

TRUSTEE BOARD MEETING | 5pm 21st October 2015

1. ANNOUNCEMENTS & MEMBERSHIP

Present: Nona Buckley-Irvine (Chair), Rahat Siddique, Stella Michael, Nadia Raslan, Jon Foster, Aysha Al-Fekaiki, Katie Budd, Ingvild Lockert.

Apologies: Scott Gammon, Indo Vickerson.

Absent: None

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

Trustee Board Chair formally praised and thanked Scott Gammon for the time and efforts made during his time as the Post Graduate Student Trustee.

Trustee Board Chair informed Trustees of Indo Vickerson's withdrawal from the Board due to study commitments.

Trustees praised and thanked Indo for the services carried out during her time as a student Trustee.

2. MINUTES OF LAST MEETING & SUB-COMMITTEES

2.1 The minutes of the handover meeting held in June 2015 were confirmed as providing an accurate record. Trustees noted that the current Education Officer and Community and Welfare Officers were not yet Trustees at the last Board meeting and should therefore have been noted as in attendance.

3. MATTERS ARISING

3.1 **All actions were confirmed as completed.**

4. CEO REPORT

- 4.1 The Chief Executive presented a report on the current staffing updates. Trustees were informed about the influx of new staff and role changes. An update on the new HR Manager role was provided. It was said that the purpose of the role was to be more supportive to the management team and to develop present skills and implement robust HR policies and procedures.
- Trustees further discussed the annual standing agenda items for future Board meetings and the proposal for Trustee Board sub-committees.
- The Chief Executive proposed a recommendation of up to three sub-committees.
- Trustees concluded by a unanimous decision to approve the proposed recommendation on the basis that the terms of reference for the sub-committees in accordance with the bye-laws, is presented to Trustees in the December Board meeting. Trustees were asked to put forward their suggestions and ideas on the processes and rules for the sub-committees to the Chief Executive via

email.

ACTION: Chief Executive to present draft terms of references for the Trustee Board sub-committees in accordance with the bye-laws. This is to be presented in the December Board meeting.

ACTION: Trustees to forward via email suggestions and ideas on the processes and rules for the sub-committees. An update on this is to be provided in the December Board meeting.

5. FINANCE

5.1 The Union's Finance Director presented a financial update on the Union's financial position to July 2015. Trustees were informed that as a result of final pre-audit checks taking place, the Union is now presenting a £26k surplus for 14/15 to the Auditors. This is £23k ahead of the figures previously advised and £7k ahead of the reforecast budget for year end. The finalised audited figures will be presented to Trustees in the December Board meeting.

The Finance Director concluded by saying the overall financial outlook for the Union is in a healthy position for the year.

5.2 The Deputy Chief Executive presented an updated budget paper. Trustees were asked to approve a detailed budget for 2015 – 2016 which outlines a £73k surplus budget. As £68k of this is required to account for the Pension pre-payment, this should be considered as a £5k surplus budget.

Trustees were reminded of the £23k increase above and were directed to table 1 seen on the budget paper.

The Union's reserves position (subject to audit) will therefore be £23k higher than shown in the tabled papers.

The key risks to the proposed budget were explained to Trustees.

Trustee concluded by a unanimous decision to approve the proposed budget paper. The Finance Director and Deputy Chief Executive were formally praised by Trustees for efforts made towards the financial planning and budget proposals.

6. STRATEGIC REVIEW

6.1 The Director of Membership presented an update on the Strategic Review and Plan. The board discussed how the progress could be measured and reported, and how success could be celebrated and communicated

ACTION: Director of Membership to develop a measurement and reporting process and bring back an initial performance report to the December Board meeting. The format of this to be viewed as draft and open for comment from trustees

Trustees concluded by formally praising the Senior Management Team for the time and efforts made towards the Strategic Review Plan process.

7. ANY OTHER BUSINESS

7.1 The Head of Activities presented a paper on Prevent providing background to the Government's Prevent Strategy. The paper was for note to ensure Trustees are aware of the Charity Commission's

interpretation of the government strategy in relation to the activities of students' unions.

The Union's External Speakers Policy was also presented to Board members. Trustees were asked to nominate a delegated Trustee to make case by case decisions on robust procedures on managing risks on event bookings and external speakers. It was recommended that the Activities and Development Officer should be the nominated delegate.

Trustees requested that the union analyse and flag any changes in decision making patterns as a result of this policy. It was agreed that this will be circulated to Trustees should any change in patterns occur.

ACTION: Head of Activities to analyse and flag any changes in decision making patterns as a result of the External Speakers Policy

Trustees requested for further information on the Union's No Platform Policy. It was agreed that this will be circulated to Trustees.

ACTION: Head of Activities to circulate to Trustees the Union's No Platform Policy.

Trustees suggested the annual reviewing of comparative Students' Union's No Platform Policies as a consideration.

Trustees concluded with a unanimous decision to approve the External Speakers Policy

7.2 The Welcome week report paper was presented by the Head of Activities. The overall feedback on the event and its delivery were positive. It was agreed that statistics from last year's event are to be circulated to Trustees for comparison purposes.

ACTION: Head of Activities to circulate 2014 welcome week statistical data to Trustee Board members.

The Trustee Board Chair formally praised and thanked the Head of Activities for the organisation of the Welcome week events.

7.3 The Director of Membership presented a paper on Part-Time Officers and Governance. It was confirmed that the process for Part-Time Officer's pay is currently under review and would be concluded by next Easter.

LSE had requested, as part of negotiating the Memorandum of Understanding, that the Union consider adding a second external trustee to the Board. Trustees were informed that students decide on the composition on the Trustee Board, and that 15% of students would need to participate in a vote to change it. Consensus was that whilst the Union was willing to put this out to vote it was unlikely to reach quorum.

ACTION: Director of Membership to organise a referendum during Lent Term on adding a second External Trustee to the Board. An update on this is to be provided in the December Board meeting.

7.4 Trustees were updated on this under item number 1.

AOB

Trustees discussed the possibility of changing the Board meeting time to instead take place from 4 – 6pm. It was agreed that the Trustee Board Chair is to circulate this suggestion via email to Trustees to determine preferences.

ACTION: Trustee Board Chair to circulate an email to Board members asking for thoughts on changing the Trustee Board meeting times to instead take place from 4 – 6pm. An update on this is to be provided in the December Board meeting.

DATE OF NEXT MEETING:

5pm Wednesday 9th December 2015