



## TRUSTEE BOARD

The first ordinary meeting of the Trustee Board for the 2016/17 session, was held on Thursday 27 October 2016 in Meeting Room 3, Beit Quad at 4pm.

## Unconfirmed minutes

Present:	Neil Sachdev Jill Finney Jaralath O'hara Tim Seers Kate Owen Rachel Blythe Oliver Ford Toni Semmence James Cox Nas Andriopoulos Emily-Jane Cramphorn Luke McCrone Abi de Bruin	Trustee Board Chair External Trustee Managing Director Student Trustee External Trustee Deputy President (Finance and Services) Student Trustee Student Trustee Deputy President (Clubs and Societies) Union President Deputy President (Welfare) Deputy President (Education) Council Chair
In Attendance:	Stephan Ball James McDonald Laura Fellows	Administration Support Coordinator Administration Support Manager
Apologies:	Andy Heeps	Alumni Trustee

<p>Item 1 – Welcome</p> <ol style="list-style-type: none"> <li>The chairperson welcomed the Group and some of the newer members to the first meeting of the 2016/2017 year and their first Board meeting.</li> </ol> <p>Item 2 – Conflicts</p> <ol style="list-style-type: none"> <li>Jill Finney – Due to her relocation to the Midlands has asked Warwick Union if they would like some support. They would like support with a new strategy and Board development, Jill would like the group to consider her to take up the position. Agreed by all.</li> </ol> <p>Item 3 – Apologies</p> <ol style="list-style-type: none"> <li>Andy Heeps.</li> </ol> <p>Item 4 – Minutes</p> <ol style="list-style-type: none"> <li>MM has spoken with the College to inform and have confirmed they are aware of our plan to proceed with a deficit budget. – M. Martin did discuss this, nothing more has come from this.</li> <li>Reserves – The time frame and the amount of funds needs to be looked into further. J. Cox is</li> </ol>	<b>Action</b>
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<p>3. To look at having a member of the College to present the Colleges future plans to us. Muir Sanderson's availability to be investigated.</p> <p>4. Democracy – T. Seers, A.Heeps and N.Andriopoulos to form a working group on how to identify some of the gaps to support this project moving forward.</p> <p>5. Some of the new Officer Trustees are being invited to sit on the panel for the new Director of Student Support interviews in the coming weeks.</p> <p>6. Recruitment and selection processes are to include Student staff as well as contracted staff.</p> <p>7. Point 9 to look at wording around the stress testing of the systems.</p> <p>8. The communications crisis plan needs to be emailed to this group. Further work then needs to be done on implementing and then communicating.</p> <p>9. To also look at how we do a test run of putting it into action.</p> <p>10. Managing Director is to annex this at the end of each Board report in the future.</p> <p>11. The Colleges emergency response plan is to be shared with this group so they are made aware.</p> <p><b>Item 13 – DPFS Report</b></p> <p>1. Structuring a role review in the year ahead – R. Blythe would like some support on getting this started. Has stalled before due to needing a change a bye-law before this can be implemented. As this is now being done we can look into this. There are two parts. The constitutional parts of the role and then operational which can be done internally with staff help and doesn't need constitutional change. Rachel to work with Jarlath on starting this.</p> <p><b>Item 8 – Managing Director report</b></p> <p>1. An extraordinary meeting will be planned towards the end of November to talk through the final draft of the Strategy. Along with a launch event in January. Both dates to be released shortly.</p> <p>2. Any expertise or help with the online sales in the shop would be appreciated. With the new role holder starting soon a good time to review this.</p> <p>3. Management accounts are showing us to be on track and bringing in some good numbers in the first 2 months.</p> <p><b>Item 15 - NSS</b></p> <p>1. The scores are not terrible, they are reasonable but they have gone down. We as a Union continue to be in the 1<sup>st</sup> quartile, with the College being in the 4<sup>th</sup>. We have been working hard to pull a response to this. It was sent to College, with all of the</p>	<p><b>Managing Director</b></p> <p><b>Managing Director</b></p>
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<p>recommendations being adopted. This is the first time it has been done. Some communication needs to be done to students to let them know the hard work that has gone into this.</p> <ol style="list-style-type: none"> <li>2. It shows a lot of what we need to be doing to work with the College on certain areas.</li> <li>3. Caving – follow up with club to say good work and showcase it to other clubs an example of good practice.</li> </ol> <p>Item 9 – Union President report</p> <ol style="list-style-type: none"> <li>1. Alumni – if we were to develop a successful internal offering, what would this look like in 5 years when we have a large group of these to support. Nas is to come up with a pros and cons of working with and against the College. Look at other UK institutions and how they do this. To bring to the next meeting.</li> <li>2. To talk to clubs and societies about what they already do internally to support and engage Alumni learn from some of this best practice.</li> <li>3. Benefits to us doing this – careers building, extra income, enriching our activities. Look at building it in a slightly different way to the College to show it's a different offering.</li> </ol> <p>Item 10 – DPE</p> <ol style="list-style-type: none"> <li>1. Post graduate Wednesday afternoons – would enable them to engage with the offerings we already have for them to participate in.</li> <li>2. The paper has been approved in VPAGE – but how do we now get this implemented. To also look at key stakeholders and how we get hold of them. Luke to work with directly with Kate.</li> </ol> <p>Item 11 – DPW</p> <ol style="list-style-type: none"> <li>1. Culture change – difficult because it's so broad. Trying to work out where we sit in each of them. Felix has bought to life the drug culture that happens here. This can be something we should take to College Council.</li> <li>2. We need to identify who is doing this well elsewhere to learn from them. To research into doctors and hospitals to find someone to come and talk to us about this. To provide some support outside of the meeting to scope this project.</li> <li>3. To take something to College Council in the new year. To invite all of the College Council members to the strategy launch.</li> <li>4. Finance – Black bullion – an app that can be used on phones to learn key areas on managing finances in 3 minute modules.</li> </ol> <p>Item 12 – DPCS</p>	<p><b>Managing Director</b></p> <p><b>Union President</b></p>
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<ol style="list-style-type: none"><li>1. Happy with longer term projects.</li><li>2. To speak at Leadership to talk about the levels of claims. This can be discussed online with F and R if needed for final approval.</li></ol> <p>Item 14 – Council Report</p> <ol style="list-style-type: none"><li>1. Has felt very unsupported with support offered by staff when going into the role. They were not told about the Governance Manager leaving and where the support for this was now coming from.</li><li>2. The paper about the reforms will be finished and presented to the next Council meeting on 8 November.</li><li>3. Plan to create some JDs for each role. It helps the volunteer and the staff members know what responsibility lies with each side.</li></ol> <p>Item 17 – Any Other Business</p> <ol style="list-style-type: none"><li>1. College are doing a big space review. College space has been put ahead of commercial bookings. Questions about releasing our rooms to the College system. Do we want to offer these out of college offerings of spaces and then we get some of the income. If we did we would want them to spend some time and money on improving the spaces before agreeing to anything.</li><li>2. Not committing at this stage, just exploring it a bit further.</li></ol>	
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