

TRUSTEE BOARD MEETING | 5pm 22nd October 2014

1. ANNOUNCEMENTS & MEMBERSHIP

Present: Nona Buckley-Irvine (Chair), Josephine Sesay (Secretary), Jarlath O'Hara, Peter Greaney, Dave Lewis, Ingvild Lockert, Rahat Siddique, Kabu Senapitak, Thomas Maksymiw, Pari Dhillon, Alistair Duncan, Sebastian Bruhn, Stella Michael

Apologies: None

Absent: Indo Vickerson; Chris Wood

The motion to remove Students' Union membership of Sam Cooke was presented to the board. Trustees were also informed that Sam Cooke had waived his right to appeal as he had not taken the opportunity to do so. Trustees concluded by unanimously agreeing the motion to remove the membership of Sam Cooke from the Students' Union.

2. MINUTES OF LAST MEETING & SUB-COMMITTEES

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

3. MATTERS ARISING

3.1 Action List:

- 1) This action was confirmed as redundant as this section of the Dashboard has now been removed.
- 2) **ACTION COMPLETED** – It was clarified that this is an Annual Student Survey Report and not a Policy Paper. The Summary report of the Annual Student Survey was tabled to board members. It was highlighted that improvements in communication have been made which should close the current gap between the students and the Union. Trustees discussed branding commercial services to improve SU recognition.
ACTION: Jarlath to bring a Commercial Communication/Market Report to the December Trustee Board meeting.
- 3) **ACTION COMPLETED**

4. CHIEF EXECUTIVE'S REPORT

4.1 Pari presented the CEO Report to the Board.

Pari presented a report on staffing changes across the organisation and highlighted the high turnover of staff. Positive reasons for departure such as first jobbers progressing their careers were discussed. Analysis of exit interviews, staff survey and discussion with the staff forum will highlight if there are any concerning patterns behind this turnover of staff.

ACTION: Pari to report a summary of exit interviews, staff survey and staff forum feedback to highlight any concerning patterns behind staff turnover at the December Trustee Board meeting.

Trustees were also updated as to the current plans for the Strategic Review. Pari proposed to the board the recommended timescale for the Strategic Review process which was said to commence from January 2015 and be launched by July 2015.

4.2 Dave presented the Dashboard paper to the Board.

- The concerns regarding the dashboard was explained to trustees, specifically around its inability of being able to reflect what is going on within the organisation.

Dave explained that the new structure provides a detailed explanation in the third column of the dashboard. Nona asked a question regarding the Staff Aim section of the dashboard. She questioned whether there is currently a consistency with the staffing recruitment process. Jarlath explained that there are consistent methods on all recruitment and a detailed objective report will be tabled at the next Board meeting.

ACTION: Jarlath to bring an update on consistent recruitment practices to the December Trustee Board meeting.

5. FINANCE

5.1 Peter presented the paper on the Monthly Management Accounts and a detailed Finance Report for August (Month 1)

He explained that the key reasons for the variances were due to timing issues. Peter referred to section 2.3 of the finance paper which lists the main variances. These were said to be around the areas of; Trading, Development, Activities & Opportunities and Engagement and Advocacy.

Peter and Stella agreed to meet for a more detailed discussion on the Union's finances to enable Stella to fully support the Board.

ACTION: Peter and Stella to meet to discuss the Union's Finances by the December meeting.

Peter concluded by saying that the Union's financial position is broadly positive and there are no reasons for concerns.

5.2 Peter presented the 2014/15 budget paper which the Trustees were asked to approve.

Peter explained the budget changes and the reasons for the approval. Trustees were directed to the budget paper which illustrated a summarised report of the changes.

Peter highlighted the income loss from the Athletics Union. Jarlath added that alternative funding will be sought.

Trustees agreed that the Union should temporarily underwrite the funding for the lost KPMG AU sponsorship to ensure continuation of club activity, with a view to finding new sponsors.

ACTION: The Students' Union to underwrite the lost KPMG sponsorship for the AU and find sponsors and report to trustees in the December meeting.

Trustees unanimously agreed by approving the proposed budget for 2014/2015.

6. FRESHERS REPORT

6.1 Nona presented a report on the 2014 Fresher's Fair.

- She explained that there was an overall positive view from this year's Fresher's Fair event with a detailed report providing an overview of LSE Fresher's activity between 23rd September and 10th October 2014.

Trustees were updated as to the outcome of the various events around the areas of: Engagement, Activities, Commercial and Communications.

Nona concluded the report by saying that it was the most ambitious and busy Fresher's fair to date.

7 ANY OTHER BUSINESS

7.1 Jarlath presented a catering feedback verbal update.

- He informed Trustees that so far the feedback regarding the –catering service has been positive and good in general.

Stella asked whether there are currently any advisors for the Catering Team. Jarlath explained that there are pending collaborations between the –Students' Union and the School's Catering Team. He added that a formal collaboration is currently being looked into with a framework being considered. He also explained that an external catering consultancy has worked with the SU and School to develop the service.

Nona highlighted that the catering prices have now– improved and are more student friendly and not too costly. However, Ingvild highlighted the current issue with the £3 minimal bankcard charge payment and the inconveniences surrounding exchange rates.

ACTION: Jarlath to look into the problem of minimum card spend impacting on international students wishing to pay by card for exchange rate reasons and report in the December Board meeting.

7.2 Pari informed members about the recent Trustee Board Induction that took place.

She welcomed any requests for further support or training for Trustees.

She provided an example of positive suggestions such as carrying out a buddying scheme or pre-meets for student/external trustees.

Trustees were asked to put forward their suggestions and thoughts via email to either Pari or Nona. Rahat offered to work between the Board and Pari on any Trustee development suggestions that come forward.

ACTION: Trustees to email Pari or Nona with any trustee support, training or development opportunities that they would like throughout their time as Trustees.

7.3 Trustees received the LSE Men's Rugby Club Appeal paper. The paper provided a detailed analysis as to why it is recommended to uphold the original sanction to disband the LSE Men's Rugby Club.

Trustees unanimously agreed to uphold the sanction and went further to state that a new LSE Rugby Club could only be created if there is sufficient evidence of a change in culture and that potential members of the club have taken a proactive approach throughout the year.

Nona recommended the creation of a Rugby Working Group, consisting of 1st and 2nd year students only, to lead on the change in culture and to build a new approach to LSE Rugby for future years.

Trustees concluded to assess the actions of the Rugby Working Group in May 2015 to decide whether the Club can be started for Michaelmas 2015.

ACTION: Nona/Alistair to update Trustees on progress with the Men's Rugby Club Working Group proposal at the December board meeting and to present a report with recommendations for/against lifting the sanction in May 2015

Trustees discussed the need to address the wider AU club culture.

Alistair informed members that he will be happy to circulate the current plans for this.

ACTION: Alistair to circulate the current objectives for the AU for All campaign by the December Board meeting.

Kabu stated the importance of increasing awareness of the complaints procedure. Alistair agreed to look into this and report to Trustees at the next Board meeting.

ACTION: Alistair to update trustees as to the reviewing process for the Athletics Union complaints procedure, at the December Trustee Board meeting.

8 **DATE OF NEXT MEETING:** 5pm Wednesday 3rd December 2014