



Annual General Meeting

3rd February 2020

Breakdown of the AGM

- 1.) Confirmation of Attendees
- 2.) Apologies
- 3.) Ratification of minutes of the previous annual general meeting
- 4.) Trustee Report
- 5.) Union Accounts 2018/2019
- 6.) Formal appointment of the auditors
- 7.) Union Affiliation for 2020/2021
- 8.) Notification of returning officer
- 9.) Officer Joint Manifesto
- 10.) Questions from members

Attendees and apologies

- ▶ Members
- ▶ Staff Team
- ▶ Chief Executive Officer
- ▶ Elected Officers
- ▶ Trustees

Minutes from previous AGM

Chester Students' Union – Annual General Meeting
Monday 4 February at 5pm – Best 115



1. Confirmation of Attendees

Trustees:

Ben France
Jack Appleby
Sophie Bell
Jack McGovern
Rob Winkler
Claire Marsland
Alec Spencer

President

Vice President Warrington
Vice President Education
Vice President Activities
External Trustee
External Trustee

Students:

Sophie Billingham
Hiran Maher
Rowena Young
Matthew Taylor
Calum Gilbert
Daniel Forrester
Joshua Powell
Georgia Holding
Alice Parker
Charlotte Humpage
Amy Jones
Ellena Mason
Jake Clegg
Rio Hall
Eleanor Lewis
Ellie Wiggins
Whitney Plant
Laura Goodacre
Jacob Lloyd-Thomas
Charles Adams
Monica Escobedo
Jack Marston
David Morley
James Gough
Matt Newbold
Chris Threshie
Callum Roscoe
Neill Baglin
Ben Castle
Nathan Wong
Tyronne Johnson
Danielle Timmins
Daniel Wheel
Liam Smith
Marianne Hughes
James Whitehead
Daniel Cann

Ben Richardson
Daniel Mitchell
Jennifer Twist
Jack Rankin
Riley Moeller
Steve Newman
Emma Stretton
Hope Johnson
Luke Cave
Ed Dale
Austen Lowe
Bronwyn Latham
Caitlin Asquith
Alexandra McCann
Michael Jones
Ciara McConnell
Leo Haley
Callum White
Courtney Newman-Broom
Rebecca Greatbatch
Mark Allen
Michael Wilson
Alicia Harrison
Molly Rose
Adam Poole
Patricia Bennett
Siphume Msimang
Patrick Jones-Wright
Aimee Morgan
Ella Ward
Sianna Clovis
Francesca Kiernan
Leah Pou
Rachel Willmot
Rebecca Lilley
Dan Nowosielski
Max Winter

Jack Phillips
Isobel Kidd
Zoe MacPherson
Megan Hare
Matt Daley
Rebecca Jack
Shawn Hird
Daryl Blair
Gareth Russell
Sophie Brown
Charli Hopwood
Kate Weaver
Blaithin O'Neill
Abby Pritchard
Ashlyn Baker
Alice Hammar
Calum Rowlinson
Zoe Depono
Bethan Fossell
Helen Marsh
Charlotte Marsh
Tom Butler-Sainsbury
Scott Hughes
Yoon Tragos
Peter Davies
Chloe Blencowe
Rachel Jordan
Anna Porter
Chelsie Watson-Nolan
Amy Mullis-Watkins
Ciara Boyle
Bethany Storey
Leah Dobbs
Abby Darnell
Will Isaacs
Mia Wright
Billie Tuck

Gabbi Cuffin
Gemma Smith
Olivia Williamson
William Houston
Chloe Tonge
Lewis Jones
Carrick Hurler
Frances Hopper
Megan Jones
Meg Gates
Nathan Agnew
Laura Davies
Jessica Hickman
Jemima Pallister
Ella Truman-Davies
Elanor Webb
Charlotte Humphrey
Reece Williams
Laura Nicholson
Joe Foster
Ellie Merces
Danielle Oliviant
Sophie Duckworth
Maxie Malcolm
Arron Woodward
Kelsey Rock
Jonathan Murphy
Alix Booth
Vic Macwilliam
Shauna Betts
Nicole Weyman
Sabrina Beniffou
Saskia Payne
Peter Rowlands
Jessie T Johns
Jake Jones

Observing:

Sarah Latham – Student Activities Manager
Anne Benson – Student Activities Administrator
Alice James – Events and Marketing Co-ordinator
Hannah Griffith – Student Engagement Co-ordinator
Gracie Donoghue – Academic Representation Co-ordinator
Chris Lightfoot – Student Adviser
Rachel Jones – Union Development Co-ordinator

In attendance:

Gareth Pye – interim CEO
Alison Hewitt – Administrator

2. Apologies

Nick Hodson
Nicole Thomas

External Trustee

The President welcomed everyone to the meeting and confirmed the agenda.

