

Minutes of:	Board of Trustees
Location:	Students' Union meeting room, Saw Swee Hock Centre, 1 Sheffield St, London, WC2A 2AP
Date and Time:	15 th November at 2pm
Members:	Tito Molokwu (Chair), Eva Abieyuw, Sana Agarwal, Marie-Helene Blattmann-Lenoir, Helen Bourne, Zarli Dickinson Robel Iyassu, Rosa Scoble, Wajiha Umar, Reese Wong.
In attendance:	Grace Brockhus, Michelle Berry, Andrew Massiah, Shelley Twitchen, Nick Smith (Secretary).
Apologies:	Lauren Amdor

	Item
1.	There were no apologies to note .
2.	There were no conflicts of interest arising from the agenda.
3.	The board approved the Minutes of the October Board Meeting. There were no matters arising not on the agenda.
4.	The board noted the minutes of the staffing subcommittee.
5.	There were no chairs actions taken since the last meeting to report.
6.	<p>The board noted the acting CEO Report</p> <ul style="list-style-type: none"> a) Over 10,000 students attended the welcome fair and collaborations had been undertaken with 8 out of 25 school departments. Additional collaborative events would be held during the year ahead. b) 5,000 students had been trained on consent in this period. c) Sabbatical officers had been lobbying the School for better green spaces. d) Objective setting for staff was being undertaken. e) There was a higher demand for hardship fund than in previous years across all year groups. The fund from the School had been doubled. f) New office equipment had been supplied following the approval at the Trustees last board meeting. g) SLT were meeting on a weekly basis to try and reduce burnout for staff members during the absence of the CEO including using consultants wherever possible. Sickness rates were similar to the previous year. 3 members of the SLT had been trained on safeguarding. h) Leavers were doing so for career development rather than concern about the students' union. Anonymised exit interview data should be presented to the board at the June trustee board. <p>Action: AM</p> <ul style="list-style-type: none"> i) The board noted the need for a rigorous process in any investigation by the Returning Officer. j) A review of organisational compliance and governance would be undertaken. <p>The board approved a strategy</p> <ul style="list-style-type: none"> a) A process for review throughout the lifespan of the strategy should be developed. b) Quantity of participation was a more important measure than individual improvements in particular areas of leadership. c) A fourth category of leadership should be added and the phrasing of "levels" should be removed.

7.	<p>The board noted the management accounts and an update on the finance systems.</p> <ul style="list-style-type: none"> a) The treatment of rent had changed in the lease which meant that the £112k variance would not be carried through over the rest of the year. This did not impact the bottom line of the union. b) The £44,000 restricted budget deficit was due to phasing on the running of clubs and societies. c) Due to delays in the School paying the Block Grant to the union the cost of living allowance for staff had not yet been awarded. It would be delivered by the end of November and backdated to August. d) With the exception of reduced expenditure in senior staffing the financial position was comparable to last year. e) The September numbers were too early to model the impact of commercial services. f) Changes in term dates meant that the weekly income planned in the start of the term was likely to be realised towards the end of the period. g) Different types of events and activity including those for partnerships should be assigned to the same cost centre to better reflect the operations work. h) Testing for the new finance systems would begin in December ready for the new finance system to "go live" in January. i) A definition of "affiliation should be developed". <p>Action: ST</p>
8.	<p>The board approved a proposed set of Articles</p> <ul style="list-style-type: none"> a) The board considered appointment of student trustees but kept the status quo that they should be elected. b) A decision without a meeting should be a majority decision if possible but as the School had concerns about this in the past the board would be content with the status quo. c) The draft Articles should be sent to the School. <p>Action: NS</p>
9.	<p>The board approved the upgrade of Audio Visual equipment.</p>
10.	<p>The board approved a new set of byelaws for discussion by student members which would mean that the Returning Officer would not be a student.</p>
11.	<p>The board approved a dignity at work policy</p> <ul style="list-style-type: none"> a) Clarity was needed that the first point of contact would be HR. b) Safeguarding procedures would apply to all union members and staff. c) It should be clear that the investigation by the General Secretary or HR member should be by delegation. d) Any form of allegation could be received not just an email. <p>Action: AM to make those changes</p>
12.	<p>The board noted an update on commercial services review.</p> <ul style="list-style-type: none"> a) There had been a lot of positive activity since the last meeting's report and staff were thanked for their work. b) Three Tuns was up by 30% and though the café was performing better there were still concerns here despite the work of staff. c) Designated Premises Supervisor status should be transferred to Tom O'Sullivan who had agreed to take on this responsibility.
13.	<p>The board noted actions on a student members meeting policy.</p> <ul style="list-style-type: none"> a) A student proposed a policy to the student members meeting about the Middle East Crisis. b) TM read out the proposed policy from the student. Advice had been sought from NUS and staff had discussed this with the student. c) It was important that the democracy panel ensured a balance debate with different views at the meeting as well as the legal guidance on charities that was available.

	d) Any final version would still come back to the trustee board once discussed by the student panel. Action: TM / NS
	Closed Business
14.	The board approved the closed minutes and a staffing paper.
15.	There was a Trustee discussion without staff.