

MEETING MINUTES

Description:	Trustee Board Meeting – Receive Audit Report		
Date:	05 February 2020	Time:	17:00 – 19:00
Chair:	Joe Leam (President)	Location :	MMB 226
Trustees present:	Mona Mounir (Welfare and Liberation Officer) Beth Lowe (Campaigns and Activities Officer) Lauren Corelli (Education Officer) Pradeep Thatai (External Trustee) Hamza Taouzzale (Student Trustee) Saif Ul Abideen (Student Trustee) Fiona Sim (Student Trustee) Sam Mandi-Ghomi (Student Trustee)		
Staff present:	Ed Nedjari (Interim Chief Executive) Lisa Ronson (Finance Manager) Howard Littler (Student Voice Manager) Oliver Roscoe (Head of Commercial) Denisa Turturea (minutes)		
Apologies:	n/a		

Minutes

Ref.	Item	Summary Points	Action
1	Welcome and Introductions	Pradeep Thatai, the new External Trustee, was introduced alongside individual participant introductions.	
2	Declarations and to note any possible conflict of interest	Nothing to note.	
3	Draft minutes from last meeting and subcommittees • Approval	Minutes approved. No action updates were noted.	

	<ul style="list-style-type: none"> • Actions updates 		
4	Declarations for any other business	Nothing to note.	
5	Housekeeping and Calendar of Business	<p>A question was asked regarding the length of Student Trustee terms. Student Trustee terms would last until the final Trustee Board meeting of the academic year. For the academic year of 2019/2020, it would be 9 June 2020.</p> <p>The Interim Chief Executive noted that the housekeeping and calendar of business document was updated as there were points in there that were not appropriate anymore as no staff were asked to undertake them.</p>	
Officer Updates			
6	Officer Updates / Student Forum Reports	<p>It was noted that reports from the Student Forum were available online. Official Sabb reports presented in the Student Forum.</p> <p>The Sabbs briefly discussed what they presented:</p> <p>The Campaigns and Activities Officer noted the launch of their campaign around student's recreational drug taking. It was collecting data to write report exploring students with addiction problems. High engagement so far.</p> <p>The Education Officer discussed the UCU strikes in November 2019. They had been working a lot on assessments and extenuating circumstances to make the process more accessible. Work around student parents support in GS was also being undertaken and work to</p>	