3. Ratification of Minutes of the Previous Annual General Meeting

The previous minutes were presented and it was asked if these were an accurate representation of the Annual General Meeting held on 16 January 2017. They were proposed by Daniel Mitchell and seconded by Sophie Billingham who had been in attendance at this meeting. The minutes were approved but it was noted that the following students' names had been incorrectly spelt - Sophie Billingham, Hiran Maher and Abigail Elden.

4. Trustee Report

The Sabbatical Officers and Trustees of Chester Students' Union are constantly ensuring their work has been improving the student experience. The following was presented to the meeting:

Ben France, President:

- The Group Manifesto was shown which highlighted the gold targets and the current stage of each item.
- Recently held a Brexit debate which had been well received.

Jack Appleby, VP Warrington

- Briefed on the engagement weeks that had taken place across all campuses and the Union on tour's interaction numbers.

Jack McGovern, VP Activities

- The Loyalty card scheme had been successfully launched recently to reward our active members. CSU were now investigating the possibility of broadening the availability to the wider student body including Student Experience Reps.

Sophie Bell, VP Education

- The Academic Reps programme had been reformed from the previous StARs system. There had been a major rebrand and Rep Co-ordinator roles had been established.

5. Union Accounts 2017/2018

The audited Union accounts of 2017/18 were presented. The presentation highlighted the income performance over the last four years and the challenges CSU were currently facing. Meetings are taking place with the University regarding the low level block grant we receive and what now needs to be undertaken to increase our resources. Moving forward we will be building on our support for students and improving student experience to achieve this.

A full version of the accounts is available on the CSU website. Any further clarification on issues within this document can be sought from the CEO.

6. Formal Appointment of the Auditors

Auditors are the external financial experts that prepare and examine our financial accounts as a registered charity. A tendering process had previously taken place and Dains Accountants were appointed as our auditors for a 3-year period. This is due to be renewed from 1 August 2020.

Union Affiliations for 2019/20

BUCS - Vote took place to remain affiliated with BUCS at a cost of circa £8k.

For - 150	Against - 0	Abstain - 1
-----------	-------------	-------------

NUS - Vote took place to remain affiliated with NUS at a cost of circa £20k.

For - 151	Against - 0	Abstain - 0
-----------	-------------	-------------

3. Notification of Returning Officer

It was notified that NUS will be appointed as our Returning Officer. They are independent to CSU with vast experience in dealing with SU elections. This will ensure regulatory obligations are being met. CEO will operate as the local deputy Returning Officer.

4. Nightline

President briefed students on the recent discussions with the University regarding providing the Nightline support service. This is run by trained students for students who offer a confidential listening service. The students present were asked to vote if they would like the CEO and Student Advice Manager to work with the University on providing this initiative.

For - 151	Against - 0	Abstain - 0
-----------	-------------	-------------

0. Questions from Members

The following questions were raised:

- With regard to the affiliation money is this what CSU receive?
- It was confirmed that CSU pay this money to BUCS and NUS to continue with the affiliation.
- What is CSU doing to get out of their deficit?
- The Trustee Board recently held a Strategy Day to look at the current student climate, mental health issues and value for money. It is a priority for both the CEO and Trustee Board to get back into a positive budgetary position.
- As a Nursing student is the loyalty card available to students not involved in Sports and Societies?
- Hoping to extend the scheme initially to Student Experience Reps. Also looking at several more options with the card including the possibility of students not included in Sports and Societies donating their money to a nominated charity or accumulating points which could be used to buy merchandise or in our commercial areas. Consultation with students will take place. It was further stated that if individual students wanted to set up an Academic Society there were funds put aside from the Representation budget to assist with this. The student was requested to contact Student Activities.
- When will the loyalty cards be available to purchase?
- During certain times within the CSU Finance office. Next session will be this Thursday 7 February.
- Will there be more investment in Societies?
- We are looking at the way Societies should be funded and supported as the current system is not working. Student Activities Manager will be reviewing other SUs and how they work with Societies. Consultation with students will take place after the review outcomes.
- Can the loyalty card be used on all campuses?
- The loyalty card can be used within CSU outlets on all campuses.

