

TRUSTEE BOARD MEETING | 5pm 25th February 2015

1. ANNOUNCEMENTS & MEMBERSHIP

Present: Nona Buckley-Irvine (Chair), Ingvild Lockert, Rahat Siddique, Kabu Senapitak, Thomas Maksymiw, Alastair Duncan, Sebastian Bruhn, Stella Michael, Indo Vickerson, Scott Gammon, Mahamid Ahmed.

Apologies: None

Absent: None

In attendance: Staff: Josephine Sesay (Secretary), Pari Dhillon, Peter Greaney, Jarlath O'Hara, Dave Lewis, Sian Thurgood, Laura Burley.

2 MINUTES OF LAST MEETING & SUB-COMMITTEES

2.1 The minutes of the meeting held in December 2014 were confirmed as providing an accurate record.

It was highlighted that action point 6 was not to be noted as an action point.

3. MATTERS ARISING

3.1 Action List:

All actions were confirmed as completed. Alastair was praised by Trustees for his efforts made towards the AU for All Campaign Report.

4. REPORT FROM THE MEN'S RUGBY WORKING GROUP

Two members from the Men's Rugby Working Group (MRWG) presented their progress report to the Trustees. Trustees discussed various points on the report and asked what action had been taken on outreach programmes, diversity and mentoring.

Trustees asked for the report to be circulated to the Board in order for this to be read through, as it had only been tabled by the MRWG.

Trustees agreed that feedback should be gathered from liberation groups and their elected representatives, to get a sense of what is being done by the MRWG to stop the culture of discrimination.

Trustees thanked the MRWG for their efforts to date and for their report. However, Trustees stated that perceptions of Men's Rugby Club culture and the MRWG have not changed to a satisfactory standard.

Trustees asked for the current constitution, processes, and policy of the Men's Rugby Club to be circulated.

Trustees resolved to hold an extraordinary board meeting to further deliberate on the progress of the MRWG.

The Chair was asked to find a date and invite the MRWG to submit another report. The Chair was also asked to summarise Trustees views to draw up a range of options and conditions for whether/how the club could be reinstated, including options for the decision to be reviewed periodically.

ACTION: TB secretary to circulate an electronic copy of the Men's Rugby Working Group Report presented in

the meeting

ACTION: Nona to request and circulate feedback from liberation groups and their elected representatives on current perceptions of the Men's Rugby Club and MRWG

ACTION: Nona to thank the MRWG for their report, inform them that perceptions of Men's Rugby Club culture and the MRWG have not changed to a satisfactory standard and invite them to submit a progress report for an Extraordinary Trustee Board meeting in April 2015

ACTION: Alastair to circulate to Trustees the constitution and any additional policy/processes of the Men's Rugby Club

ACTION: Nona to summarise Trustees views to draft and circulate a range of options and conditions for whether/how the club could be reinstated, including options for the decision to be reviewed periodically

ACTION: TB secretary to schedule in an Extraordinary Trustee Board meeting in April 2015 for Trustees to deliberate on the Men's Rugby Working Group report.

5. CEO REPORT

5.1 Trustees were presented with the Chief Executive Report. An update on the current changes within the Finance Team was provided and Trustees were informed that a new Finance Manager has now been recruited. It was to be noted that the decision on the selection of the candidate included the candidate's ability to fulfil the wider aspects of the role as well as the financial skills.

Stella offered her time to support the CEO with the transition to this new finance team.

ACTION: TB secretary to book a meeting between CEO, Deputy CEO and Stella to discuss the new financial structure.

Trustees were further updated on the discussions taking place within the Staff Forum. It was said that a benchmarking of salaries against relevant sectors in London had recently taken place. An update on this is to be brought to the May Trustee Board meeting.

ACTION: CEO to bring an update on the benchmarking of staff salaries against the relevant sectors in London to the May Trustee Board meeting.

Trustees were asked for their ideas on the Boards agenda items that should be annually discussed. It was recommended an impact report should be considered as an annual agenda item in order to identify a summary of the Union's successes. It was decided that such ideas are to be put forward in writing to Nona and discussed in the May Board meeting.

ACTION: Trustees to put forward to Nona via email, their ideas on annual Trustee Board agenda items by the May Board meeting.

5.2 Trustees were presented with the Union's reporting dashboard for February 2015.

This was discussed by Trustees.

6. FINANCE

6.1 Trustees were presented with a financial update of the Union as of February 2015.

The overall financial position of the Union was summarised and Trustees were directed to Appendix A of item 6.1 which details the management accounts for month 5.

It was concluded that the Union is expecting to work within its budget for the current financial year and is on track to building up reserves to the agreed set targets.

Trustees referred to Appendix D of the paper which highlights the matter concerning aged debtors. It was confirmed that this is due to the large items due from individual customers and is currently in the process of being followed up. It was suggested that such checks are to be followed up on a monthly basis.

6.2 Trustees were informed of the reforecast exercise that had been undertaken in February with input from budget holders. It was confirmed that the Union expects to achieve a £33k surplus this year which is an £18k positive variance against the £15k budget previously approved by Trustees.

This paper was concluded by Trustees unanimously approving the proposed reforecast budget for 2014 – 15.

6.3 The SU budget negotiation update for 2015 - 16 was presented. Trustees were informed about the process being followed to negotiate the budget for 2015/16. Negotiation is underway regarding a percentage uplift to the block grant from the school, and for additional funding of approximately £52k for the following: human resource management, paying part time elected officers for their time, a full time post graduate officer, and some project work to increase access to the advice service.

Trustees also discussed the implications of having a microwave in a designated SU space.

ACTION: Deputy CEO to consider the implications of having a microwave in an SU space which will be available for students to use and provide an update on this in the May Trustee Board meeting.

7 STRATEGIC REVIEW

7.1 The Membership Director and Engagement Coordinator presented to Trustees a report into how the Union is currently performing against its current strategic plan. Despite some gaps in available data, the report details current performance, how the Union engages and delivers its services with various demographic and departmental groupings, and recommendations for how to improve strategic planning and management in future.

Trustees requested comparative information from other SUs on levels of engagement with particular demographics.

Trustees praised the paper and resolved to meet again to hold a wider discussion on the strategic direction of the Union, as the findings within the paper warrant far greater discussion.

ACTION: TB secretary to extend the April extraordinary trustee board meeting to include time for the board to discuss the strategic direction of the Union

8 ANY OTHER BUSINESS

8.1 The Head of Activities presented the Union's Equality and Diversity Policy for the Trustees approval. The key objectives of the Policy was discussed and explained.

Trustees were informed that the proposed Policy will be reviewed on an annual basis in order to ensure its objectives are being met. The paper was concluded by Trustees approving the Equality and Diversity Policy.

8.2 The Head of Activities presented the Union's Safeguarding Policy for the Trustees approval.

Board members were directed to page 5 of the Policy paper which highlights the DBS Policy and Procedures. It was said that the Union will not carry out Disclosure and Barring Service checks. Such necessary checks will be provided by the LSE volunteer centre or the partner organisation.

Trustees concluded by approving the Safeguarding Policy paper.

8.3 The Head of Activities presented to Board members the Union's Volunteer Policy.

Trustees concluded by approving the Volunteer Policy paper.

8.4 The Head of Activities presented to Board members the Union's Health and Safety Policy paper. Trustees concluded by approving the proposed Health and Safety Policy paper.

It was further added that the proposed Policies will be uploaded onto the Union's website.

Sian was formally praised for her efforts towards the preparation and conclusion of the Union's new Policy papers.

8 DATE OF NEXT MEETING: 5pm Wednesday 13th May 2015