

Board of Trustees Minutes

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16:30 PM, 03 December 2019 | AG05, College Building, City University London

Members	Initials	Meeting 1 08.10.19	Meeting 2 03.12.19	Meeting 3 04.02.20	Meeting 4 31.03.20	Meeting 5 26.05.20
Tuna Kunt (President) (Chair)	KP	✓	✓			
Saqlain Riaz (VP Education)	TK	✓	✓			
Rania Salim (VP Community and Wellbeing)	NB	✓	✓			
Nick Ratcliffe (Lay Trustee and Deputy Chair)	NR	✓	✓			
Edward Pearson (Lay Trustee)	EP	✓	✓			
Janet Legrand (Lay Trustee)	JL	✓	A			
Alan Latham (Lay Trustee)	AL	✓	A			
Clare Searle (Lay Trustee)	CS	✓	✓			
Katherine Higgins (Student Trustee)	KH	✓	A			
Emmanuel Pobee (Student Trustee)	EP	✓	N/M			
Ghayathri Sivakumar (Student Trustee)	GS	X	✓			

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	Interim SU Head of Finance and Operations, All
Hannah Roberts	HR	Deputy Chief Executive, Not present
Gabriel Chin	GC	Minute Taker, All
Christian James	CJ	Auditor; Knox Cropper, Item 12
Stephen Anderson	SA	Auditor; Knox Cropper, Item 12

Formal

1. Welcome and Apologies

The chair called the meeting to order. Introductions were made. Apologies were received from JL, KH and AL. The meeting was pleased to welcome Ghayathri Sivakumar, newly appointed student trustee, to her first meeting of the Board of Trustees. Ghayathri introduced herself and the chair offered greetings on behalf of the Board.

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: BT1915M)

The Board **approved** the minutes of the meeting held on 08 October 2019.

3.2 Minutes of Decision Without a Meeting 07 November 2019 (Paper: BT1916M)

The Board **approved** the minutes of the Decision Without a Meeting held on 07 November 2019.

3.3 Actions Arising (Paper: BT1917A)

Action ref: 12, 08 October 2019, Data Protection Policy

The Board **agreed** to defer this action to the next meeting of the Board to consider the policy alongside the Data Sharing Agreement which remains under negotiation with the University and their solicitors following a change in the DPO role-holder.

4. Decisions taken between meetings

It was **noted** that the Board took the decision to call a referendum which put the question “Should City Students’ Union support the ‘strike’ and ‘action-short-of-a- strike’ UCU industrial action on pensions and on pay & working conditions?” to the student membership between meetings on 07 November 2019 (paper BT1913).

5. Items brought forward by the Chair

Item 12 Report of the Trustees and Financial Statements for the Year Ended 31 July 2019 (Paper: BT1924)

CJ and SA presented Item 12 to the Board as an item brought forward by the chair.

- The Union was thought to be in a very healthy financial position in general.
 - The Union was advised to undertake a review of its financial procedures manual.
- [Action]**
- PG was asked to send signed copies of the completed Audit Letter to CJ and SA.
- [Action]**

Decision

The Board **approved** the report and financial statements for the year ended 31 July 2019.

6. Minutes of Executive Committee Meetings (Paper: BT1918)

The Board **noted** the minutes of the Executive Committee Meetings held on 02 October 2019, 23 October 2019, and 11 November 2019.

7. Minutes of Student Council Meeting (Paper: BT1919)

The Board **noted** the minutes of the Executive Committee Meeting held on 18 November 2019.

Strategy

8. Strategy Update Report (Paper: BT1903)

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

- The Board requested that the reporting made direct reference to the Operational Plan, its numbering, and objectives.

Executive

9. Chief Executive’s Report (Paper: BT1921)

The Board **noted** the Chief Executive’s Report. Updates as follows:

- The report noted that the Union Representation Manager will be vacating his role at the end of the year. The current Activities and Development Manager will take on the key day-to-day duties of the Representation Manager role until a permanent replacement can be recruited. The Activities and Development Manager was selected through a fair application process open to all current managerial staff at the Union, of which theirs was the sole application submitted.
- The report praised Union staff for their work in facilitating the student Referendum on the UCU industrial action and also remarked on the significant student turnout and the strength of the mandate supplied to the officers by the result.
- The report noted that the Advice service reports 0 formal cases and 5 informal enquiries related to the industrial action. It is thought that these may increase following the exam period.
- The report expressed very positive feedback about the adoption of the Monday.com digital platform across the Union. It was noted that, after the expiry of Monday.com's year-long trial period, the Union may continue its use of Monday.com at a reduced charity rate. It was also noted that Monday.com was selected for use at the Union through a process comparing a number of competitor services.

10. City Council Report (Paper: BT1922)

The Board noted the SU President's Report to the University Council. The report was believed to have been received well at Council.

- TK provided additional information on the proposed Student Common Room project, which has been accepted by the University's Space Management Committee.
- PG informed the Board that in future the report will be sent to members at the same time as it is sent to City Council, instead of including it in the papers for the Board meeting.

Finance, Risk and Audit

11. Management Accounts (Paper: BT1923)

The accounts were **received** by the Board.

- The only point of note was that there were some inaccuracies in the reporting of pay to student and temporary staff due to poor invoicing. New software has been implemented to track temporary staff rotas.
- There have been significant improvements across the reporting which was well received by the Board.

12. Report of the Trustees and Financial Statements for the Year Ended 31 July 2019 (Paper: BT1924)

This item was brought forward by the chair and **approved** (Item 5).

13. Risk Register (Paper: BT1925)

The register contained only minor updates, predominantly reflecting the implementation of the new strategy.

Decision

The Board **approved** the Union's risk register.

Governance and Related

14. By-Election Returning Officer's Report (Paper: BT1926)

The Board **noted** the Returning Officer's Report.

- The report noted that the by-elections saw an excellent turnout in the number of candidates running for positions, but a poor turnout in the number of votes cast.
- The report commended the contribution of the fixed-term Student Engagement Officer (Edward Armitage), which was thought to be a key factor in drawing candidate applications.
- 1 formal complaint was made during the by-election in relation to the perceived fairness of the election processes. The complaint was ruled against by the Deputy Returning Officer, whose decision was upheld by the National Union of Students.
- A Re-Open Nominations (RON) campaign was organised as a result of the conclusion of the complaint and involved some negative publicity against the Union.
- The Board discussed potentially revising the withdrawal process for candidates and improving the transparency around the regulations for RON to avoid similar complaints in the future.

15. Returning Officer and Deputy Returning Officer Appointment (Paper: BT1927)

PG recommended the Board reappoint the current Returning Officer and Deputy Returning Officers.

Decision

The Board **approved** the reappointments.

16. Health and Safety Policy (Paper: BT1928)

The Board suggested that it might prove useful for the Union to request incident reports from the University's Health and Safety committee with a specific breakdown for Union incidents. **[Action]**

Decision

The Board **approved** the revisions to the Union's Health and Safety Policy.

17. Appointments Committee and Student Trustee Appointment (Paper: BT1929)

The Board **noted** the appointment of a new student trustee and intent to offer appointment to a new lay trustee.

18. Preparation for the Advice Quality Standard (AQS) Desktop Audit (Paper: BT1930)

A number of policies had been written for the Advice Service in order to pursue the AQS Kitemark.

Decision

The Board **approved** the new policies.

Other

19. Any Other Business

The Chair thanked EP, who is retiring from his role as a lay trustee, for his contributions to the Board. EP commended the Union and stated that he believed the Union was on a track to become quite exceptional in the sector.

The date of the next meeting: 4 February 2019.