CEO concluded that half price memberships were now available and could be purchased with Aspire money through the website. It was also noted that Aspire can be used to purchase merchandise.

There were no further questions raised.

The President closed the meeting and thanked everyone for attending.

Trustee Report

- ▶ Purpose of charity Trustees is to ensure that the charity is carrying out the purposes for which it is set up and set strategic goals.
- 1. Promoting the interests and welfare of Students at University of Chester during their course of study and representing, supporting and advising Students
- 2. Being the recognised representative channel between Students and University of Chester and any other external bodies; and
- 3. Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

Building Support for Students

- ▶ Confidential, impartial advice from academic to personal
- ▶ Advice Cases increased 6%
- ▶ Advice interactions increased 36%
- ▶ 1000 Sexual Health Bags distributed



Helping you Achieve

- ▶ Over 3,500 students involved in sports and societies
- ▶ 3 BUCS wins, 2 National Champions and 1 BUCS Cup Finalist
- ▶ 4,815 Volunteering hours recorded
- ▶ £30,000 raised for charity



Improving your experience

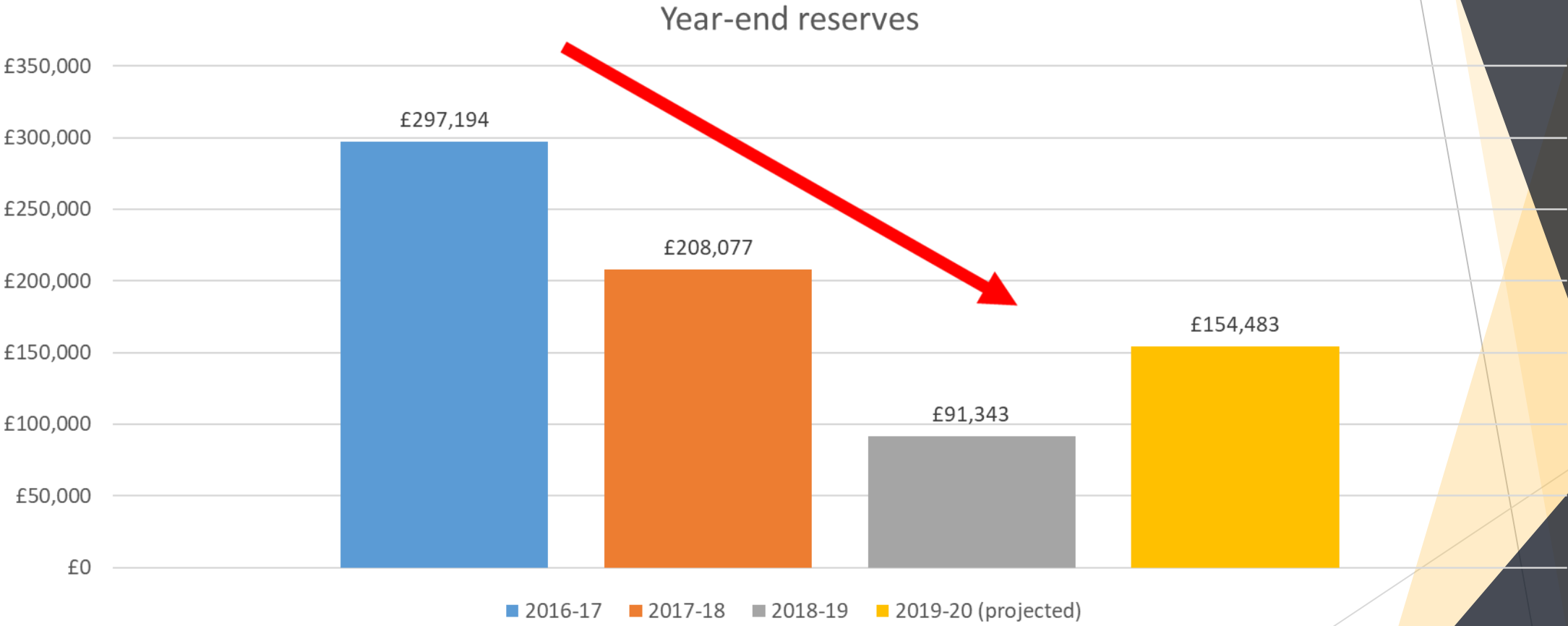
- ▶ Facilities for commuting students
- ▶ Increase in block grant
- ▶ 100% increase in teaching award nominations
- ▶ Facilitated numerous campaigns including SAFE week, wellbeing week and the HOME awards
- ▶ Union on Tour reached over 3000 interactions in it's first year

