



UNIVERSITY OF WEST LONDON
STUDENTS' UNION

Trustee Board

Meeting on July 2nd, 2024, 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), Josefina Victorino (JV)

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

PRESENTING: Katherine Hyde (KH) *UWLSU HR Manager*

APOLOGIES: FD, JE

Minutes

This is a summarised version of the minutes; the complete version is accessible upon request.

AGENDA	DISCUSSION	RESOLUTION
1 Introduction	1.1 The meeting started at 17:10. 1.2 Apologies were received from FD and JE. 1.3 MK welcomed everyone. 1.4 TM noted the revised agenda with items to follow in amended order due to staff availability.	
2 Declarations of Interests	2.1 None were declared.	
3 Minutes and Matters Arising	3.1 Actions arising from the meeting on April 15 th , 2024, were completed. 3.2 Matters arising from the meeting on April 15 th , 2024, were discussed.	3.3 Trustees approved the minutes.
4 SABB Objectives Update <i>(Jess Smith – Representation and Advocacy Manager;</i> <i>Presenters: Maisie Kelly - SU President, Ayan Bebal – VP of Education, Yash Arora – VP of Activities and Participation)</i>	4.1 This SABB Objectives update is the last from the current Sabbatical Officers before the end of their term in July. 4.2 Sabbatical Officers have between one to three advocacy priorities. These are areas they want to impact within UWL. 4.3 The objectives update commenced with the video summarising the year, presented by RC. 4.4 YA gave an update on his priorities as follows. 4.4.1 Priority 1: Cultural Activities with a Focus on Under-represented Groups. 4.4.2 Priority 2: Improve Student Groups' Marketing and Engagement. 4.4.3 Priority 3: Enhance Community Outreach Opportunities for Students. 4.5 AB gave an update on his priorities as follows. 4.5.1 Priority 1: Language Skills Support for International Students. 4.5.2 Priority 2: Mental Health for International and National Students. 4.5.3 Priority 3: Create and Establish Course Networks. 4.6 MK gave an update on her priorities as follows. 4.6.1 Priority 1: Sexual Violence Awareness and Prevention. 4.6.2 Priority 2: Education for Students with Learning Differences. 4.6.3 Priority 3: Cost of Living Support for Students.	4.7 Trustees noted the report.

<p>5 Staff Handbook and Contract Review/Update (Katherine Hyde – UWLSU HR Manager)</p>	<p>5.1 Each year the handbook and terms of employment are reviewed to ensure that they are reflective of current legislation, organisational policy and best practice.</p> <p>5.2 An extensive review of the staff handbook was conducted by the UWLSU HR team in 2020 with the usual annual review taking place each year and presented to this board.</p> <p>5.3 KH presented and talked through the recently updated Staff Handbook and Contract.</p> <p>5.4 As part of this year’s review, the UWLSU HR team have updated the staff handbook with the following changes:</p> <p>5.4.1 Pay & Reward: Job Evaluation</p> <p>5.4.2 Annual Leave</p> <p>5.4.3 Probation</p> <p>5.4.4 Sick Leave – sick pay</p> <p>5.4.5 Policy – Flexible Working</p> <p>5.4.6 Policy – Dependants Leave (Carer’s Leave)</p> <p>5.5 As part of this year’s review, the UWLSU HR team updated the permanent employment contract for support staff with the following changes:</p> <p>5.5.1 Sickness Absence</p> <p>5.5.2 Notice periods</p> <p>5.6 These specific areas of work were reviewed to ensure legal compliance and best practices, and ultimately to maintain a high-performing and engaged staff team.</p>	<p>5.10 Trustees noted the report.</p>
<p>6 Staff Engagement Survey Results (Katherine Hyde – UWLSU HR Manager)</p>	<p>6.1 KH shared and talked through the presentation discussing the results of the Staff Engagement Survey.</p> <p>6.2 The Staff Engagement Survey is run nationally by NUS and coordinated by Agenda Consulting.</p> <p>6.3 This year 41 Students’ Unions took part in the survey compared to last year.</p> <p>6.5 The overall Engagement Index Score was 97% which exceeded the target of 95%. This is based on the statement ‘I would recommend this organisation as a good place to work’.</p> <p>6.7 The Union has developed three tailored development programs for managers and coordinators which were launched after the completion of the survey.</p>	<p>6.17 Trustees noted the report.</p>

<p>7 CEO Update (<i>Tye McMahon - Chief Executive Officer</i>)</p>	<p>7.3 There are seven 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>7.3.1 Election manifestos 7.3.2 Post-study work visas and international student numbers 7.3.3 Planned summer Estate works across UWL campuses 7.3.4 University Annual Pay Negotiations 7.3.5 Student cost of living pressures and impacts on attendance 7.3.6 Changes to the SU staffing team</p>	<p>7.1 The paper was taken as read.</p> <p>7.4 Trustees noted the report.</p>
<p>8 Quarterly Report (Including Risk Register Summary) (<i>Bradley Valva - Finance & Performance Analyst, Presenter: Tye McMahon - Chief Executive Officer</i>)</p>	<p>8.4 The following are the key achievements for Q3 February to April 2023-2024.</p> <p>8.4.1 Q3 was characterised by the Freshers Fair, more targeted outreach calls to students, the annual sabbatical officer's Election, Varsity competition, spring Big Conversation, NSS completion and Exam Engagement.</p> <p>8.5 Quarterly Performance Indicators - For the Q3 reporting KPI is assessed as follows.</p> <p>8.5.1 Overall Engagement 8.5.2 Overall satisfaction 8.5.3 Welcome Program KPIs 8.5.4 Extra-Curricular Engagement 8.5.5 Student Voice KPIs 8.5.6 Advice and Outreach 8.5.7 Partnership and Engagement 8.5.8 NSS 8.5.9 School engagement 8.5.10 Communications KPIs 8.5.11 Central Services KPIs 8.5.12 Staff Engagement 8.5.13 Commercial Services KPIs 8.5.14 Finance KPIs 8.5.15 Quality Assurance KPIs</p>	<p>8.1 The paper was taken as read.</p> <p>8.8 Trustees noted the report.</p>
<p>9 Management Accounts (<i>Hamna Azam - Head of Finance</i>)</p>	<p>9.3 Non-grant income remains on target. Footfall in commercial has been quieter than anticipated which has meant the team carefully analyses their income and expenses forecasted for the remaining months to enable them to end the year with a profit. The team will also look to finalise the marketing campaign and menu changes over the next month.</p> <p>9.5 The HR team is continuing to work on hiring into current vacant roles, student staff recruitment and induction activities for student staff.</p>	<p>9.1 The paper was taken as read.</p> <p>9.9 Trustees noted the report.</p>

