

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).

16:30 PM, 05 October 2020 | Remote

Members	Initials	Meeting 1 05.10.20	Meeting 2	Meeting 3	Meeting 4	Meeting 5
Saqlain Riaz (President) (Chair)	SR	✓				
Ruqaiyah Javaid (VP Education)	RJ	✓				
Shaima Dallali (VP Community and Wellbeing)	SD	✓				
Nick Ratcliffe (Lay Trustee and Deputy Chair)	NR	✓				
Alan Latham (Lay Trustee)	AL	A				
Clare Searle (Lay Trustee)	CS	✓				
Rumnique Gill (Lay Trustee)	RG	A				
Katherine Higgs (Student Trustee)	KH	✓				
Ghayathri Sivakumar (Student Trustee)	GS	✓				

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), All
Margaret O'Donnell	SB	SU Head of Finance and Operations, All
Hannah Roberts	HR	Deputy Chief Executive, All
Gabriel Chin	GC	Minute Taker, All
Luke Frost	LF	SU Advice Manager, SU Advice Presentation

Formal

1. Welcome and Apologies

The chair called the meeting to order. Introductions were made. Apologies were received from RG and AL. The meeting was pleased to welcome Ruqaiyah Javaid and Shaima Dallali, newly appointed Vice Presidents of the Union, to their first meetings of the Board of Trustees. LF delivered a presentation on the SU Advice service. Highlights included approach to COVID-19, effects on case numbers, NUS Complaints chain, AQS application progress, FCA money advice progress and student check-ins.

2. Declarations of Interest

There were no new declarations of interest.

3. Minutes

3.1 Minutes of the meeting of the Board of Trustees 08 October 2019 (Paper: BT2002M)

The Board **approved** the minutes of the meetings held on 25 June 2020, 02 July 2020, and 22 July 2020.

3.2 Actions Arising

(Paper: BT2003A)

No matter arising. The Board **noted** ongoing actions notes from previous meetings.

4. Decisions taken between meetings

None.

5. Items brought forward by the Chair

None.

6. Minutes of Executive Committee Meetings

(Paper: BT2004)

The Board **received** the minutes of the Executive Committee Meetings.

Strategy**7. Strategy Update Report**

(Paper: BT2005)

The Board **noted** the updates received from the four Strategic Operational Plan Priority working groups.

- The Board praised the format of reporting for its clarity and readability. Strategic work was also praised.
- The Board queried whether assessment models will be changing at the university in relation to wellbeing and exam stress strategic work. It was noted that it remains unclear as to how widespread or long-lasting changes made during the 2019/20 summer term will be.
- The Board suggested the use of targeted course-based awareness campaigns.

Executive**8. Chief Executive's Report**

(Paper: BT2006)

The Board **noted** the Chief Executive's Report.

Finance, Risk and Audit**9. Coronavirus Report**

(Paper: BT2007)

The Board **noted** the Coronavirus Report.

- The Board queried whether poor student recruitment or other reasons were the prime factor in the large number of unoccupied rooms in halls of residence. Recruitment was felt to have been relatively successful. Poor rates of occupation in halls was felt to be due to unclear messaging on the university's approach to on-site teaching and shifting government advice, as well as students electing to study remotely and save rent.
- The Board suggested further welcome activity to coincide with the potential arrival of international students later in the academic year.

10. 2019/20 Finance Review

(Paper: BT2008)

The Board **noted** a review of the 2019/20 financial year.

Governance and Related**11. Data Sharing Agreement and Data Protection Policy**

(Paper: BT2009)

Decision:

The Board **approved** substantive changes to the Union's Data Protection Policy.

The Board **approved** the use of the longer version of the Union-University Data Sharing Agreement.

12. Appointments Committee

(Paper: BT2010)

The Board **noted** a proposed timeline for the recruitment of 1 student trustee and 1 lay trustee.

Other

13. Any Other Business

The Chair thanked Katharyn Kingwill (not present) for her service in taking minutes for the Board of Trustees, who will henceforth no longer serve the Board in this capacity. The Chair also extended thanks to KH, whose term as a student trustee will be coming to an end after this meeting.

14. Trustee-Only Business

The trustees met to discuss business without the presence of non-trustees. No minutes were taken.

The date of the next meeting: 1 December 2020.