

- Minutes of:** Board of Trustees
- Location:** Students' Union meeting room, Saw Swee Hock Centre, 1 Sheffield St, London WC2A 2AP
- Date and Time:** 11th September 2024 at 4pm
- Members:** Tito Molokwu (Chair), Sana Agarwal, Lauren Amdor, Marie-Helene Blattmann-Lenoir (items 1-14), Helen Bourne, Vaidahi Sharma, Wajiha Umar, Reese Wong.
- New members:** Eva Abieyuw, Rosa Scoble
- Apologies:** Zarli Dickinson, Robel Iyassu
- In attendance:** Ben Whittaker (CEO), Nick Smith (Secretary).

	Item
1.	The chair welcomed members and the board noted apologies. Eva Abieyuw and Rosa Scoble were appointed for a term of 3 years until 10 th September 2027.
2.	There were the following conflicts of interest to declare: a) Staff and officers had a minor interest on the HR policies.
3.	The board approved the Minutes of the June Board Meeting and the noted the August subcommittees.
4.	There were no matters arising not on the agenda.
5.	The board noted the following chairs actions taken since the last meeting a) The rent cheque had been paid on behalf of the trustee board.
6.	The board noted the following update items from the Company Secretary a) The Freedom of Speech (Higher Education) Act had been paused. If reinstated the work undertaken would be used to prepare the union for the obligations but the work on effective event management would continue.
7.	The board noted the Chief Executive Report and presentation a) The head of student voice had left the organisation which was an expected exit. They had moved to the civil service. b) No severe healthy & safety or safeguarding issues had been raised. c) Work to developing a more suitable risk register was being undertaken. The process for increasing and reducing risk should also be clearly defined.
8.	The board noted the management accounts a) The draft position was a £181k surplus which was almost equivalent to the cost of living uplift from the school. b) Income had been improved with an additional £22k from the gym. c) The reserves position would be around £686,854 against a target of £505,000 should this surplus be realised.
9.	The board noted a financial update a) There were no updates on the pension scheme's position at this stage.
10.	The board noted an update on the finance systems a) SMT were confident that the end of year audit would be possible with the finance systems and this risk was therefore reduced.

11.	<p>The board approved the replacement of IT equipment</p> <ul style="list-style-type: none"> a) Several of the laptops and computers being used by the union were several years old, some up to 10 years old. This was starting to be a risk for the organisation. b) Procurement from LSE was expensive but allowed the school to support the hardware with protection against cyber security. c) This would lead to a £73,000 expenditure within the next year. d) Existing laptops will be wiped and salvaged where possible – for example for one off activity during welcome week or other events.
12.	<p>The board approved the Health & Safety policy</p> <ul style="list-style-type: none"> a) This had been discussed at 2 subcommittees. b) If approved this would be used to update the other policies and operations within the organisation. c) Risk assessments would be created using the School’s software but an annual audit of health and safety compliance should be part of the board’s work. <p>Action: BW</p> <ul style="list-style-type: none"> d) “Berrylands” should be added to 8.1 as an area where LSE SU operated. e) In addition to career staff there may be provision for first aid training within student groups. f) Under sections 22 and 23 “near misses” should be added to the policy. g) 35.1 should be expanded to include “infectious diseases” as well as pandemics. <p>Action: BW</p> <ul style="list-style-type: none"> h) Guidance for staff and volunteers should be made available to trustees. i) Finance, Audit and Risk subcommittee should consider if a separate policy on student activities health and safety should be included. <p>Action: FAR</p>
13.	<p>The board noted the staff survey results</p> <ul style="list-style-type: none"> a) Career staff satisfaction had dropped 1% compared to the previous year but was still in the top 50% of the sector. b) A pay and reward review was being considered following a request by the staffing subcommittee. c) Quarterly “pulse” surveys would be undertaken with student and career staff to track changes.
14.	<p>The board approved a staff handbook including the policy changes and the contract templates</p> <ul style="list-style-type: none"> a) A reference to consent-Ed training should be added to section 2.4 of the handbook. The board noted the necessity to have all staff members trained. b) A sexual harassment policy should be brought to the February staffing subcommittee but some informal work should be done before that point and reported to the next subcommittee. <p>Action: BW</p> <ul style="list-style-type: none"> c) The communications team should ensure the document was accessible. Definitions on grievance would vary depending on the case and an investigator would be able to use their judgement. d) All appeal requests should have a 7 day limit.
15.	<p>The board noted an update on the 5 year articles review</p> <ul style="list-style-type: none"> a) Under the 1994 Education Act the School was required to review the union’s articles every 5 years. This was due at the end of the academic year. b) A paper with a proposed update to the articles – including options for appointed student trustees and the ability to include additional lay trustee should come to the next board. <p>Action: NS</p>
16.	<p>The board agreed to set a board meeting in the week of the 9th December via email to replace the planned meeting on 2nd December.</p>
17.	<p>The memorandum of understanding brought to the last board meeting was being reviewed with the School and a revised version would come to a later meeting.</p>