

# 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 Tuesday 30 January 2018 | C103 University Building, Northampton Square**

Members	Initials	Meeting 1 10.10.17	Meeting 2 5.12.17	Meeting 3 30.01.18	Meeting 4 27.03.18	Meeting 5 05.06.18
Olesea Matcovschi (President) (Chair)	OM	✓	✓	✓		
Malek Arab (VP Education)	MA	✓	✓	✓		
Zulkaif Riaz (VP Activities and Development)	ZR	✓	✓	✓		
Edward Pearson (Lay Trustee)	EP	✓	✓	✓		
Nick Smith (Lay Trustee)	NS	A	✓	A		
Janet Legrand (Lay Trustee)	JL	✓	✓	✓		
Alan Latham (Lay Trustee)	AL	P	P	✓		
Hind Hassan (Lay trustee)	HH	X	X			
Sajil Shahid (Student Trustee)	SS	✓	✓	✓		
Peter Cook (Student Trustee)	PC	N/M	✓	✓		

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

In Attendance	Initials	Reason and Meeting Section
Philip Gilks	PG	Chief Executive (Committee Secretary)
James Lindsay	JRL	Membership Development Manager (minute taker)

## Part One

Before the meeting commenced, PG updated the Trustees of the old charity that the auditors have not been able to complete the End of Year Report in time for the meeting. Signing off the Report has been pushed back to March 27<sup>th</sup> 2018.

### 1. Welcome and apologies

Nick Smith has submitted apologies for the meeting.

### 2. Minutes

2.1 The following corrections were raised regarding the minutes of the previous meeting;

- NS via email – 16. Web Provision & Conduct Policy – Decision – Board had approved the policy but requested that section 3 be reviewed.
- OM – 7. Chief Executive's Report – Society numbers shown are representative of the same point in the year.

The Board approved the Minutes of the meeting held on 5<sup>th</sup> December 2017 with the above revisions.

2.2 The Board noted the Matters Arising from the meeting held on 5<sup>th</sup> December 2017;

Actions 4, 9, 11, 14 and 16 have been completed. Action 8 will roll over until the new Finance & Operations Manager starts. Action 24 – PG to include Kaplan in the discussions surrounding associate members.

### 3. Decisions taken between meetings

There were no decisions

### 4. Declarations of Interest

There were no new declarations. JL emphasised her role on Council.

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

There were no items brought forward by the Chair.

### 6. Lay Trustee Recruitment Update

(paper: BT1736)

The Board noted the update on Lay Trustee Recruitment. PG explained applications received were low however the panel felt all three were suitable for interview and those were taking place on Friday 2<sup>nd</sup> February. PG reminded Board that the panel would make a recommendation based on the interviews to Appointments Committee. PG felt despite the low applications there were good candidates that could add to the Board.

OM queried the term Alumni Trustees and Lay Trustees as shown on the Minutes. PG explained that the title of Alumni Trustee does not exist in the new Memorandum and Articles of Association and that all Trustees other than Sabbatical and Student were Lay Trustees. **[Action]** Update the minutes to reflect correct titles.

### 7. Chief Executive's Report

(paper: BT1737)

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:

- Due to recruitment and vacant posts PG has been extremely busy over the last period
- A successful team-building afternoon was held in January, which involved work on proudest moments and challenges ahead, along with some social time with the whole team. Main challenge identified was the lack of trust and respect from the University. JL highlighted that Council are impressed with the work of the Union through papers and the President. Discussion around levels of understanding and relevance of the Union within academic schools. It was agreed that professional services departments work more collaboratively with the Union. MA pointed out certain schools where reluctant to embrace collaboration.
- On Recruitment;
  - JL, current Membership Development Manager leaving in March – recruitment already undertaken and candidate appointed. Process was rigorous with a high level of good quality applications, Deputy Chair was involved in the second round of interviews to help steer the panel. New candidate will help with credibility previously discussed. PG thanked JL for his hard work and contribution over the last 12 months.
  - New Finance & Operations Manager starts on 12<sup>th</sup> February; the role has been refocused to ensure finance expertise is gained.
  - Wellbeing & Insight Coordinator has now started and is being inducted into the role and the Union.
  - Hannah Brown, Societies Coordinator is also leaving to Queen Mary Students' Union and recruitment is due to start immediately for that role.

