

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 5 February 2019 | C103, Tait Building

Members	Initials	Meeting 1 16.10.18	Meeting 2 04.12.18	Meeting 3 05.02.19	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	A		
Clare Searle (Lay Trustee)	CS	✓	A	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	✓	P		

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
Katharyn Kingwill	KK	Governance Administrator and minute taker
Susannah Marsden	SM	Director Of Student & Academic Services
Stephen Anderson	SA	Partner, Knox Cropper (item12)
Christian James	CJ	Audit Manager , Knox Cropper (item12)

Formal

At the start of the meeting there was a presentation by the Union's External Auditors of the Trustee Annual Report and Audited Accounts which is noted under item 12.

1. Welcome and Apologies

Apologies were received from AL and CS.

2. Declarations of Interest

No new declared interests were noted.

3. Minutes

3.1 The Board approved the Minutes of the meeting held 4th December 2018. (Paper: BT1839M)

3.2 The Board noted the Matters Arising (Paper: BT1840A), noting the following:

- Proposals for a tickets supplier would come to a future meeting.
- Sabbatical officer pay had been included in election campaign material.
- Signage for the Union had been installed with a further large wraparound sign to come. The café would also be rebranded as part of the new catering contract.
- The Board's decision with regard to the BDS motion had been actioned and the proposer would be informed this week.

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. Executive Committee Minutes

(Paper: BT1841)

The Board **noted** the minutes of the Executive Committee of 6 December 2018.

7. Student Council Minutes

(Paper: BT1842)

The Board **noted** the minutes of the Student Council meeting held on 24 January 2019.

Strategy

8. The Future of the Strategy

(Paper: BT1843)

The Board considered options for developing the new Strategy and proposed next steps. PG had received recommendations from sector colleagues and had invited proposals from and then interviewed four organisations who could help the Union develop a new Strategy. These he now presented for consideration. In discussion the following points were noted:

- Four companies, Social Engine, Trendance, alterline and Sword & Stone, had submitted good proposals; PG advised that Social Engine was his preferred bidder as the proposal and interview had been the most productive and the company had a proven record with other unions. It had also offered to provide support including the development of strategic indicators and targets and a governance review, at additional cost.
- The Board suggested that the Union should go ahead with the development of the Strategy with the preferred bidder.
- With regard to the survey proposed as part of the work, JL suggested discussion with City to avoid survey 'fatigue', particularly if there was overlap with the National Student Survey (NSS). PG would explore this with City colleagues. **[Action]**

Decision

The Board **approved** the appointment of Social Engine to support the refresh of the Union's Strategy, including the development of performance indicators and targets, at an approximate cost of £20k plus VAT.

Executive

9. Chief Executive Report

(Paper: BT1844)

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

- The Union had been asked to respond to the NUS White Paper on reform. Due to financial difficulties, the NUS had reduced its staff numbers and a number of posts were now to be unpaid as the sabbatical posts had been reduced to 12. PG noted that it was likely that the Student Meeting on 12 February might well vote for a

Disaffiliation Referendum, however, the Sabbatical Officers would be supporting the retention of NUS membership. PG and KP would respond to the White Paper on the Union's behalf. **[Action]**

- A Student Advice Manager had been appointed following the departure of two members of the Advice Team.
- PG had discussed the outcomes of the Staff Survey with the team and was taking forward actions with the assistance of City's Organisational Development Team.
- The Union was unlikely to make any additional bids in the City Planning Round this year.
- The rescheduled visit from the Israeli Ambassador to address the Israeli Society had gone well.
- The Carrot Awards would take place on 4th April, International Carrot Day; a number of activities were being planned.
- The Community Project Fund was now in its second round; there had been an increase in applications.

Finance, Risk and Audit

10. Management Accounts

(Paper: BT1845)

The Board **noted** the Union's management accounts to 31st December 2018. The format of the report had been revised and it was now possible to provide a balance sheet. In discussion the following points were noted:

- SB highlighted two concerns, the shop and NUS card income which was below target; she would bring a full report on the shop to the next meeting. **[Action]**
- Vacancies had led to an underspend on the staffing budget, but posts were being filled by temporary staff whilst permanent staff were recruited.
- SB had reminded Societies to spend their allocations from the Societies Development Fund.
- The Union had started a group of London-based unions to explore how to maximise opportunities for advertising income, such as co-ordinating freshers' fairs to avoid a clash for advertisers.
- TK suggested further discussion with City regarding a share of profit for Union events in CityBar.