		<p>build a community around student parents started in the spring term. They were also giving time to conversations around where Goldsmiths Students' Union (GSU) was going in terms of the new CEO, how the organisation would be structured, and collating information from staff and students to be accurately brought to the Trustee Board (TB). Also working with trans and non-binary part-time officers, LGBTQ+ part-time officers to address safety of trans community. Recent transphobic situations took place so this was highlighted more.</p> <p>The Welfare and Liberation Officer stated that they had been sitting on the mental health action plan working group with the Campaigns and Activities Officer and Housing Officer. It was noted that Goldsmiths was creating its first ever mental health strategy so they were focusing a lot on scrutinizing the draft. They also sit on several working groups such as that of the GARA demands, new complaints, SEATs, mandatory training etc. They also sat on the against sexual violence board and there were hopes for them to aid in the strategy. Internally, trying to spend time on how GSU did stuff. They noted that their role would end in May so wanted to ensure better GSU structures in place – hoping for there to be reviews of the safe space policy of GSU but also how staff and officers should deal with certain situations as there was no guidance on what to do if the safe space policy was breached. They also held conversations with disabled student officers about wheelchair access on</p>	
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		<p>campus and there were hopes to meet with estates soon.</p> <p>The President discussed that the UCU strikes stemmed from pay, pensions and pay gap within lecturers. There was a 2-week strike in November 2019 as UCU was nationally negotiating with UUK for better working conditions within higher education. More strikes were planned for March 2020. UCU strikes were important as PHD students were also striking alongside staff, and they were GSU's members. Part of GSU's objectives were to do stuff for students, which includes those striking. A policy was also passed through the Students Forum which mandated the SU to support the strikes. In January, the President attended an NUS strategic conversations conference. He noted that there was a possibility that the affiliation fee with NUS would likely be halved from £28k to £14k. Campaigning wise, NUS would change and be cut back with less support for liberation. There were ongoing conversations on whether the fees would get halved as they could go towards liberation support. The recent reveal of Goldsmiths' Evolving Goldsmiths plan was discussed. It surrounded how Goldsmiths was in a £10mil deficit so they planned for mass restructuring with more centralisation. Departments would merge, 3 schools would be created. They introduced a voluntary severance scheme of 6-9 months upfront salary. Staff at 'bottom' would be cut and more management roles introduced. There would be a 15% cut across all academic departments. GSU had no clue as to how it would affect the organization's grant. It was</p>	<p>Evolving Goldsmiths</p>
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		<p>envisaged that the GSU grant would go down, however, GSU would be fighting to prevent this from happening. Papers of bigger picture to be shared with TB as soon as anything received. Budget meeting was planned for late March 2020 with Goldsmiths – the President was not sure how the meeting could go but more news were expected to be provided before that date.</p> <p>It was also noted that 5-10 years prior, there was a severance scheme that cost the college more instead of saving.</p>	<p>development to be shared. (AI ref. 1)</p>
Organisational Updates			
7	Chief Executive Report	<p>Briefly discussed.</p> <p>The Interim Chief Executive's time taken up with the Finance Manager to work out budgets and where GSU was with salaries (what paying people might not have been in budget from last year).</p> <p>Update presented by EN from the HR Manager, since her start in October 2019. Over upcoming months, she would be key to how the organisation would evolve in terms of internal procedures etc.</p> <p>A cultural review was planned to take place and staff pay framework planned to be introduced, amongst others.</p> <p>Democracy and governance – the Listening Project was a first attempt (part 1) to fix issues with democracy due to low student engagement in democratic functions. An imbalance of student input in decision making and TB was noted. It set out to ask series of questions focused on candidate</p>	

		<p>experience during Sabb elections. That part was complete.</p> <p>Part 1 focused on elections and the experience of candidates during elections. This came out of issues from the 2019 election with candidate experience. Elements of accountability were in there too. Notes from part 1 available but the proposals from hadn't gone anywhere. Report of part 1 to come to TB.</p> <p>Part 2 would be around Student Forum issues where students could pass motions – this part had not started. There were a few rush changes to the Student Forum pushed last year (e.g. online voting, specific quota). However, there had been 2 Student Forums <i>where none of the motions had passed, because of a new system of 100 supporting votes needed to pass motions, combined with poor engagement</i>. There was the question around how to modernize GSU's democracy. Student campaigning and activism happened despite GSU, not with GSU - part 2 would focus on that. There were hopes to get externals to consult on this.</p> <p>A Student Trustee asked whether rushed through processes would still be undertaken in stage 2 or if they would be overturned. The Student Voice manager answered that the process could be overturned. Alongside online voting, to have other ways of voting/ making decisions in a more accessible way. Stuff might be contentious but there might be situations where students could make an easier decision (e.g</p>	<p>Share Listening Project part 1 report. (AI ref. 2)</p>
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		<p>more water fountains on campus) that wouldn't need to go through many stages of deliberation.</p> <p>When changes would happen, they would need to be taken to TB to ensure that they get changed. If anything needs to change for bylaws and constitution, would need to go to Student Forum, then TB, then College.</p> <p>Basic governance review for how decisions were made was noted to be needed.</p> <p>From part 1, changes were made in terms of supporting candidates through process. E.g. candidate care and wellbeing - Things introduced such as mentors for candidates, post briefings after results as it could be isolating.</p>	
8	<p>Finance Update / Management Accounts Aug 2019 – Jan 2020</p>	<p>It was noted that management accounts produced 3 weeks from close of month.</p> <p>Departmental summary was reviewed. £14k ahead of original budget. Main reasons for variants include commercial who was £5k ahead, engagement £39k ahead primarily due to recoding of salaries to student development and staff vacancies of £36k. Budget made on how much would be expected each month as it would happen. Income of £3k was awaited just hadn't come yet. Representation £7k ahead due to recoding of salary. Advice £3k behind. New Advisor role not included in original budget.</p> <p>What was put in budget when it was created and compared to payroll and what was being paid, there was a discrepancy. Not huge, but it made a difference. Former CEO took control of</p>	

