



**Meeting of:** LSE Students' Union Trustee Board

**Location:** 32 Lincolns Inn Field G.07

**Date and Time:** Monday 12<sup>th</sup> March 2018 3 – 6pm

**Members:** Mahatir Pasha (MP) (Chair), Megan Beddoe (MB), Daniel Cayford (DC), Peter Elliott (PE), Zulum Elumogo (ZE), Phillip Ershov (PE), Rohan Sankhla (RS), Esohe Uwadiae (EU)

**In attendance:** Yemi Gbajobi (YG) (Chief Executive), Jane Fitzpatrick (JF), Pavinder Mehmet (PM), Jo Okai (Secretary) (JO), Emilie Tapping (ET)

**Apologies:** Kahdija Ahmed (KA), Anjali Srinivas (AS), Tatiana Martinez (TM)

Part A: Introduction	
1.	<b>Announcements &amp; Membership</b>
	The were no announcements or declarations of interest.
2.	<b>To APPROVE Minutes of the Last Meeting</b>
	The minutes of the February Board meeting were approved.
3.	<b>To NOTE the Matters arising</b>
	<p>The Trustee Board Chair informed members that a Society has notified the Union that they would like to bring in a Neo-Fascists external speaker to the School for a German Society event. Notification of this has been brought to the Board as this may cause a potential issue although no matters of concern has arisen.</p> <p>Any flagged concerns regarding the event, will be notified to Board members via email.</p> <p><b>ACTION:</b></p> <p>Trustee Board Chair to notify Board members of any flagged concerns regarding Neo-Fascist German Society event.</p>
4.	<b>To NOTE Chairs Actions taken since the last meeting</b>
	<b>Board Secretary</b>
	All actions were confirmed as complete.
5.	<b>Update from Subcommittees</b>
	<p>It was said that the Trustee Board Secretary is to circulate the Sub-Committee meeting minutes.</p> <p><b>ACTION:</b></p> <p>(JO) to notify External Board secretary to circulate meeting minutes of the Audit and Risk and Staffing Sub-Committee meetings.</p> <p>A verbal update regarding the SUSS pensions scheme was presented by the Chief Executive.</p> <p>It was said that a series of questions will be drafted to present to NUS regarding the current deficit.</p> <p><b>ACTION:</b></p> <p>(YG) to draft questions to put forward to NUS regarding current deficit.</p> <p>(PE) confirmed he will be attending the annual general SUSS meeting scheduled to take place on the 2<sup>nd</sup> May. Board members will be presented with an update in the May Board meeting.</p>

	<p><b>ACTION:</b> (PE) to present update to Board members regarding SUSS annual general meeting.</p>
<p><b>Part B: Standing Items</b></p>	
6.	<p><b>To NOTE the report from Executive Officers</b></p> <p>The Chair informed members that the key discussions taking place amongst the Executive Officers is regarding the NSS Boycott, which is being discussed in the Union General meetings. The Education Officer further informed members that proposals have been put forward to the School regarding course and departmental reforms. Trustees requested for the data on previous year's elections to be made available online for improved transparency. <b>ACTION:</b> (JO) to ask Website Coordinator to post elections data from 2016 – 2017 onto the Union's website.</p>
7.1	<p><b>To NOTE the Chief Executive Report</b></p> <p>The Chief Executive presented a staffing report update to Board members. It was said that a review is currently in place regarding a vacant Communications Coordinator role. Trustees were further informed that a handover document for the Trustee Board has been created and will be circulated to Board members. <b>ACTION:</b> (YG) to circulate Trustee Board handover document. Trustees were notified about a recent fight night event which consisted of AU members behavioral issues towards the paramedics. Members agreed that a general review of the fight night event is to take place due to the responsibility the Board collectively has for such events. The rationale of the review is to also be clearly communicated to students. Board members recommended that training for AU members is to be arranged, which would display the Boards implementation of their due diligence. Trustees further advised that professional and specialist Health and Safety guidelines of the fight night events is to be made available. Trustees learnt that the Chief Operating Officer is the investigating officer for the fight night event matter. It was said that a recommendation report would be drafted and presented to Trustees for consideration in the May Board meeting. The Board was advised to send through ideas on what support the Executive members should have. <b>ACTION:</b> (JF) to email Trustees for guidance on the type of support that should be provided for the AU executive team. A recommendations report on the fight night event is to be presented to Trustees for consideration. Members discussed updates regarding the graduation ball event. It was said that a breakdown of the costs is to be made available to students in understanding the profits made by the Union. <b>ACTION:</b> (JF) to provide SU profit break down of graduation ball tickets.</p>
7.2	<p><b>To NOTE the LSE SU Management Accounts</b></p>

