



Warwick Students' Union Board of Trustees Meeting

Meeting Details

Meeting Type	Board Meeting
Date	23 rd September 2025
Time	9.30 – 12.30
Location / Platform	WSU Kevin Gately / Teams
Chair	Alijah Taha
Minute Taker	Marie Claire Churchill

1. Objective

Update the Board and seek approval for the following agenda points:

- The Board of Trustees Business policy
- Changes to the method of recording and approving Minutes for the Board Meeting
- CEO remuneration
- Governance Scoping and Working group
- Bylaw changes

- Draft Cost of Living Pay proposal

2. Attendees

Alijah Taha President & Chair of Board (AT)
John Dubber Lay Trustee & Deputy Chair (JD)

Louis Gosling – VP Sport (LG)
Anaya Sreekumar – VP Education (AS)
Maanya Raju – VP Postgraduate (MR)
Adam Skrzymowski– VP Societies (AS)
Ollie Chapman – VP Welfare & Campaigns (OC)
James Varney – VP Democracy & Development (JV)

Sinai Ejechi – Student Trustee (SE)
Onara Kalubovilage Perera – Student Trustee (OKP)
Oliver Murray – Student Trustee (OM)
Shriman Nagappan – Student Trustee (SN)

Angela Hill Wilson – Lay Trustee (AHW)
Rob Peg – Lay Trustee (RP)
Piers Clinton Tarestad – Lay Trustee (PCT)

Executive

Phil Smith – CEO (PS)
Tracy Murphy – Deputy CEO (TM)

In attendance for Agenda Items

Financial Update and Budget – Mark Crook – Finance Director (MC)
Governance and By Law Update – Louise Marjoram – Membership Director (LM)

Apologies / Absent: No Apologies for Absence

3. Declarations of Conflict of Interest

No conflicts of Interest raised

4. Agenda Approval (If Applicable)

Agenda approved as circulated? X Yes ☐ No

The agenda order was altered to ensure the meeting is quorate for approvals.

5. Approval of Previous Minutes (If Applicable)

Previous meeting minutes approved? ☐ Yes X No (if no, note changes)

Points raised corrections and changes to be made.

- 5.8 The Board approved the decrease in the Federation Fee
- 5.9 The Board agreed the Budget but not the forecast

The Minutes of the previous meeting are not approved due to lack of quoracy of those Trustees in attendance at that Meeting, PS and AT will review the minutes and agree, prior to posting on the SU website

6. Key Discussions, Decisions & Actions

Agenda Item	Discussion Summary	Decision / Motion	Actions	Owner	Deadline
1.3 Chair & FTO Priorities	Collective priorities a standing Agenda item	Agreed	To be included on the agenda for each meeting, to provide action plan for work on the collective priorities	Secretary to the Board to update agenda. Chair and FTO's to provide paper	1 week prior to Board meeting
	Trustee only time for discussion to be held at the end of the meeting	Agreed	Prior or Post Board Meeting, discussion time for Trustees only	AT to add in time on the Agenda	Agenda setting meeting
	Directors will no longer attend the full Board meeting, but will be available to attend for	Agreed	Directors will be informed following agenda setting whether		

	relevant points on the agenda CEO and DCEO will remain in regular attendance Leadership meetings are a valuable time for Officers, and we will increase frequency to weekly Review of Student facing processes to ensure Students and In-coming Student Officers are informed of how they can access services and the what the processes are.	Agreed agreed	they are required to be available to attend and approximate timings PS and AT will discuss the frequency PS working with AT	AT/PS AT/PS PS and AT	Agenda setting meeting Prior to Term 1 Term 1
1.4 CEO Report	Not my NUS campaign, AT requested legal advice on the risk to the WSU having officer signatures supporting the Not My NUS campaign The Board discussed the issue of conflict of interest for FTO signatories. The Board of Trustees Business policy has not been updated, and it isn't consistent with our most recent set of Articles PS requested Board Approval to review the policy Changes to the method of recording and approving Minutes for the Board Meeting.	Approved Approved	The Board has been provided with the advice. The Board agreed there is not a conflict of interest at this point. Revision is required and this work will be carried out, for approval, at the December Board Meeting Board agreed Board and Committee Minutes and Agendas will be published.	PS, JV and AT Secretary to Board	Prior to December Board Mtg
1.5 Management Accounts	Mark Crook – Finance Director in attendance to discuss Management accounts and Budgets 2025/26				

