

City University London Students' Union

Minutes

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| Meeting of: | Board of Trustees |
| Location: | College Building AG02. |
| Date and Time: | 11-08-2015, 6pm |
| Members Present: | Nick Smith, Edward Pearson, Tariq Pasha, Om-Kalthoom Bashumailah Issy Cook (Chair), Yusuf Ahmad |
| In Attendance: | Yemi Gbajobi, Craig Stewart |
| Apologies: | Umar Yunas-Chaudhery |

Minutes of the Meeting

| Item | Action |
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| <p>1. Introduction</p> <p>The meeting was opened at 6.01pm. It was noted that many of the matters arising appear in the agenda.</p> | |
| <p>2. Chief Executive Report</p> <p>YG informed the Board of the appointment of new Communications member of staff, and that the Students' Union was currently advertising for a new Advocacy coordinator.</p> <p>The Board were informed of a 5% increase in the NSS Q23 against a sector average increase of 1%. It was noted that the University also increased. CS and UYC will be working on a results report to University Senate.</p> <p>A number of roadblocks with the new Website were highlighted, but it was reported that this is progressing and the front end of the website should live shortly.</p> <p>The Board was that City University London's application to join the University of London was accepted and as of September 2016 the University will become City University of London, and a College of the University of London. This may impact the campaigning work CULSU needs to do to preserve student services on campus.</p> | |
| <p>3. Role Descriptions</p> <p>YG introduced the role descriptions proposed for Board Chair and deputy Chair. She highlighted the key difference from current practice is that the Deputy would lead with the CE on HR issues. IC highlighted her</p> | <p>Role Descriptions to be changed to include the Chair's</p> |

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| <p>support for the proposals. EP suggested that the Chairs’ casting vote should be noted.</p> <p>NS asked about the issue of removal of office noting the difference of democracy, employment and Trustee roles. It was noted that the word Democratic should be removed. It was also noted that ‘Ambassadorship’ should be put in the role for all Trustees.</p> <p>The Issue of who takes over in absence of an elected President – It was noted that this should be looked into as part of a review of the Constitution.</p> <p>The appointment of the Deputy Chair will to be conducted electronically.</p> | <p>casting vote; ambassadorship for all Trustees; remove the word democratic in relation to removal from office.</p> <p>Who replaces President in event of absence of a peron in that role to go into Constitutional Review.</p> |
| <p>4. Trustee Recruitment & Appointments Committee</p> <p>Janet Grand, a new Council member, has been approached to join the board and this will go to the appointments committee.</p> <p>IC asked for nominees from the board for the appointments committee in line with the Constitution. All Officer trustees, it was noted, sit on the appointment committee. It was agreed to decide electronically, after more information was circulated.</p> | <p>More information on proposed new trustee to be circulated for appointment decision to be made electronically.</p> |
| <p>5. Skills Audit</p> <p>It was noted that a skills audit should happen each year, and this years would be circulated soon. It was highlighted to the Board that this was particularly important given new additions and vacancies on the board.</p> | |
| <p>6. Round the Clock Representation</p> <p>CS presented the proposed plan of work for the core work of the representation department. It was suggested that LGBT History month and other liberation dates be added where possible. The board approved the plan.</p> <p>It was suggested that papers should include information on progress monitoring.</p> | <p>Changes to Round the Clock Representation Plan of Work to be made as suggested.</p> |
| <p>7. Regulations</p> <p>CS presented the Proposed changes to Society and CULSU regulations to update regulations in line with recent changes to the Students Union, including the appointment of a Chief Executive rather than a General Manager.</p> <p>Trustees approved the proposed Changes to the CULSU Regulations.</p> <p>Trustees approved the proposed Society regulations with 2 changes:</p> | <p>Change Society Regulations as approved by Trustees</p> <p>Set up working group to review Society Minimum fees</p> |

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| <ul style="list-style-type: none"> ➤ The addition of the word 'Minimum' to the proposed £2 additional fee for Associate Membership of Societies. ➤ That the minimum Society Fee should be set at the start of each year by the Trustee Board. <p>Trustees also requested that a working group be set up to review the minimum fee in light of sector practice as the current fee seems low.</p> | |
| <p>8. Reserves Policy</p> <p>It was noted that the Board had asked how CULSU would be pursuing the reserves policy. YG proposed that 6 years would be a good period within which to meet the reserves policy.</p> <p>The Board asked YG to clarify the level of reserves – is it a fixed amount or a three months reserve, as the budget changes? YG recognised that this should be changed. IC expressed reserve of committing 6 years of Sabbaticals to saving money from an already stringent budget.</p> <p>The Board expressed a view in favour of top slicing a percentage from the budget each year for reserves before allocation.</p> | <p>YG to revise policy factoring in comments.</p> |
| <p>9. Vision 2020</p> <p>YG highlighted that the next step with development of the strategy is developing knowledge of City students and their interests. She highlighted that Red Brick research will conduct a piece of research for CULSU on segmentation of the student population. YG outlined the project as provided by RedBrick Research. TP asked if there was some marketing expertise in CASS that could be use. It was noted this might be worth investigating.</p> | |
| <p>10. Projected year End Finance and Budget</p> <p>YG noted that a lot of work still needed to be done on the Students' Unions' finances, particularly in the relationship with the University Finance Department. She highlighted that any surplus this year this will not be confirmed from the University until the 11th September. The budget for next year is now being implemented and the process is being changed.</p> <p>YG noted that the Projected Year end finance and statement for audited accounts will come to next board, but will be circulated before that for Trustee Comment.</p> | <p>Actioned</p> |
| <p>11. Update Register and Conflicts of Interests</p> <p>Bit was highlighted that this needed to be done and would be circulated electronically.</p> | <p>Actioned</p> |
| <p>12. Statement of Legal Compliance</p> <p>YG noted that this would be revised and brought back, but was to note.</p> | <p>Actioned to bring back to next meeting</p> |

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| <p>TP noted that the SU should also be subject to the bribery act for declaration of gifts.</p> | |
| <p>13. Safeguarding Policy</p> <p>YG highlighted that this was needed to meet Charity Commission obligations. It was noted that this was the start of a conversation, including with volunteers.</p> <p>IC noted that sometimes students divulge to executive officers and there may be training needs on how to manage this kind of situation. NS offered to help in working out operational requirements of the policy.</p> | <p>Approved</p> |
| <p>14. Volunteers Policy</p> <p>YG noted that this was the start for a policy inspired by AGM policy in support for student volunteers. More needs to be added, but this will provide a basic framework. Trustees approved with two change actioned.</p> | <p>Issue of representation to be clarified 7.2 – are requested to be changed to ‘must’</p> |
| <p>15. Data Protection Policy</p> <p>YG noted that this is needed to meet requirements of ICO, and to facilitate data sharing with the University.</p> <p>Trustees instructed that the Students’ Union not being subject to FOI be included.</p> | <p>FOI non applicability to be included in Data Protection Policy</p> |
| <p>16. Risk Register</p> <p>YG presented this. She noted that she would include associate members and risks associated with these, and risk assessment policy.</p> | <p>Add in changes from last time, and since controls introduced.</p> |
| <p>17. Affiliation</p> <p>YG noted that this is needed to comply with Charity Commission requirements.</p> <p>NS declared an interest: QMSU is an affiliate of Citizens UK and he had worked for NUS UK for many year.</p> | <p>All affiliations were approved.</p> |
| <p>18. Scheme of delegation and delegation of Authority</p> <p>Question on UC approval of lay trustees</p> <p>Request for student friendly version to explain how to do x, y, z.</p> | <p>A student Friendly version of the Scheme of Delegation was requested.</p> |