	<p>The Head of Finance presented the management accounts which was said to provide a summary of the Union's financial position to December 2017. It was said that the Union is currently in the process of recovering £43k from the School as an aged debt.</p> <p>Members were further provided with a financial analysis of the Unions income, expenditure and highlights from the departmental summaries.</p> <p>It was concluded that the deficit the Union was previously in was largely due to the timing of grant payments by the School. The Union's working capital was said to be in a healthy position resulting in the ability to pave way to the day to day requirements.</p>
7.3	<p><b>TO APPROVE a revised scheme of financial delegation</b></p> <p>The Chief Executive presented to Trustees a proposed scheme of financial delegation which was said to propose the total amount a member of SU staff can sign off. A breakdown of the delegated limit and the staff level can be seen in fig 2. of the paper. Trustee Board members queried the term collectively, seen in fig.2. Trustees were advised to confirm the practical meaning of this term. It was suggested that the proposed scheme of delegation be approved in principle pending a report being drafted to determine the meaning of the term collective agreement.</p> <p><b>ACTION:</b> (YG) to present report on the meaning of collective agreement as seen in proposed scheme of financial delegation. Board members agreed for the scheme to be shared with the staff team.</p> <p><b>ACTION:</b> (YG) to circulate scheme of financial delegation to staff team.</p>
8.	<p><b>To APPROVE an update on the 2018/9 Budget timescales</b></p> <p>The Chief Executive presented an update on the 2018-2019 budget process and timescale. Trustees advised that the July Board meeting is to be moved to an earlier date due to the new intake of Trustees.</p> <p><b>ACTION:</b> (JO) to change July Trustee Board meeting date to take place prior to the current Trustees last day in office. Trustees concluded by approving the proposed budget plan timetable.</p>
9.	<p><b>To NOTE progress against Strategic Plan Implementation</b></p> <p>The Chief Executive presented a tabled Strategic plan dashboard paper. Key performance indicators will be presented for discussion at the April staff away day. It was said that Trustees are able to attend.</p>
<p><b>Part C: Any Other Business</b></p>	
10.	<p><b>To NOTE a report on elections</b></p> <p>The Director of Membership presented an update on the Lent terms elections. It was said that there was a drop in the post graduate votes. Board members were advised to consider ways of improving this going forward. Board members advised that staff provide knowledge sharing of the SU to potential candidates running in the elections so the practical running of the SU is widely known. It was said that thinking of standing sessions should be coordinated by SU staff members and not sabbatical officers.</p>
11.	<p><b>To APPROVE a Data sharing policy with LSESU and RECEIVE an update on GDPR compliance</b></p> <p>The Director of Membership presented an update on the proposed Data Protection Policy which was said to require Board approval.</p>

	<p>It was said that a copy of the sharing agreement will be circulated to Board members for consideration.</p> <p>Board members are to confirm approval after sharing agreement has been circulated. Approval is to be confirmed by Monday 26<sup>th</sup> May 2018.</p> <p><b>ACTION:</b></p> <p>(ET) to circulate Data Sharing agreement Policy to Board members for approval.</p>
12.	<b>To APPROVE a paper on Governance proposals for the following year</b>
	<p>The Chief Executive presented a paper on governance which contains a plan of work to help develop Board members and review their effectiveness. This was said to be for approval.</p> <p>Trustees unanimously approved the proposed paper.</p>
13.	<b>Any other EMERGENCY Business</b>
	There were no closed business matters to discuss
<b>Part D: Closed Business</b>	
14.	<b>General Closed Business (1 Item)</b>
	There were no closed business matters to discuss
15.	<b>Trustee Closed Business</b>
	There were no closed business matters to discuss

**DATE OF NEXT MEETING:**

Wednesday 9<sup>th</sup> May 2018 3pm