Union Accounts 2018/2019 – Yearly review

	Income	Expenditure	Loss
Commercial	£725,014	£743,132	£18,118
Non-Commercial	£574,761	£673,377	£98,616
Total	£1,299,775	£1,416,509	£116,734

Loss - £116,734

Reserves



Appointment of the auditors

- ▶ Auditor is someone who prepares and examines financial records. They ensure that financial records are accurate and that taxes are paid properly and on time.
- ▶ Coordinated tender involving ourselves with Liverpool SU, Liverpool Guild of Students and Keele SU to appoint Dains accountants as our auditors for a 3 year period starting in August 2017.
- ▶ Approval of auditors for accounts for 1 August 2019 – 31 July 2020 period

Union re-affiliation for 2020/2021

► NUS



Returning officer

- ▶ Peter Robertson, Chief Executive at NUS will be appointed as Returning Officer.
- ▶ Independent to Chester Students' Union with a vast experience in dealing with SU elections.
- ▶ NUS support will ensure regulatory obligations are being met in accordance with the Education Act (1994).
- ▶ Last year, 89 Students' Unions used NUS to return their elections.
- ▶ Matt Webber Chester Students' Union CEO operating as local Deputy Returning Officer.

Officer Join



DEAR VICE CHANCELLOR

Empower YOU to give your feedback to the Vice-Chancellor.

CAREERS FEST

Increase the diversity of the stalls at careers fest to provide more opportunities for you.

ACTIVITIES FOR ALL

Campaign for more physical activity and wellbeing activities for all University of Chester students, as well as encouraging the university to organise more recreational sports to keep students active.

MENTAL HEALTH SUPPORT

Support the prevention of ill mental health by conducting a student survey and lobbying for free fruit and more water fountains across campus.

INTER-CAMPUS CONNECTIONS

A scheme driven to increase engagement between all campuses, further strengthening the bonds across the university network.

GOLD TARGETS

STUDENT SPACE

Increase the effectiveness of our dedicated student space, so you feel comfortable at all times.

MENTAL HEALTH TRAINING PROVISION

Increase opportunities for mental health first aid training for students and staff within University of Chester.

STUDENT OPPORTUNITIES

Provide and encourage you to take on opportunities to increase skills for the future.

INCLUSIVITY INCREASE

Ensure that the University of Chester is actively inclusive for all staff and students, through events, sports, societies and all other activities.

TURNITIN SYSTEM IMPROVEMENTS

Work with the university to make improvements to the Turnitin system to make it more user-friendly and to help you avoid issues due to the system.

SILVER TARGETS



GRADUATION ASSISTANCE FUND

We wish to set up a fund that graduates can apply for to get help with the costs of graduation.

FOCUS SOCIETY

Ensure a focus on societies and make them known to the entire student body.

INTEGRATION OF ECOSIA

Encourage the university to add the Ecosia search engine into all university computers to promote sustainability and environmental preservation.

ALLERGEN / VEGAN FOOD OPTIONS

We will campaign for the university to provide more allergen and vegan friendly food options in all food outlets across every campus to make eating on campus possible for all.

INTER-CAMPUS COMPETITIONS

Arrange regular competitions for students across all campuses to get involved in and compete against students they may not have previously met.

BRONZE TARGETS



24/7 BOOK ACCESS

Lobby the university to provide 24/7 book access alongside the PCs so students are never restricted to online material only.

CONTACTLESS VENDING MACHINES

Work with the university to place contactless vending machines across all campuses.

IN APP BOOKABLE STUDY ROOMS

We will work with LIS to make it possible to book study rooms in the library through the University of Chester app.

EARLIER ASSESSMENT GUIDANCE

Campaign the university to provide assignment guidance earlier so you have the best chance at achieving a high grade with every assessment.

PAT SYSTEM UTILISATION

Ensuring the PAT system is as effective as possible for all students, with regular PAT meeting, more in-depth support and knowing why a PAT is useful.

ACCOMMODATION QUALITY STANDARDISATION

Campaign for the university to standardise the quality of all university owned accommodation across each campus.

BRONZE TARGETS

Any questions?