- PG intention to review MDM and FOM role titles to become Heads Of departments
- Elections for new Executive Officers has launched with more emphasis on brand identity and recruiting good candidates, whilst supporting students from under-represented groups to stand
- PG is undertaking a Leadership at City training course, which has allowed an invaluable insight into the experiences of academic staff.
- Student Volunteers have worked tirelessly to convince the Department of Journalism to donate old and unused equipment to fit out the Radio Studio.
- Shop continues to be an issue due to low sales and stock. Expecting movement on suppliers in next few weeks, awaiting confirmation from NUS. Fairtrade status was highlighted as an issue – sourcing of products and pricing. **[Action]** Present paper on Fairtrade status, including sustainability and financial models by July 2018
- Introduction to Academic Impact and usage by the Union. Derived from NSS question.
- Union awards discussions taking place regarding merger of Carrot and Union Awards ceremonies to encourage more student nominations for Carrot Awards. Board to be informed of Award Ceremony when planned.

## Board Performance

### 8. Management Accounts

The Board **received** a verbal update on the Management Accounts and financial performance of the Union. In discussion the following points were noted:

- PG informed that the Board that the data in the accounting software does not currently match the amount of money in the Bank account. This is believed to be due to an upload error on the software and the City Finance Department are helping to resolve the issue.
- Due to issues with the accounting software, including input mistakes, report creation and journaling, reforecasting has not been possible.
- University are supporting the Union staff to help resolve the situation, but due to the lack of information provided by the university on invoices it is also contributing to the Unions lack of ability to process payments for staff, catering and other services provided by City.
- PG highlighted that the income FOM has a financial background and will add much needed expertise in the area. Her main task upon arrival will be the finances of the Union. PG is working to ensure that the majority of issues are resolved before her start.

The Board requested that PG highlight their concerns to the University and work towards creating a suitable timetable for invoicing and making payments.

### 9. Budget Case 2018/19

(paper: BT1738)

The Board **received** the proposed budget cases for the 2018/19 bidding process. In discussion the following points were made:

- PG included last year's bid for information.
- The University is in a considerably different financial situation than it was a year previously.
- PG has and will continue to engage with the University over a Union bid.
- Staff and Officers had worked together to create the budget cases listed, which come to around £70,000 in total.

- Discussion around Communities, Academic Impact, Study Well Campaign and a fourth Sabbatical Officer
- PG expects that if two bids are submitted, the most likely outcome will be funding granted for one or none.

### **Decision**

The Board **approved** the direction put forward for the 2018/19 Union bids. PG will review and submit the bids to the university.

### **10. Web Provision & Conduct Policy**

(paper: BT1739)

The Board **received** the updated Policy. JL highlighted the change made from the original paper.

### **Decision**

The Board **approved** section three of the Web Provision & Conduct Policy.

### **11. Volunteer Policy**

(paper: BT1740)

The Board received the Volunteer Policy. In discussion the following points were made:

- OM requested 'Officers' be added to 8.3
- The Board requested Data Protection Policy to be referenced in 8.4
- Formatting be rectified in 3.1 (i)

### **Decision**

The Board **approved** the Volunteer Policy with the revised changes.

## **Democracy and Student Voice**

### **12. Sabbatical Officer Action Plans**

The Board **noted** updated action plans for the sabbatical officers.

(<https://www.cusu.co.uk/student-voice/studentofficers/>)

### **13. Returning Officer**

(paper: BT1741)

The Board received the report on the appointment of the Returning Officer for the purpose of Elections.

### **Decision**

The Board **approved** the Returning Officer as outlined in the report.

## **Strategic Direction**

### **14. Investors in Diversity**

(paper: BT1742)

The Board received an outline of the Investors in Diversity accreditation scheme. The following points were highlighted:

- PG asked the Board to consider if this was the best use of funding for the organisation at present.
- PG broke the funding down into £4000 for a diagnostic and advice on improvements and £3,000 for the assessment.
- The board felt that the Union was moving in the right direction and could undertake a self-assessment exercise to highlight potential improvements over the coming years.

### **Decision**

The Board **decided** not to support Investors in Diversity and to remove KPI. The Board would like to revisit this accreditation in the future.

## Delegation of Authority

### 15. Any Other Business

- SS expressed concern regarding the Leadership Elections and lack of interest amongst students. A clearer understanding was encouraged. **[Action]** JL and SS to meet to discuss the issue and to identify potential students to survey for opinion.
- OM and the Board expressed their thanks to JL for his service and achievements over the past year. JL returned the thanks to the Board, PG, Officer and Staff of the Union and expressed his excitement at the potential that the Union has.

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

**Date of the next meeting:** Tuesday, 27<sup>th</sup> March 2018, 5-8pm

**Board Secretary:** Philip Gilks