

**City Students' Union Trustee Board
Meeting held on Tuesday 9th May 2017
Unapproved Minutes**

Members	Initials	Meeting 1 13.09.16	Meeting 2 15.11.16	Meeting 3 17.01.17	Meeting 4 14.03.17	Meeting 5 09.05.17	Meeting 6 11.07.17
Yusuf Ahmad (President) (Chair)	YA	✓	✓	✓	✓	✓	
Zain Ismail (VP Education)	ZI	✓	✓	✓	✓	✓	
Sheikh Hassan (VP Activities and Development)	SH	A	✓	✓	✓	A	
Edward Pearson (External Trustee)	EP	✓	✓	✓	✓	✓	
Nick Smith (External Trustee)	NS	✓	✓	✓	✓	✓	
Janet Legrand (External Trustee)	JL	✓	✓	A	✓	A	
Alan Latham (Alumni Trustee)	AL	NM	A	✓	✓	A	
Hind Hassan (Alumni trustee)	HH	NM	A	✓	A	A	
Om-Kalthoom Bashumailah (Student Trustee)	O-KB	A	P	A	✓	A	
Sajil Shahid (Student Trustee)	SS	NM	✓	A	✓	✓	

Key: "✓" = Present, "A" = Apologies given, "N/M" = Non-member, "P" = Partial attendance

In Attendance	Initials	Reason and Meeting Section
Philip Gilks	PG	Students' Union Chief Executive (Committee Secretary)
Jessica Howard	JH	Business Operations Manager
James Lindsay	JLi	Membership Development Manager (minute taker)
Olesea Matcovschi	OM	President Elect

Part One

Prior to the meeting, the Trustee Board had an informal presentation from Daniel Harrison, Head of Health & Safety, to discuss the Boards responsibilities on health & safety matter.

Add H&S to Board annual program of work **[Action]**.

The Union to develop its own health & safety statement when it becomes a CLG **[Action]**.

1. Welcome and apologies

Apologies were noted from SH, JL, HH, AL and O-KB.

2. Minutes

(paper: BT1620M)

2.1 The Board **approved** the minutes of the last meeting held on 14th March 2017.

2.2 Matters Arising

(paper BT1621)

The Board **noted** there were no actions arising from the previous meeting which were not on the agenda.

3. Decisions taken between meetings

- Decision made to hold a Board Meeting on 11th July at Trustee Away Day to agree new Bye-Laws and strategic Key Performance Indicators.

4. **Declarations of Interest**

None were received.

5. **Items Specially Brought Forward by the Chair**

There were no items brought forward by the Chair.

6. **Chief Executive's Report**

(paper: BT1622)

The Board considered the Chief Executive's report, which reflected the themes of the Union's agreed strategy, partnerships, governance, people, democracy, communication, environment and finance.

In discussion PG highlighted:

- Attended Progression Working group with Vice-President Education, which is positive for collaboration moving forward.
- SMT are moving forward on the process for recruiting the new roles as a result of the block grant increase. Roles are being graded soon.
- London Living Wage has been implemented and so all student staff are now paid LLW.
- NUS and CEO's within London region are discussing Staff retention and a possible project across the region to support SU's.
- Communications from the Students' Union to students has dramatically increased, examples were included in the paper.
- Times Higher Education Student Experience Survey results have been released, the institution has remained stable however a bigger pool of Universities and higher average has meant a ranking drop.
- Updated the Board on progress with Sabbatical Officer contracts. They will stay with the University rather than Unitemps due to issues around pensions and length of contract.
- PG due to take paternity in August. A cover plan is being created for the period.
- Data Protection regulations are changing due to European Directive. PG working on a data sharing agreement to be agreed ready for May 2018.
- The Board welcomed the report.

EP raised a question regarding the Carrot awards and encouraged the practice of contacting attendees by phone to confirm attendance or request a replacement. PG stated this would be reviewed based on staff capacity [**Action**].

Board Performance

Board Performance

7. **Management Accounts**

(paper: BT1623)

The Board **noted** the Union's management accounts to 31st April 2017. In discussion the following points were noted:

- Issues with incomes and expenditure still persist, NUS figures are missing however University has agreed to rectify this by the end of the month
- JH highlighted key issues within the sections Miscalculated Lines, Areas of Concerns and Current Status of Accounts. The Union is on course for a break even budget this financial year, providing there are no unexpected costs.
- The Pool Table was discussed in regards its commercial value, risk and potential.
- VAT is yet to be concluded in regards staffing, but progress is being made.

Discussion regarding societies funding remaining once the group had been disaffiliated.

