| **Description:** | Trustee Board Meeting | | |
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| **Date:** | 26th April 2023 | **Time:** | 17.30pm- 20.30pm |
| **Chair:** | Hafsa Haji | **Location:** | SU Office |
| **Staff present:** | Ed Nedjari (CEO)  Rhiannon Suchak (Student Engagement Manager)  Beauty Odeyemi (HR Manager)  Victoria Chwa (Education Officer)  Hafsa Haji (SU President)  Tor Grant-Callier (Campaigns and Activities Officer)  Pradeep Thatai (External Trustee)  Stephen Norton (External Trustee)  Pradeep Thatai (External Trustee)  Eireann Attridge (External Trustee)  Elsabet Genti (Student Trustee)  Luca Di Mambro-Moor(Student Trustee) | | |
| **Apologies:** | Danielle Sevenoaks (Communications Manager)  Kofi Siaw (External Trustee)  Lisa Ronson (Finance Manager) | | |

**Minutes**

| **Ref.** | **Item** | **Summary Points** | **Action** |
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| **1** | **Welcome and Introductions** | The chairperson welcomed everyone to the  meeting. |  |
| **2** | **Declarations and note any**  **possible conflict of interest** | The Chairperson said there are no  declarations. |  |
| **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** | **SU strategy update** | The chief executive shared that a large amount of progress has been made on the SU strategy in the past few weeks .The engagement team has done great work in  colour coding and detailing ten boxes and getting it ready to send out using RepConnect which is an online system their democracy and rep team use to obtain feedback and engage with students.  The feedback will be collected from students on the relevant colour-coded areas when they are back on campus and online. They can then start processing that information into real-world words and statements and obtain confirmation that what they have written down is good to go.  Once everything is confirmed, then they will move to the stage where they ask the SU staff team how the work will be undertaken.  By September the strategy will be operational and a first-year KPI document will be set and their staff team will be fully involved.  They asked if there were any questions and the trustee said no and thanked the chief exec for the update. |  |
| **6** | **CEO Report** | The chief executive gave trustees updates about the SU staff members and informed everyone that the HR manager gave birth last week Sunday and both baby and mother are doing well. Head of commercial will also be going on paternity leave in a few weeks.  There was a complaint from a former staff member in the nursery department which resulted in investigating the matter and once the results are in, it will be shared with the university to ensure they are aware of the outcome.  As refereed in their strategy update, over the summer there are projects they will be working on such as rebranding online and onsite, staff away day where the results from the staff engagement will be discussed and more projects that will ensure the SU follows their strategy plan.  The new officers induction and training has been put in place and their onboarding will be on the 21st june 2023. They also wished the current sabbatical officers the best of luck with their future endeavours. |  |
| **7** | **Draft grant submission received and discussed** | The CEO shared with the trustees how the document was put together and how the SU is ahead with the entire planning, as they are always prepared when they attend meetings with the university.  The grant is very important as the SU is depending on it when it comes to recruitment costs, DCS payments, the organisation strategy and much more. Unfortunately during their last meeting with the staff from the university, there wasn’t much of a clarification on the figures, as the leadership did not discuss the grant document prior to the meeting with the SU, resulting in delaying the process and no update to be given about the grant. |  |
| **8** | **Receive elections report** | The student engagement manager informed the trustees the elections for the year have been completed. Elections were for full time and part time officers, student trustees and union chair. During the nomination period they had at least 1 candidate for each position. Many of the roles had more than 2 candidates and overall, they had 38 candidates nominate themselves, which was a good number for GSU but unfortunately; most of the candidates withdrew before the election period.  Some of the information they highlighted during the meeting is that all full time officer positions were filled during the elections, the trustees and Chair roles were also filled, and it indicates that the student union will have a complete and functional governance team in place for the upcoming year.  They mentioned how the elections were very well organised and nothing major was missed out or forgotten. To ensure next year's elections will run smoothly and there will be more nominations the engagement team will start advertising earlier, have a longer nominations period, provide better support to the candidates such as one on one support sessions, online training sessions and make staff available.  The voting numbers were also shared with trustees, which were similar to the ones from the year 2020 to 2022 . There was a low engagement participation during those years by the students. Due to the university and public transport strikes, there weren't many students on campus during the voting period, and there were issues on the website and not permitting people to login and vote. Although things didn’t fully go the way it was planned, they were able to get all the officers and staff needed to cover the vacancies and have noted things that will need improvements in the following years.  They asked if there were any questions and the chairperson added that the postgraduate engagement and outreach has issues around organising and coming up with ideas particularly on wellbeing and pastoral care. Due to the lack of staff members in the university departments, students are struggling to get the assistance they need in a timely manner. |  |