		<p>whole budget without the finance manager's advice but this was hoped to be sorted with the planned reforecast. Sports clubs £4k ahead due to timing variances.</p> <p>Slide 1.2 – commercial budgeted to make £26k. Currently £5k ahead of budget mainly due to nursery incomes. Strikes and burst water pipe negatively impacted sales. Bar £5k behind, gross profit down due to decreased sales. Gross profit percentage down due to year end stock audit. Originally budgets to be 58% gross profit but was actually 52% gross profit. Shop £10k behind, gross profit budgeted to be 32.5% but 30%. Nursery £17k ahead.</p> <p>Café profit grew since started making products in-house.</p> <p>Question around burst water pipe – did Thames Water not pay for it? It was noted that an application would be made to Thames Water for replacement carpet.</p> <p>Loss of sales totalled £31k from UCU strikes alongside reputational loss.</p> <p>It was noted that the commercial team was the main source of funding GSU's reserves income.</p>	
9	<p>Reforecasting – planning for 2021</p>	<p>Reforecasting – an up to date picture of what GSU spent and what it would still need to be spend was needed. The Finance Manager planned to go out to managers to work out where numbers came from.</p>	

		<p>First round planned to be done by 14 February 2020. View to prepare budget for 2020/21.</p> <p>Need to present at GS meeting in March 2020 where GSU's financial position was.</p>	
10	<p>Auditors Report and Accounts</p>	<p>Statutory accounts GSU accounts prepared in accord with the charity reporting and accounting practice. This was a compliance document. Statutory accounts derived from previous statutory accounts. Should not be a surprise – should equate quite closely to management accounts. If Trustees surprised, should ask management as to why the number would be different.</p> <p>Management accounts not audited.</p> <p>Numbers audited, not words. Certain headings would need to be tidied to ensure that the words would not contradict the numbers audited.</p> <p>Not incorporated so discussions were around charity requirements only.</p> <p>p.71 statement of financial activities. Profit/loss account. Record of all income and all expenditure throughout the year. Each fund represented pots (restricted funds, capital funds...)</p> <p>Capital fund – where everything else would get paid with.</p> <p>Restricted funds had narrower purpose – eg societies. Member's own money, not GSU's money to spend.</p>	

