

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 10 October 2017 | AG05 College 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 (External Trustee)	EP	✓				
Nick Smith (External Trustee)	NS	A				
Janet Legrand (External Trustee)	JL	✓				
Alan Latham (Alumni Trustee)	AL	P				
Hind Hassan (Alumni trustee)	HH	X				
Sajil Shahid (Student Trustee)	SS	✓				

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)
Jessica Howard	JH	Business Operations Manager
James Lindsay	JRL	Membership Development Manager (minute taker)

Part One

Prior to the meeting, the Board of Trustees had an informal meeting with James King, Service Improvement Manager, City, University of London to discuss Data Protection.

1. Welcome and apologies

Nick Smith has submitted his apologies for the meeting and Alan Latham would be arriving late.

2. Minutes

As this is the first meeting of the Board of Trustees of City, University of London Students' Union there are no minutes for approval.

3. Decisions taken between meetings

The following decisions were taken between meetings on Monday 31st July 2017:

- National Westminster Bank Plc Mandate
- Transfer Agreement
- Union Bye-Laws

The board noted these decisions. No issues were raised.

4. Declarations of Interest

Trustee's and Senior Managers were requested to complete a Conflicts of Interest Form to outline any conflicts within their role on the board. A Conflict of Interest policy will be created and submitted to the Board in the future. Trustees also completed a Trustee Declaration Form. Discussion was had over the publication of appointments amongst the board members. **[Action]**The Board agreed that the Chief Executive would collate the register of interests and submit to the next Board meeting.

Conflicts announced; JL & OM – Member of University Council

5. Items Specially Brought Forward by the Chair

There were no items brought forward by the Chair.

6. Lay Trustee Appointment

(paper: BT1701)

OM introduced a paper to reconfirm the appointment of Hind Hassan.

Decision

The appointment of Hind Hassan was **approved**.

7. Chief Executive's Report

(paper: BT1702)

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:

- Launch Event and Open House; event was a success, lower attendance from academic staff than hoped, but the Union has received good feedback from all attendees.
- Recruitment update; Appointed Academic Caseworker and Administration and Finance Coordinator. Research & Projects Coordinator has been revised to Wellbeing & Insight Coordinator with the aim of attracting more candidates. This is also now a one-year full time fixed term contract. Issues regarding grading of fixed term staff in shop and reception roles continues.
- Sabbatical Officer Transition; some highlights in terms of successes, areas for improvement identified for next year.
- Our communications; significant improvements, but some challenges in the area.
- Our finances; confirmed surplus from 2016/17 of £23,010 for the Union and £4,012 for societies individual budgets. PG to put forward a plan for tendering and appointing Auditors. As an independent organisation, an external audit will become more challenging to achieve a clean bill of health; however, will be a good exercise to improve the organisation.
- VAT; HMRC have reported that the Union cannot reclaim VAT as proposed, but the VAT consultants have recommended some further options. Welcome Week; as a whole was successful. Freshers Fair received good feedback from University Staff and students. Income and Expenditure are down, final figure awaiting VAT confirmation. Events, increased in number but down on income. Discussion regarding welcome week events. The Board requested their appreciation was feedback to the staff team for their efforts.
- CityBar; the Union is liaising with City to see if there is potential for profit shares in the future.
- Advice Volunteers; Union Advice engage volunteers to help support the service. The Senior Academic Caseworker to review process and re-launch in November.

Board Performance

8. Management Accounts

(paper: BT1703)

The Board **noted** the Union's management accounts to 27th September 2017. In discussion the following points were noted:

- Sage 50c; explanation of new system being used and structure of departmental accounts. Simplification of societies accounts.
- Reporting; issues creating a useful report using the system. Working to find the right reports to show expenditure against budget. Potential to use budget deficit to engage Sage to create a custom report. Discussion on viability of Sage for reporting in the future. AL to sit down with staff to create a suitable format for the report going forward. **[Action]**
- VAT; JH working with University finance team to account for VAT and returns.
- SU Final balances; JH working with University team to ensure figures are correct and confirm final issues
- Current Financial Position; £3363 income through shop for Aug & Sept, which is under budget. Issues with opening shop later than planned and Online Shop is not live. Stationary now being sold, 16th Oct Law School merchandise arriving.
- Pool Table; income has been effected by Sodexo purchase of an additional table
- Opening Balances; will be recorded as current assets once more information received from University.

9. Expenses Policy

(paper: BT1704)

The Board **received** the proposed expenses policy. In discussion the following points were made:

- Prior approval; JL recommended that "written" be added to the policy under Authorisation.
- Value for money and ethical consideration; discussion over viability of this theory.
- Holiday; define this to an example such as Christmas as per HMRC guidelines

Decision

The Board **approved** the expenses policy.

10. Incorporation

(paper: BT1705)

The Board **received** the update on progress post incorporation. In discussion the following points were noted:

- Transfer Agreement now agreed by Charity Commission
- Financial Regulations will be brought to the next Board meeting. Aiming to combine governance and practical approach to the regulations. PG to share progress with AL and get feedback **[Action]**.

11. Trustee Recruitment

(paper: BT1706)

The Board received the proposed trustee recruitment timetable and approach outlined by the Chief Executive. In discussion the following points were made:

- Student Trustee & Lay Trustee; O-KB has left her role at the end of the term. NS departs role in March 2018. Timeline put forward for recruitment and outline setting criteria.
- Deputy Chair; a discussion took place whether the Union should recruit with the lay trustee role or nominate from Trustees already appointed. Potential to

recruit governance experience from within Students' Union sector with the title attached. The Deputy Chair plays a vital supportive role to CEO and Sabbatical Officer.

- JL withdrew herself as a candidate for Deputy Chair. EP said he would be willing to take on the role if needed. Decision on Deputy Chair to be taken at a later meeting.

Decision

The Board **approved** the trustee recruitment paper and **appointed** SS and EP as the Trustee members of the Appointments Committee.

The Board **agreed** that the Lay Trustee role would not be advertised as Deputy Chair of the Board.

[ACTION] PG to send out a feedback form to Trustees to feed into Appointments Committee

12. Policy Review

(paper: BT1707)

The Board **noted** the proposed timetable for reviewing Union policies.

Democracy and Student Voice

13. Sabbatical Officer Action Plans

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

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

14. Senate Members

(paper: BT1708)

The Board received the recommendations for appointment as Senate Members for the Students' Union. In discussion, the following point was raised that it is not a traditional method of appointment to Senate due to Boards non-representative function in the charity.

Decision

The Board **approved** the recommendations for appointment as Senate Members

15. Returning Officer

(paper: BT1709)

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

Decision

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

Strategic Direction

16. Strategic KPIs

(paper: BT1710)

The Board received an outline of the Key Performance Indicators for the Vision 2020 strategic plan which had been amended to reflect the feedback from the Board of Trustees. In discussion, the following points were made:

- JL – large number of KPI's and does 0.4 match University targets, JRL confirmed the University target of 90% for 2021 is consistent with the Union target.
- OM - 1.3 has this been affected by Staff recruitment, PG no this is a task already underway.

Decision

The Board **approved** the strategic plan KPIs

17. National Student Survey

(paper: BT1711)

The Board **noted** the NSS results. In discussion the following points were noted:

- JL – communication strategy is key to get people to understand what the organisation is doing for students

Delegation of Authority

18. Any Other Business

- Christmas Party; PG announced the date of the Christmas Party and invited to the Board to attend. Tuesday 12th December 2017, from 5pm.

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

Date of the next meeting: Tuesday, 5th December 2017, 5-8pm

Board Secretary: Philip Gilks