8. **Budget 2017/18**

(paper: BT1624)

The Board received the proposed budget for 2017/18. PG outlined the approach taken to create the budget, engaging with staff and sabbatical officers and praised the staff's enthusiasm throughout the process. In discussion the following points were noted;

- Working on an increased block grant of £866,000 with confirmation in July, along with increases in income projected in the following areas; Shop, Freshers' Fair, Events Income, NUS Card Income. Along with partnership project income from Santander and others.
- Staff Salaries make up a large proportion of block grant. VAT savings on non-commercial may save between £50-£70,000. Option 4 is no longer available.
- Temporary Staff wages takes into account LLW, VAT and 8% commercial fee.
- NUS Affiliation is based on block grant, predicted to cost the higher amount.
- Contingency of £15,000.
- Insurance may not be needed, depending on conversations with University on scope of their cover.
- Retained Officer & Societies Funds along with a Strategic Fund.
- NS thanked the team for the work on the budget.

PG outlined the proposed priorities for the use of potential budget savings from VAT on staff salaries. All bar one of the priorities, the first, would be acted upon after Welcome Week and would come to board once full costings were known. The board were asked to discuss and approve the list of priorities for use of funds.

Decision

The Board **approved** the budget for the academic year 2017-18.

The Board **approved** the list of priorities to use the budgetary savings from VAT on staff salaries.

9. Governance Review Update (paper: BT1625)

The Board **noted** progress with the review of governance. The University has amended the Ordinance after legal advice and this is currently also going through the University approval processes. Appointment of a Lay Trustee by the University has been removed from the Ordinance, the University still has the opportunity to recommend suitable candidates to the Appointments Committee. The document goes beyond the Education Act and so should be joint with approval coming from Board and University's CGNC. Work has also been undertaken on the Financial Memorandum, a highlight was that the University have agreed to process Block Grant transfer in one sum. The board were invited to submit comments on the draft included.

Wrigley's Solicitors have been hired to provide support to the process of registering a CLG and Charity. They presented two options for support, essentially to take full responsibility for the process or split it between the Union and them. Agreed that they will incorporate the company and that NS and PG would confirm the charity responsibilities. There is a risk the Charity Commission may take some time to process, however mitigations have been identified. A timeline of the process was circulated to the Board.

The board were asked to complete the relevant literature to incorporate the company and create the charity.

PG thanked NS for his support and work on this project.

Decision

The Board **approved** the City, University of London's Ordinance document.

The Board **approved** the change in requirement of all Trustees be involved in incorporating the CLG and be present on documents from 1st August 2017.

- 10. Risk Register** (paper: BT1626)
The Board received the 2015 Risk Register, which was approved but has not been revisited since. The Board were asked to highlight any areas that were missing from the Register and approve the new template submitted.
- NS would like to capture risk appetite for each area.
 - YA expressed concerns on the levels of mitigations from 2015 Register.

Decision

The Board **agreed** the proposed Risk Register template and would contact PG for any further changes needed or any areas missing from the 2015 Register.

Democracy and Student Voice

- 11. Sabbatical Officer Action Plans**
The Board **noted** updated action plans for the sabbatical officers.
(<https://www.culsu.co.uk/student-voice/studentofficers/>)

Strategic Direction

- 12. Vision 2020 Update** (paper: BT1627)
The Board **noted** an update on progress to implement the Vision 2020 Strategy.
- Union staff and Sabbatical Officers attended a Strategy Away day which was well received and produced some exciting progress.
 - The board received the template to be used for the KPI's.
 - The board discussed the Vision 2020 steering group and how to make it effective. More discussion was needed on the role of the group moving forward
- 13. Tait Level One and Union Shop** (paper: BT1628)
The Board received a progress report on the Union's move to the new space in Tait Building. In discussion the following points were noted:
- The date has been set for the Union to move into the new space – Monday 12th June
 - The shop was still going better than in its previous location but has experienced lower trade in recent weeks, due to student numbers on campus
- 14. Student Media** (paper: BT1629)
The Board noted the update on Student Media.
- YA understood this was an interim measure and expressed support for the editor-in-chief role remaining with the Vice President Activities moving forward.

Delegation of Authority

- 15. Dates of Meetings 2017/18**
The board **noted** the dates proposed for Trustee Board meetings in the academic year 2017/18.
- 16. Any Other Business**

NS thanked the Sabbatical Officer Trustees and Chair for their time in office.

17. Closed Business (informal meeting of the Trustees and not minuted)

Date of the next meeting: Tuesday, 11th July 2017, Time TBC

Board Secretary: Philip Gilks