

Minutes of: **Board of Trustees** held on Wednesday 20th February 2019 at 2pm in SAW 3rd floor Meeting Room

Members: Zulum Elumogo (Chair), Faye Brookes-Lewis, Naveed Kabir, Yuvraj Khetan, Hannah Nairn, Bilal Bin Saqib, Andrea Solis, Will Stein.

Apologies: Martha Ojo

In attendance: James Hann (Interim Chief Executive), Kate Dawson, Jaine Fitzpatrick, Hassan Khan, Laurence Marie (Fitness manager) (Items 14 and 15), Johnnie Padilla (Bar & Venue Manager) (Items 14 and 15), Nick Smith (Secretary).

Item	
1.	The Chair welcomed Wil Barber as a new member and Hassan Khan to his first meeting of the full Trustee Board. The apologies from Martha Ojo were noted .
2.	There were no declarations of interest arising from the agenda.
3.	The board approved the minutes of the last meeting with the following amendment a) Under Item 10 d) fee fix was from 2020.
4.	The following Matters Arising were noted . a) The HMRC Making Tax Digital paper would come to the April Board however it is possible that recent updates to Exchequer (the finance software) may mean the implications and costs associated with this legal requirement may be minor. b) The positives of input from the Trustees Annual Report had been expanded through new posters around the union and embedding celebration of work was part of all staff 1-2-1s. c) The updated scheme of delegation would take place as part of the review of documentation once LSE SU had a separate staffing structure. d) Interim CEO priorities had been made and was reflected in the CEO report for this meeting.
5.	The board noted that since the last meeting the Chair had taken the following Actions on behalf of the Trustees a) Wil Barber, an interim External Trustee had been co-opted. b) The alternative investment conference had been signed and emailed to Trustee Board.
6.	The board noted the open minutes from the subcommittees
7.	The board noted the Chief Executive Report. The following issues were raised in conversation. a) The election dates were incorrect in the report. Nominations were open from 27/02 – 07/03, campaigning could take place between 14/03-21/03 and 18/03-21/03 was the period for voting. b) The Trans policy had been drafted by a joint staff member and would be presented to the LSE SU Trustee Board at a future date. c) Income through catering had improved, and retail continued to be positive through expenditure savings. The team were thanked for their work. d) The Union was engaging with the Best Bar None accreditation. Last year LSE SU won most improved Bar and had recently achieved 98% in this year's assessment. e) The Block Grant negotiations had started earlier than previous years and attempts were being made to ensure a three-year agreement to help the students' union plan its budget. f) The employee engagement survey had begun last week. The frequency of staff forum meetings had increased given the partnership work. There had been a few errors in

	<p>approach but it was generally felt that given the uncertainty of the partnership work that communications were of a high standard and staff felt engaged in the process. It was acknowledged that once more concrete proposals were ready for presentation that this could become more difficult for staff members. Encouragingly 40-50% of staff had engaged in the work stream process, but staff were still committed to delivering business as usual.</p> <p>g) A Data Protection Breach that was not reportable to the ICO had occurred. The breach was found by a staff member, rather than being reported and no students were believed to be have been impacted.</p> <p>h) There had been a theft of a credit card and £250 had been taken from the account. The process for sending retail items through the post had been reviewed and it was not expected this could happen again. A pre-payment card is being sought for these sorts of transactions.</p> <p>i) Students would be engaged in a referendum on democratic reforms and changes to the Articles. There were several focus groups and surveys being undertaken to decide what the questions would be.</p>
8.	<p>The board noted the reports from Executive Officers. The following was raised in discussion.</p> <p>a) ZE had successfully campaigned for a hardship fund for students who were unable to buy graduation gowns. The programme board and block grant negotiations were taking up much of his work. A three-year bursary in the name of Taha Saei Had been set up for a high achieving first year.</p> <p>b) BBS had set up regular drop ins for postgraduate students and an Indian Spiritual Guru was coming to the LSE in the future.</p> <p>c) The LSE had drafted a new policy to support Disabled Students as a result of work from FBL and she was continuing her work on mental health. Wellbeing events were scheduled for the coming months, especially during the exam period. She was also working on improvements to Peer Support.</p> <p>d) NK was pleased with the work that had been undertaken on the Student Union Fund. 78 applications from student groups had been received. Additional guidance for undertaking online elections for activities. A consultation on the SU events was being undertaken.</p>
9.	<p>The board noted the LSE SU Management Accounts. The following came up in conversation.</p> <p>a) The month showed a £500k against a budget of £72K. This was down to new grants and rent reimbursement.</p> <p>b) Trading income was down by £82k.</p> <p>c) Expenditure was below budget by £165K, mainly through cost savings but also through phasing. These savings had been taken into account for the reforecast budget.</p> <p>d) Liquidity was positive, with £1.7M in the bank at the end of November.</p>
10.	<p>The board approved the reforecast budget. The following was raised.</p> <p>a) Staff had engaged in an extensive reforecasting programme to improve the accuracy of the accounts and look for cost savings. This meant that Trustees could make decisions with a higher level of confidence.</p> <p>b) This budget represented a new surplus position of £80,000. It was noted that this was not a large surplus given the turnover of the union.</p> <p>c) Income expectations for trading and venue hire had been reduced based on the performance in the first time.</p> <p>d) While staffing savings were present there would be recruitment costs later in the year.</p> <p>e) The SUSS pension contribution increase would not impact this financial year, but the expectation is that this would be increase by 5%. Legal advice was being sought on behalf of several London Students' Unions.</p> <p>f) Work would continue to ensure that grant related expenditure and income were properly assigned to the correct lines.</p>