	9.7 The teams' main focus for the next few weeks will continue to include targeted CBAs and Summer Fest activities.	
10 Dates for the Following Year <i>(Monika Sowa - Governance Officer)</i>	10.3 The dates of the proposed Trustee Board meetings for 2024 – 2025 were decided based on cycles of business and are as follows 10.3.1 October 8 th , 2024 (Tuesday) 10.3.2 December 3 rd , 2024 (Tuesday) 10.3.3 March 4 th , 2025 (Tuesday) – Away Day 10.3.4 April 15 th , 2025 (Tuesday) 10.3.5 July 1 st , 2025 (Tuesday)	10.1 The paper was taken as read. 10.5 Trustees approved the suggested dates.
11 Election Report <i>(Jamal El-Kalawy - Head of Membership Presenter: Tye McMahon - Chief Executive Officer)</i>	11.2 The Education Act 1994 requires all students' unions to run cross-campus elections for the positions of sabbatical officers and NUS delegates. 11.4 This report references the elections which took place in April 2024 that elected three Sabbatical Officers: President, Vice-President Activities & Participation, and Vice-President Education. 11.6 Voting took place via the SU website www.uwlsu.com and at Ballot Stations staffed by UWLSU staff at the following locations: 11.6.1 SMR Heartspace 11.6.2 SMR Park, Gallery 11.6.3 Paragon Reception 11.6.4 Reading Social Learning Space (2 nd April Only) 11.7 In total 2094 students voted in this election. 11.10The following elections were declared by the Returning Officer 11.10.1 President: Yash Arora 11.10.2 VP Activities and Participation: Trisul Suman 11.10.3 VP Education: Adarsh Sangeetha 11.11This report and the election are signed off by the independent Returning Officer, Peter Robertson (NUS Charity Director) as a fair and accurate account of the election and count process. 11.14 There were 11 active candidates for the Sabb elections. 69 nominations were received in total.	11.1 The paper was taken as read. 11.17 Trustees approved the report.

	11.15 There were 2 women candidates and 9 men candidates with 100% of candidates from a BAME background and 0% of the candidates from a White background; with 1 current sabbatical officer, 6 postgraduate, and 4 undergraduate students.	
12 Final Budget and KPIs for Approval for 2024/25 <i>(Tye McMahon - Chief Executive Officer and Hamna Azam - Head of Finance)</i>	12.2 The proposed budget for 2024/25 remains unchanged. After further review of the 2024/25 KPIs, three adjustments have been proposed.	12.3 The paper was taken as read. 12.6 Trustees approved the report.
13 Governance Review - Proposed Changes to Byelaws (Written Report) <i>(Jamal El-Kalawy - Head of Membership; Presenter: Tye McMahon - Chief Executive Officer)</i>	13.2 This paper provides Trustees with a summary of the Governance Review undertaken between March and May this year and outlines a series of proposed changes to the bylaws as a result of the review. 13.4 The Governance review was conducted by the Head of Membership and Chief Executive, in consultation with various internal SU stakeholders and UWL stakeholders including the Deputy Vice-Chancellor (Education and Student Experience) and the University Secretary. 13.5 Following the review, it was concluded that changes are only required to the bylaws. These changes require formal approval of the Trustee Board. The following provides a summary of the key governance documents and the rationale for modifying or leaving documents unchanged: 13.5.1 Articles of Association 13.5.1.1 No suggested changes as current documentation is still relevant and compliant. 13.5.2 Byelaws 13.5.2.1 Major changes in Complaints; Member Disciplinary Processes; Elections; Scrutiny Panel and The Test; and Editorial changes throughout several Byelaws. 13.5.3 Code of Practice 13.5.3.1 Last review in 2020, due for review in 2025. 13.5.4 Financial Memorandum 13.5.4.1 Reviewed and updated annually. 13.5.5 List of Affiliations	13.1 The paper was taken as read. 13.14 Trustees approved the proposed changes to the Byelaws.

	13.5.5.1 Reviewed and updated annually.	
14 Any Other Business	14.1 YA noted an observation from Sabb Elections where some students were very forceful while campaigning. YA suggested a revised process with a possibility to retract the vote, e.g. due to forceful campaigning.	14.3 The process to be considered for future elections.
15 Meeting finished	15.3 MK and AB thanked all for the recent year. 15.4 MK advised that YA will now officially become the new SU President and will chair the next meeting. 15.5 The staff left at 19:10.	
The Date of the Next Meeting	The next meeting is scheduled for October the 8 th 2024 as per approved Dates for Next Year.	