

Board of Trustees Minutes

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4:30pm 2 April 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	A	✓
Clare Searle (Lay Trustee)	CS	✓	A	A	A	✓
Sajil Shahid (Student Trustee)	SS	✓	N/M	N/M	N/M	N/M
Katherine Higgs (Student Trustee)	KH	N/M	✓	✓	A	✓
Emmanuel Pobee (Student Trustee)	EPo	N/M	✓	P	✓	A

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
Christopher Moore	CM	SU Marketing & Communications Manager
Katharyn Kingwill	KK	Governance Administrator and minute taker
Avis Johns	AJ	Director, Social Engine (part attendance for item 0)
John Houghton	JH	Director, Social Engine (part attendance for item 0)

Formal

At the start of the meeting there was a presentation from Social Engine and a wider discussion on the key elements of the future Strategic Plan.

AJ and JH presented the initial findings of their work to assist the union with a review of its Strategy. AJ outlined the stages undertaken so far which included: a desk review; a staff workshop; stakeholder interviews; and a survey of current students, the latter achieving sufficient numbers to provide confidence in outcomes. Further activity was planned prior to presentation of the Strategy and associated KPIs at the Board Away Day on 11 July.

AJ and JH explained that the findings indicated top priorities for students, how they viewed the Union, and what they considered their top priorities for their union.

1. Welcome and Apologies

Apologies were received from EP.

2. Declarations of Interest

(Paper: BT1869)

There were no new declarations.

3. Minutes

3.1 The Board approved the Minutes of the meeting held 2 April 2019. (Paper: BT1870M)

3.2 The Board noted the Matters Arising (Paper: BT1871A), noting the following:

- A paper would go to City's Executive Committee (ExCo) in June to propose that City sign the SDG Accord. If approved, both City and the SU would sign the accord.

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: BT1872)

The Board **noted** the minutes of the meeting of Executive Committee held on 3 April.

7. Student Council Minutes

(Paper: BT1873)

The Board **noted** the minutes of the meeting of Student Council held on 26 March 2019.

Executive

8. Chief Executive Report

(Paper: BT1874)

The Board **noted** the Chief Executive's report. PG highlighted; the work within the team on the development of the Strategy, a team away day, partnerships, academic impact awards, recruitment, the catering contract, communications, societies and a report from the advice team. In discussion it was noted:

- The Away Day had focussed on workload and time mapping for the team; the staff and officer event in June in Brighton would build on this work.
- PG continued to raise issues concerning the catering contract tender process with Property & Facilities (PAF) and further meetings have been arranged to discuss expectations for the Courtyard Café now that the contract had been awarded to Sodexo. A SU 'rebrand' for the space had been agreed as part of the tender, however there was no University budget allocated for this work. Given that the Union had an underspend on budget from this year, some funds could be allocated to rebranding. PG had clarified that the Union would control bookings for events in the space. He noted that PAF were also considering how to adapt the Refectory so that it could also be used for events when catering outlets were closed.

- There was some space in Drysdale Building which was still branded with the old SU logo; PG had requested the removal of this signage but he commented that this space might be useful for pop up events.
- PG had engaged a temporary social media officer to improve communications which had been very useful, particularly on Instagram. This activity would be further progressed next year and there was funding allocated in the proposed budget 2019/20.
- Following the success of the Street Team this year, it was also proposed to provide funding in the Budget for the Team to do promotion on campus; this would align with the aims of the emerging Strategy.
- The Union was considering whether to change website provider as the current contract had now lapsed.
- Two members of staff had been recruited to fill vacant posts in the Advice Team and there was a proposal in the budget to provide an additional post at 0.6 FTE. The new manager was meeting School colleagues to establish relationships and also looking at support available from the University of London. The Advice Annual Report would come to the Board in December.

9. City Council Report

(Paper: BT1875)

The Board **noted** the President's report to City's Council on 17th May 2019.