		<p>Unrestricted funds discussed. Income £2.7mil, expenditure £2.68mil. Controllable surplus.</p> <p>Adding unrestricted net income to restricted fund net income would show surplus which when added to funds, accumulated funds could be seen that were carried forward.</p> <p>£126,804 total surplus (including restricted funds), £37,000 surplus for current year.</p> <p>Total funds carried forward = total surpluses.</p> <p>£40k ring fenced for student activities.</p> <p>Essentially £86k profit to spend, including reserves.</p> <p>Profit made that year was £29k in unrestricted funds.</p> <p>Reserves position £126k, free reserves position £86k. £40k in fixed assets. Available money to spend was noted to be around £40k. For an organisation of GSU's size, a recommendation was made to have more. Not on knife edge, but a higher national focus on charities being able to deal with unexpected situations was noted.</p> <p>GSU had steady stream of income that other charities did not have (block grant). Different funding profiles for different charities – as long as GSU would be prudent and breaking even, no reason why £40k shouldn't be sufficient reserves. Most organizations would like to see sufficient reserves to pay 1</p>	
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		<p>months' worth of salary costs. GSU's monthly salary pay was around £100k.</p> <p>The Auditor claimed that GSU's aims for 2022 to be at 100k reserves seemed reasonable.</p> <p>Balance sheet – snapshot of what GSU owned and owed on 31st July 2019. Interesting to note that current assets (cash or assets that would convert to cash within a year) are in excess over current liabilities (people to pay within a year). GSU able to service debts where they were fore due. It was noted that that was a healthy position to be in. Would also be great for that number to be built up.</p> <p>The Chair would be signing the accounts.</p> <p>Audit Findings Report</p> <p>GSU required under charity law to have an audit. Audit verified accounts and balances to make sure they were free from material statements. Could be subjective so it was noted that Crowe determined materiality for charities at 1% of income. Level of sample and level of error reporting.</p> <p>During audit, assessed risk of mis-statements, looked at key controls, subsampled transactions in accounting system and agreed to underlying records to ensure they were valid, authorized and made sense.</p> <p>Overall, the audit process went well. Provided with complete and accurate</p>	
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		<p>info from finance team. Only 2 small adjustments – presentational (not error, just how numbers presented) and another one on the introduction of payroll.</p> <p>Not many years ago, GSU had 1 page full of errors but now, only the previously mentioned 2.</p> <p>Crowe’s report was an exception report.</p> <p>p.45 – significant matters from audit. Significant risk areas as they were fraud risk areas.</p> <p>This included income recognition and use of accounting entries called journals. Journals could be used flexibly within organisations – used to change, move and introduce false numbers entries into accounts. If someone within finance team had done something wrong, normal way that these activities were hidden would be through the use of journals. Nothing wrong with the journals in GSU, but, best practice would be for journals to be reviewed by a third party to the person who has prepared and posted it. It was noted that that should be taken into consideration. It could be that one person prepares them and a second person posts. Since everyone in team able to post journals, the 2-step process was strongly highlighted. Finance Manager stated that it was being thought about.</p> <p>Other systems and control points – payroll records. Some HR files missing. Measures were taken and noted (such as HR Manager) which should improve this. It was noted that new HR Manager</p>	
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		<p>would push HR team to grow and improve like the finance team.</p> <p>p.48 – green meant management did what they said they were going to do.</p> <p>Small adjustments to numbers not errors, simply adjusted during audit.</p> <p>No other unadjusted items on scoresheet. It was noted that it was a clean audit.</p> <p>Crow’s advisory papers – external developments and advisory papers for Trustees. All Trustees must ensure to challenge management of their awareness and compliance with regulatory matters. The Auditor suggested that it would be good to have opportunity of reading papers to get more general understanding of what charities would need to comply to.</p> <p>Auditor highlighted that the audit was really positive. Should take lots of comfort from finance team.</p> <p>Unforeseen spending – cultural review, wellbeing day etc. £31k of unbudgeted costs that had been agreed to. £45k total that wasn’t in original budget.</p> <p>Budget reforecast underway for all departments for budget set in March 2019. Reforecast would be presented at next TB.</p> <p>Critical to not end year in financial deficit to reach 2022 goals.</p>	
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11	The Plan / KPIs revisit and review	<p>KPIs needed to be reviewed and ensure they were still relevant.</p> <p>Since they were set by TB, needed TB to authorize GSU to go away and review.</p> <p>Circulate KPI paper to Trustees with those minutes.</p> <p>The Interim Chief Executive didn't believe they reflected what GSU should be doing as a Union.</p> <p>The Finance Manager noted that what usually got budgeted for was born from KPIs so it was important to review them to make sure GSU was putting resources in the right place.</p> <p>Sabbs and EN to go away, ask their relevant teams/depts to suggest proposals for changes and present to next TB.</p> <p>KPIs to be less focused on quantitative data and turn more towards qualitative data – how can we really measure improvement in liberation by not counting solely on student engagement? Important to look at what the goals actually look like.</p> <p>KPIs should be achievable, not idealistic.</p> <p>Are they relevant? Is that what GSU would like to be doing?</p> <p>Student Trustee suggested to consider what GSU actually did for local community. Important to think that we are in their community – why should</p>	<p>Share KPI paper. (AI ref. 3)</p> <p>Prepare proposals for KPI changes. (AI ref. 4)</p>
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		<p>they still want us for the next decades? Important to note this in the reviewed KPIs. What is GSU doing with its space to engage the local community more? Is this stuff that GSU should be doing or should GSU lobby for GS to do it?</p> <p>The Campaigns and Activities Officer was working with volunteering staff member from GS to find more flexible volunteering opportunities that could work around student timetables.</p> <p>It was noted to have a better way of recording and sharing happenings.</p> <p>TB approved for GSU to review KPIs and present proposals at next possible TB.</p> <p>However, it was noted that proposals may need to be presented to TB with a delay due to UCU strikes and Evolving Goldsmiths work.</p> <p>The Interim Chief Executive suggested to look at KPIs and come up with temporary objectives so that things could be planned for and forecasted in a different way so that GSU could move forward with goals that were relevant and not be stuck on the outdated and inappropriate KPIs.</p>	<p>Create temporary KPI objectives. (AI ref. 5)</p>
12	Signatories	<p>The Finance Manager noted that no member of staff was signatory on GSU's Natwest bank account.</p> <p>It was required that Trustees agreed to signatories on bank accounts.</p> <p>It was noted that LR, EN and a nominated Trustee should be on the Natwest account.</p>	