	Discussion regarding the BUCS overspend. Future meetings provide commentary on key variances, also at mid-point in the year take stock of the Budget and have a reforecast as a Board, with greater officer ownership PS to organize a Finance meeting		To provide great understanding on the WSU Finance processes and reporting	PS	
1.12 CE Objectives & Remuneration	Closed Item				
1.10 Governance Project Group	Louise Marjoram – Membership Services Director in attendance Overview Governance Scoping Document taken as read. Governance direction was set by previous Board, and discussion regarding the Working group composition. Approval requested for the Working group composition. We still have very top heavy governance and need to simplify to make it easier for students to engage with us. Sabbatical Officer Structure refers to strategic alignment, both to strategy and with the structure of the organization, having greater sabbatical accountability and oversight of the organization.	Approved		JV \ LM	

1.11 Bylaws	Following a large amount of substantive changes, following a review of the updates to the Bylaws, the Board were asked to approve the changes. The Board agreed to review the Bylaws, they will be provided with a copy of the changes by each Bylaw to be circulated by email			JV	Prior to December Board Meeting
1.7 Data Breach	WSU had a Data Breach on the 4th August 25, Board provided with an overview of the Breach, reporting to Information Commissioners Office and recommendations. Societies VP should have been involved in the process and investigations earlier. We have identified significant issues within our systems. A project and timeline will be drawn up to ensure problems will be addressed. It was noted that reporting to the Charities Commission should have been a Board of Trustees decision and possibly it wasn't necessary to report this incident. Trustees left the meeting OKP / SN / SE and PCT, the Board meeting remains quorate		This will be brought back to the next Board meeting to update the Trustees on the progress of the project. The Board agreed if future incidents occur which could possibly require reporting to the Charity commission, an Emergency Board meeting will be called.	TM CEO / DCEO	December 25
1.8 Draft Cost of Living Proposal	The paper is taken as read. The Board requested the previous pay scales in order to fully understand the pay increases and would				

	have appreciated great clarity in the explanation. Concern was raised that Option 2, is not fair to all Directors, we should be giving fair remuneration at all levels including Directors as a point of principle. This proposal does not include provision for a cost of living increase for CEO and DCEO.		This will be deferred to the People and Remuneration committee, 6th November 2025, a paper will be prepared by CEO and DCEO, and will include a proposal including a minimum level of pay increase of 2-2.5% across staff.	CEO / DCEO	6 th November 25
1.9 2025/26 Budget	Budget 2025/26 for noting – Budget approved by the previous Board.				
1.13 Health & Safety Report	Updates to staff roles		LM to discuss with PS	LM	

6. Any Other Business

Sub-Committees – Secretary to the Board to email all Trustees regarding the Committees they would like to attend.

Companies House Legislation changes, all Trustees are required to provide Identity verification, Secretary to the Board will email all Trustees with Information and guidelines regarding this.

7. Next Meeting

Date: 16th December 2025

Time: 16.30

Location / Platform: WSU Kevin Gately /Teams

Proposed agenda items:

- Minutes of the Previous Meeting
- Chair and FTO report to include a Collective Priorities update.
- CEO Report
- Management Accounts
- Continuation of Cost of Living Discussion
- Trustee Only time

8. Adjournment

Meeting adjourned at: 13.00

9. Attachments & References

[List or link to attachments referenced during the meeting]

10. Drafting & Approval

Drafted by: Marie Claire Churchill — Date: 29th September 25

Circulated to: Board on 2nd October 25

Approved by: Board on 17th October 25

11. Public Summary

The Board were informed of the Full time officers Collective Priorities for 2025/26, discussed governance issues including the scoping document for the project and changes to the bylaws, approval was given the governance working group, CEO remuneration, revisions to the Board of Trustees business policy and changes to the processes for minuting of Board and Committee meetings.