologies were received from Alison Hunt and Rachel Wheatley.</p>	
002	<p>Chair's Announcements</p> <p>There were no announcements.</p>	
003	<p>Declaration of Interest</p> <p>Angus Hamil- Stewart (AHS) declared his conflict of interest as a member of Student Council.</p>	
004	<p>Minutes from previous meeting</p> <p>With the addition of '2017' to 'Audited Accounts', minutes from last meeting approved.</p>	
005	<p>Matters Arising</p> <p>Members were informed of actions completed / updates on actions.</p>	
006	<p>CEO Report</p> <p>Sarah Ellis (SE) gave her report which included:</p> <ul style="list-style-type: none"> - SU Building- much improved and being used well - Union Cloud- new version launching soon - Freshers- a positive development that move in week is now 1 day for Sep 2017. EK suggested a Freshers focus group is set up in the New Year. KB suggested it would be good to have an accommodation officer / rep. We will look into this - Sports- were have been mandated by student council to change things so more students can engage - Societies- are increasing in number, new ones created this year - Course Rep System- going well, pleased with Marc's work and how he's settled into new role - Advice Centre- KB asked if it would be good to have a Welfare Officer in the University to bridge gap in service offered by University. The SU have already been trying to get this sorted, TD will continue to look into this - Governance & Strategy- welcome Angus who has been approved by Student Council 	<p>EK TD</p> <p>TD</p>
007	<p>Sabbatical Report</p> <p><u>Emily Karim</u></p> <p>Printer credit to up online. Emily is still trying to get this sorted.</p> <p><u>Travis Davies</u></p> <p>Katie Brute (KB) asked if she could be involved in the Mental Health working group. Travis to let KB know when the next meeting is.</p>	<p>EK</p> <p>TD</p>

	<p>Pete Shilton Godwin (PSG) asked if we are doing anything as well as the Accommodation Fair. Could we take it to a place where we can charge for stalls? Landlord awards? TD to look into this. For next year.</p> <p>AHS mentioned that HMO is being phased out, this might affect student housing. It's worth getting involved with the council to find out what the plans are. TD to look into this.</p> <p>PSG mentioned it would be good to publish the Sabbatical reports more widely, on website and maybe in a blog form.</p>	<p>TD</p> <p>TD & EK</p>
008	<p>Monthly Management Accounts</p> <p>Pete Shilton Godwin:</p> <ul style="list-style-type: none"> - mentioned that the management accounts need to have year to date included as well as a variant column / report - would like to see forecasted cash flow added to report - would like to see the most recent month end report at the board meeting <p>Emma Perrin:</p> <ul style="list-style-type: none"> - suggested an addition of a commentary section - would like to see expanded breakdown of what is in 'Debtors' and a total to date added <p>SE to liaise with accountants to get all these edits and additions included in future management accounts.</p>	SE
009	<p>Board Business Cycle</p> <p>Pete Shilton Godwin:</p> <ul style="list-style-type: none"> - suggested the creation of a risk register is added to the cycle. Timeframe- start process around April - would like to see Elections report from RO included in Elections update - business that we use being reviewed and approved needs adding - CEO performance review in April needs adding <p>SE to include all these additions in the Board Business Cycle</p>	SE
010	<p>Board Training Day Actions</p> <p>Members are happy with new board paper presentation.</p> <p>KB suggested an addition of a content column.</p> <p>All other actions approved.</p>	SE
011	<p>NSS Breakdown</p> <p>KB would like to see how the results compare with overall satisfaction.</p>	EK

	AHS thought the idea of doing a survey 10 weeks into the academic year is a good idea to see how the students feel just after they've started compared to the NSS in the third year.	EK & TD
012	<p>NUS Central Billing</p> <p>Board agreed that our NUS central billing account should be split from the Universities, but not until next financial year.</p>	
013	<p>Board Communication with Students</p> <p>This is how the students know who the board are and what is decided in meetings. Codie Austin (Digital and Communications) to add them on the website. EK to ensure information on the board meeting is included on website and in blogs.</p>	EK
014	<p>Post Graduate Officer</p> <p>Student council unanimously agreed they want the position of Postgraduate Officer adding to Student Council. The Board will be sent an updated bye-law to approve via email.</p>	SE
015	<p>Strategic Plan</p> <p>This could be launched for Jan 2018. The board felt the plan for this was realistic. Approved for SE to begin work on the Strategic Plan.</p> <p>Should the Board have a performance review? Potentially in the June meeting.</p>	SE
016	<p>Guild Development Manager Role Evaluation</p> <p>Pete Shilton Godwin (PSG) at the request of the shadow Board of Trustees at its meeting held in June 2016 had produced a paper that made a recommendation to the Board concerning the salary of the Guild Development Manager in current and future years.</p> <p><u>It was noted that</u> is the responsibility of the Board, now that the Union has incorporated to ensure that the senior staff member has clear objectives, to review their performance and consider the development of their employee alongside that of the Charity. One element of this Board responsibility is to ensure that the senior staff member is appropriately rewarded and that the basis of this reward is clearly understood by the Board and CEO.</p> <p>PSG reported that he had met with the Guild Development Manager concerning their current role and responsibilities and had developed a new job description that reflects what they currently do and the Boards future expectations. Using this job description and with the support of the University's HR team and the National Union of Students HR hub a role evaluation was completed based on the new job description and benchmark salary data obtained for roles of similar responsibility in the charity, voluntary and education sectors in Wales and the North of England.</p>	

	<p>Following this evaluation PSG had made a number of recommendations to the board concerning the title, management and remuneration for this role contained in a paper called 'Guild Development Manager Salary'. The Board accepted the recommendations made in this paper in full and thanked PSG for his work. It was agreed that PSG should contact the CEO to communicate this decision.</p>	
017	<p>Generative Thinking Idea</p> <p>Moved to the next meeting because of time.</p>	
018	<p>AOB</p> <p>There was no other business raised.</p>	
019	<p>Date of Next Meeting</p> <p>Monday 23rd Jan Time- TBC</p>	