Finance, Risk and Audit

10. Management Accounts

(Paper: BT1876)

The Board **noted** the management accounts for April 2019. SB reported that she met Knox Cropper to discuss reporting improvements. There was currently a surplus of £132k against budget, mainly due to staffing vacancies, pension opt-outs and lower VAT following the introduction of joint employment contracts on 1 April. The societies development and the communities funds were also underspent. Income was below target by £15k. There had been increases in activity in late April and May which would show in the May accounts. There had been some issues regarding late issue of invoices by the City Finance Team. In discussion:

- AL suggested that late invoices could be noted as accruals where possible to smooth spend. SB explained this would be easier once the improvements had been made to reporting.
- SB was investigating how to report trade creditor debits in more detail so that it would be possible to see whether this was internal or external creditors.
- PG would investigate the costs of rebranding the Courtyard Café with PAF, if this exceeded £10k, he would seek approval for this by circulation. **[Action]**
- A new reporting format would be developed with Knox Cropper and new management accounts would be circulated. **[Action]**

11. 2019/20 Budget

(Paper: BT1877)

The Board received the Budget for 2019/20. The Total Block Grant from City had been confirmed as £956,000, lower than hoped. There was a small increase forecast for income, mainly due to uncertainty over the future of the NUS Extra card. The overall pay envelope was unchanged; however, significant changes were proposed to headcount as the union was no longer liable for VAT on staff salaries and there had been agreement to revise required assumptions on pensions. It was therefore proposed to recruit to a number of additional posts to assist with marketing and communication, finance, advice, employability, community and governance. PG also highlighted the increase in NUS

affiliation, although this would decrease for the following year, with £10k for contingency and £10k for strategic items.

The Board **approved** the budget for 2019/20.

Governance and Related

12. Data Protection Update (Paper: BT1878)

The Board received an update and recommendations for new and revised policies in this area, namely a revised Data Protection Policy, a new Union Advice Confidentiality Policy, and a revised Privacy Policy. PG explained that these policies would ensure that the Union was compliant with GDPR, and also enhance the Union's ability to capture more information. He noted that further work was underway with City with regard to data sharing so further updated policies could come to the Board in the autumn.

The Board **approved**: Revisions to the Data Protection Policy; the Union Advice Confidentiality Policy; and revisions to the Privacy Policy.

13. 2019/20 Business Plan (Paper: BT1879)

The Board **approved** the 2019/20 dates and Business Plan. PG will make the revisions suggested by the Board and send out meeting invitations. **[Action]**

14. Trustee Board Research (Paper: BT1880)

The Board **noted** a research paper on Student Union Trustee Boards structures provided by Nick Smith, the former Deputy Chair, and **agreed** to discuss this further at the Away Day on 11 July.

15. Appoint/ Reappoint Deputy Chair of the Board of Trustees (Paper: BT1881)

NR left the meeting for consideration of this item.

The Board **approved** the reappointment of Nick Ratcliffe as Deputy Chair of the Trustee Board and **agreed** that the appointment should remain an annual process.

16. Internal Health and Safety Report (Paper: BT1882)

The Board considered an Internal Health and Safety Report. City's Health & Safety Office had undertaken a full audit of union activities in March resulting in a Basic Level of assurance, indicating that the Union was a low risk workplace where staff had a good understanding of health and safety. The audit team made three priority two recommendations (major issues to be addressed) and seven priority three recommendations (minor non-conformances). A further health & safety inspection would take place in June. The priority two recommendations would be implemented by 31st July and the remainder addressed by 31st December. In discussion it was noted:

- Health & Safety updates were now a standing item at SU Team meetings.

The Board **noted** the Health and Safety Report and congratulated the team on the outcomes.

17. Live Student Policy Workbook (Paper: BT1883)

The Board **noted** a report and update on current student union policies. The team, led by HR, had reviewed 44 live policies; these had been grouped into 21 areas of work in a workbook which would be maintained as a live document with progress ratings and which would enable the development of aims and priorities. Communications would be developed to inform stakeholders of progress to address feedback that this had been lacking. In discussion it was noted:

- TK noted that the report had been really useful to enable the team to see the progress of policy implementation and it would inform activities next year.

Other

18. Any Other Business

As this was their final meeting the Board thanked KP and NB for their excellent contribution to the union during their sabbatical year.

Date of the next meeting: Tuesday, 8 October 2019, 16:30

Board Away Day: Thursday 11 July

Board Secretary: Philip Gilks