

Board of Trustees Minutes

City, University of London Students' Union is a registered charity (charity number 1173858) and a company limited by guarantee registered in England and Wales (company number 10834450).

5pm 4 December 2019 | C103, Tait Building

Members	Initials	Meeting 1 16.10.18	Meeting 2 04.12.18	Meeting 3 29.01.19	Meeting 4 02.04.19	Meeting 5 30.05.19
Kristina Pereygina (President) (Chair)	KP	✓	✓			
Tuna Kunt (VP Education)	TK	✓	✓			
Nazia Bharde (VP Activities & Development)	NB	✓	✓			
Nick Ratcliffe (Lay Trustee and Deputy Chair)	NR	✓	✓			
Edward Pearson (Lay Trustee)	EP	✓	✓			
Janet Legrand (Lay Trustee)	JL	✓	✓			
Alan Latham (Lay Trustee)	AL	✓	A			
Clare Searle (Lay Trustee)	CS	✓	A			
Sajil Shahid (Student Trustee)	SS	✓	N/M	N/M	N/M	N/M
Katherine Higgs (Student Trustee)	KH	N/M	✓			
Emmanuel Pobee (Student Trustee)	EPo	N/M	✓			

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

Included in the circulation	Initials	Reason and Meeting Section
Philip Gilks	PG	Chief Executive (Committee Secretary)
Hannah Roberts	HR	SU Head of Membership Development
Susan Barrow	SB	SU Head of Finance and Operations and minute taker

Formal

1. Welcome and Apologies

Apologies were received from CS and AL. The Chair welcomed Katherine Higgs and Emmanuel Pobee to their first meeting.

2. Declarations of Interest

No new declared interests were noted.

3. Minutes

3.1 The Board approved the Minutes of the meeting held 16th October 2018. (Paper: BT1821M)

3.2 The Board noted the Matters Arising from the meeting held on 10th April, noting the following:

- Min Ref 9, Study Well Funding: Funding for Study Well has been secured and risen from £3K to £6K with the possibility of an increase to £7K. The presentation of the report has been well received by DARO

4. Decisions taken between meetings

The Board noted that no decisions had been taken by the Chair since the last meeting.

5. Items brought forward by the Chair

No items were brought forward by the Chair

6. Appointments Committee

(Paper: BT1823)

The Board **noted** the appointment of the two new Student Trustees and the accompanying minutes.

7. Executive Committee Minutes

(Paper: BT1824)

The Board **noted** the minutes of the Executive Committee of 30 October 2018.

8. Student Council Minutes

(Paper: BT1825)

The Board **noted** the minutes of the Student Council meeting held 8 November 2018

Strategy

9. NUS Quality Students' Union

(Paper: BT1826)

The Board **noted** the paper on NUS Quality Students' Unions. In discussion the following points were noted:

- NUS Quality Students' Unions is a national kite mark which has 12 categories.
- Staff have reviewed all categories and outcomes have been positive overall and believe in all most all cases the Union would be rated as good and in some cases very good.
- An action plan and a Trello board has been set up with actions on achieving good and very good status. The team will be working through this board over the next 12-18 months with the ambition of achieving consistently good across the Union.

Executive

10. Chief Executive Report

(Paper: BT1827)

The Board considered the Chief Executive report, which reflects the themes of the Union's agreed strategy, partnerships, governance, people, democracy, communication, environment and finance. In discussion PG highlighted:

- That it is the first time the Chief Executive had been invited to attend the University Executive Team. This gave PG the opportunity to present the Union's ambitions for growth over the coming years. The report was well received.
- Progress has been made on the tender of Courtyard Café. The Union will not be able to tender, but will have an opportunity to rebrand the space as the Union and take a more active role in its oversight.
- NUS are currently struggling financially and they will be restructuring. Trustees are able to respond to the consultation online.
- There have been a number of high risk speakers invited to campus and the Board were updated on the progress of these events.
- The Board also received the Union Communications Plan, Social Media Structure and the Union Advice Impact Report 2017/18.

11. City Council Report

(Paper: BT1828)

The Board **noted** the Student Union President's Report which was discussed at City's Council meeting held in November 2018.