| **9** | **AGM request** | The student engagement manager mentioned that every year the organisation should have an AGM but it hasn’t happened in the SU. The issue around the AGM is that iit requires 3% of the student population to vote, which is around 300 students and they believe this is something that will be hard to achieve. However what they have found is that if trustees call for an AGM the SU can hold one.  If the AGM is called for and the SU holds it, within the 15 minutes of the start of the meeting if the quorum is filled with 300 students; it will be fine but if they don't show up within the 15 minutes they can call for another AGM meeting.  When they call for the second AGM the quorum won’t be required to be there. What this means is, if the trustees ask the student union to run an AGM, then the organisation can say yes, and they will hold it on the 22nd of May 2023.  Trustees requested for an AGM to be held on the 22nd of May 2023 and SU staff said yes to the request.  The Chairperson shared with the trustees that they requested permission for the SU to run the AGM from the university, but they got back to them saying that at the moment they are unable to look at the request due to time not being available. However they suggested for the request to be written on a document and shared with them so they can vote for it and the deadline for the votes to be received are in 10 days. |  |
| **10** | **Receive most recent management accounts** | The finance manager shared with the trustees the recent management accounts and forecast of all departments in the SU and explained the figures.  They have been investigating the possibility that they may have to move the nursery into a newly created trading subsidiary as there are many college staff that use the nursery rather than students. This means that is not hitting their charitable objectives.They will present what their next steps are, once they have received feedback from financial advisors and worked out what is best and also financially realistic. |  |
|  | **Officer Updates** |  |  |
| **11** | **Sabbatical Officers Update** | The chairperson updated the trustee by informing them that the education officers has created a very helpful student handbook which will help students to know their housing rights, international rights and students rights; which is 60 pages long with comprehensive information.  The education officers explained more to the trustee the reason they decided to create the documents and shared that it was due to experiences they had at the university over the past years. Seeing how international students were unable to get help with their accommodation or didn’t know how to go about it or even their rights when it comes to renting from landlords, signing agreement contracts or deposit payments.During the university strikes students were contacting the SU for help on how to claim their money back or even get information on what they should do during the strike.The handbook shares steps on how best situations can be handled, who to contact, where to find further information and even advice on how to help other students.  The campaign and activities officer has been working on the liberation funds to ensure students will have some money to do liberation projects. They added that this is something they realised needed attention after discussing it with the student engagement manager.They are open to put things in place soon so students are able to start their events with the required funds.  Another project they are working on is the student action for refugees , which they are hoping to host a few events throughout refugee week in June. The societie’s handbook is also being worked on with the societie’s coordinator. They realised that students will complain about certain issues or complain about the lack of support they are getting from the SU. The aim of the handbook is to write all relevant information there, with steps on how to create forms and needed resources. They are planning on creating a survey and request societies and sports members to complete it with their opinions on where they think the SU needs to improve, and the information shared will be used to improve the handbook and have a better understanding of what they are requesting.  Chief executive shared with trustees that this is the last meeting with the current sabbatical officers, as the new ones will start their positions next month. They thanked them for their works and support given to the students union. |  |
|  | **End the meeting** |  |  |
| **12** | **Any other business** |  |  |

**Action Items**

| **Ref.** | **Action Item** | **Action / Decision** | **Action By** | **Due Date** |
| --- | --- | --- | --- | --- |
|  | N/A | N/A | N/A | N/A |