



<b>Minutes of:</b>	Board of Trustees
<b>Location:</b>	Vera Anstey Room, LSE
<b>Date and Time:</b>	24 <sup>th</sup> February 2020
<b>Members:</b>	Zulum Elumogo (Chair), Wil Barber, Jack Boyd, Anooshka Choudhary, David Gordon, Issam Jamaledine, Martha Ojo, Inka Pearson, Yusuf Rafique.
<b>In attendance:</b>	James Hann (CEO), Jasmeet Chana (item 19), Jen Hastings, Maddy Thomson and Nick Smith (Secretary).

*Items starred (\*) are for approval or information and will be labelled as such. Items will be starred where they are non-controversial and are to be approved or noted without discussion.*

### Item

1. The chair **welcomed** members to the board and noted apologies
2. There were no Conflicts of Interest to declare.
3. The board **approved** the Minutes of the Last Meeting without amendment / with the following amendments
  - a) Item 6 should read "Polish business society".
  - b) David had updated his work on student mental health.
4. The board **noted** the draft Minutes from the subcommittees
5. The board **noted** the following Matters arising
  - a) There was not currently any progress on appointing new advisors for the audit committee, but this would be made before the end of March.
6. There were no Chairs Actions taken since the last meeting.
7. The board **noted** the Chief Executive Report.
  - a) This report had been to staffing committee who had discussed in depth.
  - b) The board **agreed** the change to the staff sickness policy.
8. The board **noted** an update from officers
  - a) JB had been working to increase volunteering with AU clubs. He had worked hard on a new Drug policy which had passed through the UGM. There had been a strong pool of candidates for the Sport's coordinator role.
  - b) The online support map was the main piece of work for DG in recent weeks with students being extensively surveyed.
  - c) Refreshment provision for library users outside of core hours was a campaign led by AC as well as helping postgraduates destress during the Lent term.
  - d) The Graduate Teaching Assistant report was being presented to the School and MO was now working on the Teaching awards. MO was also helping to improve the course rep process.
  - e) ZE was working with the RAG president on improving careers including events held within the LSE SU venue. Alongside the LSE Estates committee he was working on a joint partnership with St Mungo's to have a full time caseworker for homeless in and around campus and training for security personnel.

9. The board **noted** the December management accounts. The following was raised in discussion
- Trading income had fallen between budget during December for the first time.
  - Costs related to AV technician callouts were a point of weakness but difficult to solve in this instance.
10. The board **approved** a reforecast budget. The following was raised in conversation
- The proposal was a £48,000 deficit which was better than expected. The majority of savings had been made on staff (£119,000) and rent costs to try (£115,000) and work against the income.
  - The sale of the daily grind units was expected to be higher than originally budgeted.
  - Additional costs for the refurbishment of the 3 Tuns, the website and finance software were added to the budget. Some of these costs were unexpected because of the change in staffing over the Summer.
  - Future support for the Trustees was requested for the finance papers including more visuals for the commentary.
- Action:** MT
11. The board **approved** a Reserves Policy. The following was discussed
- This has been discussed at the working group in January and then recommended to the board at the subcommittee.
  - The Union would work towards a reserves position of £300k which was based on 2-3 months working capital. The plan would be to add £50k per year to the reserves position.
  - The board approved the movement of the gym reserves into the general funds.
12. The board **noted** the high-level risks report from the Audit Committee.
- A separate risk on passing the new Articles should be added to the register.
13. The board **noted** an update on the presentation of the strategic plan. The following was discussed
- Focusing on four areas was very helpful for the website so that the Union's plan could be accessible to its members.
14. The board **approved** a democracy review proposal. The following was raised in discussion
- The board considered the time resources used for the byelaws compared to the changes to the Articles. The board debated the attention of students on governance related issues and whether a focus on the referendum was where political capital of officers should be spent.
  - The board **agreed** to postpone all changes to the byelaws and democracy review next year under option 2.
15. The board **approved** an Equality, Diversity and Inclusion Policy.
- The policy aimed to embed a strategy for equality, diversity and inclusion within the Union. A large number of staff had engaged with this process.
  - In some cases the KPIs would require development as the data the Union held on diversity was improved.
  - The policy should be added to the Union's schedule of business
- Action:** NS
16. The board **approved** a Relationship agreement with LSE.
- This was based on discussions between JH and ZE and the School. The School had accepted the proposals.
  - The agreement would last for five years but would include an annual break clause.
17. The board **approved** a Data sharing agreement with Arts SU with delegated authority to JH to make minor changes to wording with Arts SU.
18. The board **noted** the report of events held during Michaelmas Term.

- a) There had been an increase in revenue and this could be as a result of the rebrand in the 3 Tuns or the development staff member. There had been an increase in wet sales.
- b) Student run events were the most popular even where they were not most profitable. The policy that prioritised student led events over external clients was under review and would come back to the Trustee Board.

**Action:** JH / JP

- 19. The board **approved** a website development paper. The following was discussed
  - a) The attempt to recruit a student member of staff had been unsuccessful. There had not been a website developer in role since March 2018.
  - b) A feedback process on the website had been carried out between January and February to review the current content. The responses indicated an average reaction to the website.
  - c) The board **approved** £11,256 for the website development to be used on an external agency.
  - d) The board wanted assurance that staff training would be part of the tender process and that staff members would all be developed in updating and maintaining the website.
- 20. The board **noted** the agenda of the next meeting.
- 21. There was an additional item on the revised SU Articles for the board to discuss. The following was raised.
  - a) The board **agreed** to use the current name of LSE within the Articles.
  - b) The board **agreed** to retain the current dissolution clause.
  - c) The board **agreed** that different status of affiliate membership to the Union should be decided by Trustees.
  - d) The board **agreed** to reduce the percentage for referendums that would remove a Trustee should be set at 5%.
- 22. There was an opportunity for the Trustees to meet without staff.