11. Budget Reforecast January 2019

(Paper: BT1846)

The Board reviewed the budget reforecast for 2018/19. The current budget was projecting a significant underspend therefore a new budget was proposed to achieve break even by the end of the financial year. In discussion the following points were noted:

- The underspend had allowed new investment into a number key areas including support for staff, sabbatical officer projects, student media, and green impact.
- EP suggested the Union contact Saddlers as there is funding for City at 125.
- The investment in the Street Team would be evaluated to consider whether it should be included in future budget planning.

Decision

The Board **approved** the budget reforecast.

12. Trustee Annual Report and Audited Accounts

(Paper: BT1847)

This item was brought forward to the start of the meeting. Mr Stephen Anderson (SA) and Mr Christian James (CJ), Knox Cropper Chartered Accountants, were in attendance for this item only.

The Board considered the Trustee Annual Report and Audited Accounts which included the report of the independent auditors, Knox Cropper. SA explained that this was Knox Cropper's first audit by of the Union following its establishment as a company limited by

guarantee in August 2017. He highlighted that some information on opening balances had not been provided by the previous external auditors and had therefore been written off as they were less than £5k. A lack of information had also meant that comparative data from 2017/18 was not available but this would not be the case going forward. In discussion it was noted:

- Further detail on salaries expenditure would be added to the final version of the accounts.
- The total of reserves was £244k.
- The sums from creditors were due to accruals from City regarding staff salaries.
- There were no matters which required reporting by exception and the auditors were able to provide an unqualified audit opinion on the financial statements.
- Management information was provided for the Trustee Board; it would not be included in the submission to Companies House.

Decision

The Board **approved** the Trustee Annual Report and Financial Statements (subject to minor revisions to the Trustee Report) and the Letter of Representation from the independent auditors.

13. Joint Contracts

(Paper: BT1848)

The Board received an update on progress towards a consultation on the establishment of joint contracts for staff working in the Union. Good progress had been made.

Governance and Related

14. Amendments to Bye-Law 5: Sabbatical Officers and Bye-Law 6: Part-Time Officers

(Paper: BT1849)

The Board considered the recommendations, from Student Council and Executive Committee, which proposed amendments to Bye-Law 5, Sabbatical Officers and Bye-Law 6, Part-Time Officers. The amendment to Bye-Law 5 was to change the title of Vice-President Activities & Development to Vice-President Community & Wellbeing to extend the remit and focus of the role on student experience, wellbeing and community, assuming some of the tasks currently undertaken by the President and the VP Education. The amendment to Bye-Law 6 was to make provision for two new part-time roles, Societies Officer and Student Media Officer, which would assume some of the tasks currently undertaken by the VP Activities and Development.

Decision

The Board **approved** the amendments to Bye-Laws 5 and 6 to take effect from 1 July 2019 and to reflect those changes in all other governing documents and policies.

15. Reduce External Speaker wait time

(Paper: BT1850)

The Board considered a motion from Student Council to reduce the time-period for external speaker approval from the Union from two weeks to a maximum of four days. This issue had arisen as students were dissatisfied that delays impacted on meeting arrangements. In discussion it was noted:

- The average wait for Union approval of external speakers two days for low risk, five days for medium risk and 11 days for higher risk speakers/events. Approval was a dual process as City's approval was also required.
- The Union could review the approval process to see if improvements could be made.
- The appointment of a new Student Activities Assistant might also help to speed up the process, however staff capacity meant that there were limits to what could be achieved.
- NB had discussed the approval process with the *Prevent* Lead for City, Professor Jones and City colleagues.

- SM noted that the University was keen to minimise delays and a joint effort could be made to improve matters.
- JL suggested that the Charity Commission Guidance (item 16) contained some useful guidance on Freedom of Speech matters.

Decision

The Board **noted** the motion from the Student Council and suggested that the Union and City reconvene a Working Group to explore improvements in the external speaker approval process.

16. Charity Commission operational guidance (OG 48) Students' Unions (Paper: BT1851)

The Board **noted** the guidance.

Other

17. Education and Student Strategy Presentation

The Board received a presentation from the Director of Student & Academic Services on the refreshed City Education & Student Strategy, which was not formally minuted.

18. Any Other Business

There was none.

Date of the next meeting: Tuesday 2 April, 5pm -8pm

Board Secretary: Philip Gilks