



Minutes of:	Board of Trustees
Location:	SAW 3 rd floor Meeting Room
Date and Time:	3pm, Wednesday 19 th June 2019
Members:	Zulum Elumogo (Chair), Wil Barber (items 1 and 2), Faye Brookes-Lewis, Martha Ojo, Will Stein.
In attendance:	James Hann (Interim Chief Executive), Kate Dawson, Hassan Khan, Nick Smith (Secretary).
Apologies:	Hannah Nairn, Yuvraj Khetan, Bilal Bin Saqib, Andrea Solis & Paul Vella.

Item

1. The board **welcomed** members and noted apologies
2. The board received an update from the chair on the CEO recruitment. A panel had met and interviewed James Hann the interim Chief Executive Officer for the permanent role and was recommending that he should be appointed for the full-time role.

The Trustee board **approved** James to a full-time role. Further work for him would include working with other students' unions and aligning his KPIs with the objectives of the students' union officers.

It was noted that until the return of the CEO of SU Arts JH would spend 0.5 days a week at that Union which the board **agreed**.
3. ZE and MO declared conflicts of interest under agenda item 19 as they would be subject to any change in sabbatical officer pay. They would not be part of that conversation and had not seen the paper prepared on the subject.
4. The board **approved** the Minutes of the Last Meeting without amendment.
5. There were **no Matters arising** from the minutes not on the agenda.
6. There were **no Chairs Actions** taken since the last meeting to note.
7. The board **noted** the Chief Executive Report. The following was raised in discussion.
 - a) The democratic review proposals would be assigned to the new CEOs of LSE SU and SU Arts for completion by August 2020.
8. The board **noted** the report from Executive Officers
 - a) FBL had been completed her work on the mental health and wellbeing report from the 500 responses received from students. It would be passed on to the education committee but the School was slow in implementing change. The AU code of conduct had been prepared and she was preparing for the handover to David Gordon her successor.
 - b) MO was pleased with the work on black history month and changes to the module accreditation process. The School's Education committee had increased representation based on her work. She was now on the NUS Higher Education Zone.
 - c) ZE was particularly proud of supporting extra finance for students to attend graduation, fixing international student fees over the course of their study from 2020. He was now

chair of the LSE Welcome group that oversaw welcome and induction of new students. The new space being opened on the LSE campus was believed to be a real asset for the next year.

- d) In future years an impact report about the work of the officer team should be published in May.

Action: JH

9. The board **approved** a budget for the next year. The following was discussed:
- HK had worked to reduce the deficit for the next year K to the proposal of a £60k deficit, but it was expected that this could be reduced during the year through emergent cost savings.
 - The union was taking a pension deficit contribution holiday for a year, but any surplus made would be put into the pension.
 - The overall spend for the year would be £4.88M.
 - A proposal for a graduation ball had not been put forwards. If it was then the board would consider the costs for that as part of the financial position they found themselves in next year.
 - The reduced clubs and societies fund would be offset from carried over students' union funds and additional funds from the next academic year.
 - The hardship fund for this year had almost all been spent partly through greater awareness of its existence. This was increased for next year through the combination of the student childcare fund from LSE (which had been underspent). This would be administered by the union.
10. The board **noted** the LSE SU Management Accounts for the end of March. The following was raised.
- The balance sheet had good liquidity with cash reserves of £1.7M.
 - Expenditure in the final months had been kept under control and trading was up on expectations. This meant that the final year position was likely to be better than expected.
 - Thanks were offered to Hassan Khan for his extensive work restructuring the financial codes, preparing a budget and ensuring financial information was available to the board.
11. The board **approved** an update on strategic priorities. The following was noted.
- The strategic priorities would become part of the organisation's culture and appraisal targets across all of the staff team.
 - KD was thanked for her work on this programme of work.
12. The board **approved** a data sharing agreement. The following was noted in discussion.
- The proposed data sharing agreement with SU Arts was based on a one year basis to make sure that as the two union' staffing structures split that information could be passed between the two organisations.
13. The board **approved** a set of bank signatories and authorisation limits.
- It was **resolved** that the SU General Secretary, Zulum Elumogo; SU Activities and Development Officer, Jack Boyd; SU Community and Welfare Officer, David Gordon and SU Education Officer, Martha Ojo would be bank signatories.
 - It was **resolved** that the SU General Secretary, Zulum Elumogo could act on behalf of the board between meetings.
 - The board **resolved** to set the financial limits to the following.
 - Trustee Board £50,000+
 - Audit Committee £50,000
 - Chief Executive Officer £40,000
 - Head of Finance (until 01/10/19) (TBC by the General Secretary)
 - Heads of Service £20,000
 - Managers £10,000
 - Coordinators £1,000

- d) These supersedes all previous authorities.
14. The board **approved** a Trans* policy with the amendments below. It was noted that this had come through the staff forums and was a result of the staff wellbeing committee work.
- a) 10.4 should be altered to be an expectation to attend gender pronoun workshops.
 - b) 16.2 should be altered to provide gender pronoun workshops.
 - c) In future the board cover sheets should have a reference to equality impact assessments.
15. The board **noted** the agenda for the next board meeting*
16. Thanks were offered to the trustees who were leaving at the end of this board.

Bilal Bin-Saqib Will Stein, Faye Brookes-Lewis, Hannah Nairn, Yuvraj Khetan & Paul Vella.

Thanks were also offered to both Kate Dawson, interim Head of Membership, Jaine Fitzpatrick Chief Operating Officer and Hassan Khan interim Finance Manager who were also all leaving before the next meeting. They were praised for their services as staff members supporting the organisation.

DATE OF NEXT MEETING: 16th September 2019