11.	<p>The board noted the high-level risks from the Risk Register.</p> <ul style="list-style-type: none"> a) The Audit and Risk Committee had reviewed the entire set of risks for the organisations. b) There was a lower appetite for risks related to finance and compliance but there was a higher appetite to engage with reputational risks. c) Risk of injury in the gym remained high even after mitigation because of the nature of the activities. d) The external speakers risk remained high because of the reputational risk, the number of speakers involved and media interest in this topic.
12.	<p>The board approved the legal basis for dissolving the Partnership.</p> <ul style="list-style-type: none"> a) The Partnership Programme Board had discussed this in depth. b) The board agreed that confidentiality should be retained between SU Arts and LSE SU and that any costs should be shared between the two unions.
13.	<p>The board approved the Strategic Priorities for the organisation. The following was raised in discussion.</p> <ul style="list-style-type: none"> a) Extensive work had been carried out with sabbatical officers for this proposal. The student body would also have their views sought.
14.	<p>The board noted a Fitness report led by Laurence Marie. The board thanked staff for the work that had occurred, and the following was raised in discussion.</p> <ul style="list-style-type: none"> a) The challenges faced by the LSE SU gyms were very similar to those fitness facilities found on the high street and elsewhere. There had been an increase in budget brand gyms appearing within the market during the past 5 years. b) It was noted that the start of the academic year had not brought the expected income through the gym, but the department had responded to this as quickly as possible. There were specific points in the year such as January when meaningful attempts could be made to boost income. c) Changes had been made to the way gym membership could be paid for and the length of memberships to consider the university holidays. Additional security measures were in place to reduce non-members coming into the facility. The additional funds released by the board would be used to improve this further and it was hoped that this was completed in the next few months. d) Performance had been above budget in December through to January.
15.	<p>The board noted a Bars Report led by Johnnie Padilla. The following was raised in discussion.</p> <ul style="list-style-type: none"> a) The "Nachos" Club Night had returned a profit of only £49 and so a focus would be made on Friday night bar activity. b) An Events and Entertainments Coordinator had been recruited and would focus 50-60% of their time to develop the bars. The Tuns bar was predicting a £40,000 deficit this year. It was hoped that this could be reduced by a further £20,000 in under 14 trading weeks but this was a challenging target. This coordinator would be the key link with student groups, staff and the Student Engagement Team. c) An architectural review proposal was being created and would be ready for review in March. It was hoped that any work would be undertaken ready for the next academic year. d) Alternative events might allow for a more flexible interpretation of the licensing requirements and this was being investigated. e) The bars team and Head of Commercial were thanked for their work and it was hoped that the additional capacity of the Events and Entertainments Coordinator would be useful. This contract period was about a proof of concept for the position and there was an opportunity for extension.

16.	The board noted the agendas for the next meetings. a) HMRC and digital VAT should be included at the April meeting. b) The date of the April meeting should be changed to 9.30am on April 25 th .
17.	The board discussed the following emergency business a) Andrea would be added to the Audit Committee.

DATE OF NEXT MEETING: Monday 25th April 2019 at 9.30am

PAPER CIRCULATION: Friday 12th April 2019