



- Minutes of:** Board of Trustees
- Location:** Vera Anstey Room
- Date and Time:** 18th September 2019
- Members:** Zulum Elumogo (Chair), Jack Boyd, David Gordon, Martha Ojo, Inka Pearson.
- Apologies:** Wil Barber
- In attendance:** James Hann (CEO), Sarah Chowdry-Grant, Jasmeet Chana, Jen Hastings, Nick Smith (Secretary).

| | Item |
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| 1. | The chair welcomed new members and noted apologies |
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| 2. | The board noted a presentation from the new members; Jack, David and Inka. |
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| 3. | There were no Conflicts of Interest to declare |
| | <ul style="list-style-type: none"> a) The board noted that David Gordon was interested in Wellbeing events project. It was felt that this was not a conflict and that he could remain in the room for the discussion. |
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| 4. | The board approved the Minutes of the Last Meeting with the following amendments |
| | <ul style="list-style-type: none"> a) 9a should be changed to work towards a deficit of £60,000. b) 9d The plan was to hold a Summer "Ball" not "Board". c) 9f was a student "childcare" fund not "parent" fund d) Andrea Solis was continuing as a Trustee |
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| 5. | The board noted the following Matters Arising from the minutes |
| | <ul style="list-style-type: none"> a) The data sharing agreement under section 12 had not yet been signed as SU Arts were seeking advice on this before this is completed. |
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| 6. | The board noted the following actions taken by the Chair since the last meeting |
| | <ul style="list-style-type: none"> a) The 3 Tuns redevelopment of £21,250 had been signed by the Chair. This has been done so that the activity could be completed before week zero. |
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| 7. | The board noted the Chief Executive Report. The following was raised in discussion. |
| | <ul style="list-style-type: none"> a) A large amount of work had been undertaken in recruiting into the new staffing structure and supporting their induction and integration. b) All staff members had been brought together onto the same floor to improve cohesion and communication. c) In answer to an email from Wil Barber, the finance manager had been recruited and would be in place for handover with the interim Head of Finance . d) Noting that there was still work to be done the management were pleased with the progress over the summer. e) In future the CEO report would include progress against the detailed objectives set later in the operational plan. |
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| 8. | <p>The board noted the priorities from the Executive Officers</p> <ul style="list-style-type: none"> a) This set out the key areas for the union officers and would be a regular item to the meeting. b) The board approved the allocation of £15,750 from reserves for sabbatical priority spending in the year ahead. The procedure introduced this year allowed for greater transparency of the officers' priorities and how the allocation of reserves supported the delivery of these activities. c) Trustees noted the members' request for the Summer Ball to be held and for officers to lobby this to happen. It was felt that the £10,000 contribution was proportional to this request and would include a hardship fund for attendees. Additional funding for the event would come through ticket costs and external sponsorship. d) The funding from the School for the Summer Ball was not yet confirmed but it was thought the outcome was likely to be positive. e) The £15,000 from Black History Month outlined in the original paper would no longer be required and the welfare events would be up to £5,750 and the actual costs needed would be revised if necessary. f) In future it was requested that a specific budget for each officer was included in the budget for the year ahead. <p>Action: JH</p> <ul style="list-style-type: none"> g) Further funding requests for the website would come to a later board meeting. At present while the numbers accessing the website had increased considerably, retention and engagement from students was poor. This would not include changes to the MSL system. An update should come to the November meeting. <p>Action: JC</p> |
| 9. | <p>The board noted a report on year end position. The following was discussed.</p> <ul style="list-style-type: none"> a) The annual accounts were yet to be audited but the assumption was a £59,000 shortfall. b) Income from commercial services were well below budget but better than the reforecast in February. c) After predicted losses, 3 Tuns development and the allocation of funding for executive officer priorities the reserves fund would be £313,441. The agreed reserve policy (£200,000) would be maintained, provision for 2019/20 deficit budget and the replacement of gym equipment would also be provided for. |
| 10. | <p>The board approved the extension of their previous ruling that Byelaw 2.6 is suspended for the academic year 2019/20 so as to comply with the UGM motion submitted in January 2018.</p> |
| 11. | <p>The board approved work on a proposed change to the Articles</p> <ul style="list-style-type: none"> a) The board position was that they were in favour of changing to a position of Trustees as Company Law Members, increasing the number of lay Trustees, aligning the Trustee's limits on benefits to the NUS model documents. b) There would be UGMs on the postgraduate officer and democracy review in the Michaelmas term. c) A further paper about changes to the Articles including how staff could support the messaging of the referendum would come to the November board. <p>Action: JH / NS</p> |
| 12. | <p>The board approved an operating plan for 2019/20</p> <ul style="list-style-type: none"> a) These would create a framework for all staff members. b) Additional metrics would be added under these objectives to allow for accountability and note areas of development. |

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| 13. | <p>The board approved a behavioural framework for the organisation.</p> <ul style="list-style-type: none"> a) The Students' Union was value led and this framework outlined how things needed to be done to support the operational plans. b) It was developed with staff over two away days and would become part of the appraisal system. The emphasise should be on encouraging staff to act in a way that was positive and conducive to the organisation's behaviours. |
| 14. | <p>The board noted investment in the 3 Tuns the following was discussed:</p> <ul style="list-style-type: none"> a) A new beer supplier had been engaged with. b) An update on the turnaround programme and success of the new staff members would come to the November board meeting. c) Student groups had been encouraged to use the venue to increase footfall. |
| 15. | <p>The board noted a proposal for Saturday night events. The following was noted in discussion:</p> <ul style="list-style-type: none"> a) The previous external event "Saucy" had been stopped by the Trustee Board due to the safety issues that arose at it. The same external company wished to start running events on a Saturday night in the LSE SU venue. b) Considering this the board reviewed the mitigating proposals described in this paper and agreed that significant changes had been put in place. c) Students' Union officers and staff had already been able to make operational changes to the publicity of the event and its staffing for the pilot night. d) JB believed that there was enough differentiation from Union led nights. Caution was raised on the possible reputational impact on the organisation. e) The ability to pull the event without financial risk to the Union would be written into the contract. |
| 16. | <p>The board approved subcommittee terms of reference and membership with the following additions</p> <ul style="list-style-type: none"> a) The paper needed updating to reflect the new staffing structure. b) Each subcommittee should have a lay member who was not a Trustee but appointed based on their expertise as allowed under Article 42.1.2. <p>Actions: NS</p> <ul style="list-style-type: none"> c) The board approved the following members of each subcommittee <p>Staffing: Jack Boyd, Andrea Solis – Staffing Risk & Audit: David Gordon, Inka Pearson, Martha Ojo</p> |
| 17. | <p>The board resolved that Zulum Elumogo, the General Secretary, shall be authorised to sign the Application in the form now produced to and approved by the Trustees for the provision of the NatWest Consolidated/Bulk Cash Service for and on behalf of the Organisation.</p> <p>The Trustees noted that the application form included an indemnity in favour of the Bank and determined that the giving of the indemnity is in the interests of the Organisation.</p> |
| 18. | <p>The following other business was raised:</p> <ul style="list-style-type: none"> a) A meeting was scheduled to promote voter registration. b) LSE SU were involved in a campaign to stop a "No-deal Brexit". c) The USS pension had no impact on the union's finances. |

DATE OF NEXT MEETING:24th October – Audited Accounts meeting with Crowe LLP, Auditors26th November – Full Board Meeting followed by Christmas social