| **Description:** | Trustee Board Meeting |
| --- | --- |
| **Date:** | 21st June 2023 | **Time:** | 17.30pm- 19.30pm |
| **Chair:** | Victoria Chwa | **Location:** | Zoom |
| **Staff present:** | Ed Nedjari (CEO)Rhiannon Suchak (Student Engagement Manager)Beauty Odeyemi (HR Manager)Danielle Sevenoaks (Communications Manager)Lisa Ronson (Finance Manager)Zainab Turay (Advice Manager)Mana Misaghi (Policy Adviser)Oliver Roscoe (Head of commercial operations)Gammorah Britton-Gibson (Education Officer)Victoria Chwa (SU President)Isabelle Tarran (Campaigns and Activities Officer)Nour Matar (Welfare and Liberation Officer)Stephen Norton (External Trustee)Eireann Attridge (External Trustee)Kofi Siaw (External Trustee) |
| **Apologies:** | Pradeep Thatai (External Trustee)Elsabet Genti (Student Trustee)Luca Di Mambro-Moor(Student Trustee) |

 **Minutes**

| **Ref.** | **Item** | **Summary Points** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome and Introductions** | The chairperson welcomed everyone to themeeting and asked the new sabbatical officers to introduce themselves to the trustees. |  |
| **2** | **Declarations and note any****possible conflict of interest** | The Chairperson said there are nodeclarations. |  |
| **3** | **Minutes from last meeting****and subcomittees****● Approval****● Actions Update** | Chairperson asked if there were any actions to approve and trustee’s said no. |  |
| **4** | **Declarations for any other business items** | No other business. |  |
|  | **Organisational Updates** |  |  |
| **5** | **CEO update** | The chief executive informed the trustees that they are still waiting for the university to get back with updates about the grants. The CEOhopes to have something back by the end of the week,so they will know what their grant figure is. Once the grant amount is discussed, they believe that the student union will be in a good position as they will know their budget and where they should focus more. At the moment new recruitments can’t be done or projects can’t be worked on as the organisation doesn’t know how much they can spend yet. They shared with the trustees that on the 6th of July, there's an away day where the staff team will put the operational parts of the strategy together and share with the departments in the SU. The sabbatical officers will be attending their residentials in Brighton and will be sharing and working on their manifestos, this is to help them find the right way to communicate their ideas with the university staff and any other stakeholder they will work with.Two staff members will be leaving the organisation, one from the advice team (part time Adviser) and another staff from the engagement team (Student Voice Coordinator that was employed for maternity cover).The Chief Executive mentioned how much work both staff did during their time with the organisation and wished them well in their future careers. A new staff member has joined the Advice team and will be working full time as an Adviser whilst the organisation still recruits for a part time Adviser (as the person that was employed for the role had to resign due to personal reasons).  |  |
| **6** | **Strategy Outreach Results** | The Chief Executive shared the document and encouraged trustees to read it whenever they are able to do so, and if they have any questions they can reach out via email. |  |
| **7** | **Commercial report on year activity** | The Head of Commercial shared their commercial report with the trustees.They recorded a drop in student’ spending on nights out, and during the welcome week student spending was down by 30% till the first quarter of the academic year 2022-2023 averaging a 22% reduction over this period.After the summer project, the cafe is now located in the lower ground floor and is experiencing increased sales (on budget) as a result of its now street facing position. This hascontinued throughout the year and has outpaced all projected income for the year. The Shop was in a period of failing supply lines and increased costs due to covid. Whilst the supply lines issue is getting much better, the cost of stock purchases has continued to increase over the year.They also mentioned that the business development Department is still in business with native on their media rights, and this has to date generated £18k in income and will riseto £23K next year. Their new Food & Beverage Manager has also undertaken some minor projects over the course of the year to improve the service in the student’s union. This includes expandingthe coverage of their CCTV and installing new lighting in the Bar area.The new hired staff are performing well and they are hoping that the commercial department will be able to generate and maintain a small surplus this academic year. |  |
| **8** | **Management accounts** | The finance manager shared with the trustees the organisation’s management accounts and explained the figures in the document.They mentioned that the SU is currently showing a surplus of about £45,000 which is behind target. Nursery fees are a little bit down compared to last year resulting in receiving less money .There were also some additional costs in terms of salaries, some maternity cover,and outside help during the recruitment for the current Communications Manager. The Finance manager also said that some extra costs have been recorded in our VAT irrecoverable number. They mentioned the reef forecast during the meeting and showed that although the budget mentioned was about £60,000 down, that includes the cost of living and the cafe built out, so they knew they were going to be in a deficit this year. The student’s union budgeted for £60,000 but at the moment it is closer to about £110,000 due to a variety of factors. As this is just a forecast, things can change and probably will change. While they don't have to tender for an audit, because they are not a publicly traded company, it's still a good practice. They shared a document they put together which shows the offers different auditors have and the type of services they provide.Trustees thanked the Finance Manager for putting the information together and shared that although they don’t have to change auditor, there is nothing wrong in finding someone that can provide the same services for a cheaper price, as the current one is expensive. |  |
| **9** | **Agree board dates for 23/24** | The chief executive will be working with the HR team and the SU president in plotting dates and times for the next trustee boards meetings. They encouraged trustees to suggest dates, or even agenda items to discuss during the meetings as these are the aims of the meetings. If there's a document or anything that they think should be discussed throughout the course of the year, they would love to know. |  |
|  | **Officer Updates** |  |  |
| **10** | **Sabbatical Officers Update** | The chairperson welcomed the new sabbatical officers to the meeting and asked them to introduce themselves to the trustees.They shared what their priorities are as officers, and why they decided to run for their current positions.The chairperson thanked them all and expressed their excitement for the work they are about to do. The chief executive shared with the trustees a discussion they had with the HR manager in regards to moving the organisation to a four day working instead of five. This however will be considered for periods where the union is not busy.The reason for doing this is to help staff with their well being by giving them some time back with their families, their friends and doing things that they love. Another reason is because they have seen how things are changing in the world, and are aware things are different in the workplace. This will help in recruiting the best people to work for the organisation.Trustees shared their thoughts about the four working days and asked questions on how the workload will be shared within those four days instead of five. Chief executive thanked them for their contribution and also mentioned that this was the last meeting for one of the external trustees, as they have decided to move.Trustees thanked the external trustee for all their work and wished them well in their next position. |  |
|  | **End the meeting** |  |  |
| **11** | **Any other business** |  |  |

**Action Items**

| **Ref.** | **Action Item** | **Action / Decision** | **Action By** | **Due Date** |
| --- | --- | --- | --- | --- |
|  | GSU Bye-Laws | Approved | MM | 21/06/2023 |