Finance, Risk and Audit

12. Management Accounts

(Paper: BT1829)

The Board **noted** the Union's management accounts to 31st October 2018. In discussion the following points were noted:

- Strong cash position.
- Income down £15K overall on the year to date budget.
- NUS card income will need to be reforecast in light of sales to date.
- Staffing budget is underspent by £44K due to vacancy of customer service assistant and pension memberships. The pension's model will be changed to a slightly less cautious approach.
- Budget will be forecast in January 2019.

13. Risk Register

(Paper: BT1830)

The Board reviewed the Risk Register and agreed that it was a comprehensive list of the risks facing the Union. In discussion the following points were noted:

- There should be some further review of the recruitment and staff matters section, especially considering staff competency and impact of a member of SMT being ill for a prolonged period of time.
- There is little capacity for staff progression in smaller unions.
- Income activities are low risk and are not overall fundamental to the budget as the Union is mainly reliant on the block grant from the university.
- Currently a low risk organisation but as the union grows the risks will increase.

Decision

The Board received the risk register and asked for a condensed version to be brought to the Board at a later point. The Board **recommended** changes to 7d, 7g and 8d. **[action]**

14. BDS

(Paper: BT1831)

The Board noted the legal advice and recommendation received from Pinsent Masons. Pinsent Masons recommended the motion is recorded and published on the website of the Union but displayed in strikethrough text to show the motion has not become Union policy. A footnote should be added to explain that as a charity the Union cannot implement actions outside its charitable objects.

Decision

The Board **agreed** the recommendation from Pinsent Masons. The Sabbatical Officers will inform the proposers of the motion. **[action]**

Governance and Related

15. Returning Officer Reports

(Paper: BT1832)

The Board **noted** the Returning Officer Reports for both the Autumn Election and By-Election. The turnout had increased on the two previous years.

16. Health and Safety Policy

(Paper: BT1833)

The Board considered the proposed Health and Safety Policy which remains unchanged since the last review.

Decision

The Board **approved** the Health and Safety Policy.

17. Deputy Chair of the Board of Trustees

(Paper: BT1834)

The Board reviewed the Deputy Chair of the board of Trustees role profile. It was deemed a useful document for the purposes of advertisement. Section d will be amended in light

of discussions to reflect that the Deputy Chair will be approachable on other matters relating to the Board.

Decision

The Board **approved** the Deputy Chair of the Board of Trustees role profile

18. Communicating the Decisions of the Board of Trustees (Paper: BT1835)

The Board considered the suggested ways to improve communication with its members. A sample of communication carried out by other unions was reviewed and the lack of best practice in the sector on communicating decisions of the Board of Trustees.

Decision

The Board **agreed** to continue uploading minutes to the website, Officers to continue to communicate decisions of the Board. If items are of a sensitive nature these will be marked as confidential in the minutes.

19. Sabbatical Officer Pay (Paper: BT1836)

KP, TK and NB left the meeting for this item.

The Board discussed the remuneration that sabbatical officers receive to be able to carry out their roles. The proposal is that they should be paid grade 3 point 18 on the City, University of London pay scale for the 2019/20 academic year, this is consistent with the current academic year. The final figure is subject to national pay negotiations held by the Universities and Colleges Employers Association (UCEA) but is likely to be between £23,250 and £23,900. The sabbatical officer pay will be advertised in the nomination period of the election. **[action]**

Decision

The Board **approved** that sabbatical officers will be paid grade 3 point 18 on the City, University of London pay scale for the 2019/20 academic year.

20. Sustainable Development Goals (Paper: BT1837)

The Board **considered** the paper on Sustainable Development goals. In discussion the following points were noted:

- The United Nations has set out a set of goals to be achieved globally by 2030.
- The decision to sign the agreement was approved by Student Council.
- The capacity of the Ethics and Environment officer and the Union as a whole needs to be considered.
- It may be best to work collaboratively with the University.
- That the Board wanted to be fully aware of what it was committing to.

Decision

The Board **agreed** that Sabbatical Officers will talk to the University to consider how the Union can work with them to achieve these goals. A proposed action plan with draft financial cost and timeline to be presented to the Board so that an informed decision can be made. **[action]**

Other

21. Any Other Business

Philip Gilks reminded the Board that the Trustee, Officer and Staff party was taking place 7 December 2018 and that all were welcome.

Date of the next meeting: Tuesday 5 February 2019, 5pm -8pm

Board Secretary: Philip Gilks