		<p>Former CEO still on as signatory on Co-op account as it was complicated to change the mandate.</p> <p>Given the fact that all Student Trustees might not be in term, Pradeep volunteered to be added as signatory.</p> <p>All approved Pradeep as new signatory on GSU's Natwest and Co-op account.</p> <p>If there would be any discrepancies to move money around, authorisations from signatories would be needed. GSU needed 2 signatories for banking mandate.</p> <p>It was suggested that the Chair of Trustees be a signatory too.</p> <p>All approved for JL to also be added as a signatory.</p> <p>In conclusion, EN, LR, Pradeep and JL were approved as the new signatories on GSU's Co-op and Natwest accounts.</p>	
13	Commercial Update	<p>Down on sales from ambitious target. Reduced memberships also impactful.</p> <p>Monitoring and evaluation with shop manager to track GP.</p> <p>In regards to shop, want to mitigate shop takings.</p> <p>External stock auditors planned not to be used again.</p> <p>Generally, sales down but year on year improvements could be seen.</p> <p>Aiming to bring all production in-house.</p>	

		<p>Capital expenditure planning process where everything in terms of spending money had to be thought through. Hold people to account.</p> <p>Impact of UCU strikes were huge due to host of reasons. Mainly reduced footfall and teachouts overtaking commercial spaces. Previous strikes had the same issues. Mitigating process was created but buy in from UCU didn't work. For November 2019 strikes, identified spaces and timings to stick to but they were not followed. The Head of Commercial was speaking with the Business Development Coordinator to make a more robust process for the upcoming strikes in February and March 2020. UCU members would need to agree to the process and not come in during prime times and take over spaces. This also affected student staff and their salaries as their hours had to be cut.</p> <p>Would be useful for Head of Commercial to meet with Sabbs and UCU representatives. JL to set up this meeting.</p> <p>Nationally, people drinking less alcohol, so impactful on bar income.</p> <p>Education Officer discussed the introduction of alcohol into café space that blocked out dry space. It was desired to find out what income was seen from introduction of alcohol into that space. The Head of Commercial stated that the Café used to close at 5pm the previous year. During the academic year 2019/20, 5pm-9pm there would be alcohol (wine and beer) mainly</p>	<p>Set up meeting. (AI ref. 6)</p>
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		<p>targeted towards PHD students. There was a combination of people buying food and alcohol – generally buying pizza and beer. Got up to average of £650 a week in lounge sales. OR to share income generation documents of lounge between 5pm to 9pm. Café was loss making, so, it was determined if it didn't make a profit it would close. Therefore, this was an idea to increase income and enable the café to make a profit. <i>It was asked by the Welfare and Liberation Officer if there was a way to see a breakdown of money spent on alcohol to see how much revenue was specifically being generated from its sale.</i></p> <p>Student Trustee asked about student data around what students want from their spaces. OR stated there was old data alongside taking into account previous successful events. Demographics of people surveyed were also collected such as year of study.</p> <p>Education Officer asked about NUS affiliation fees and NUS products received through that affiliation. What was the benefit to GSU by having those products. GSU gets cheap products that get sold at good value to members. If outside affiliation fee, would spend more.</p> <p>Education Officer asked about student bar staff and safety. It was raised for over a year and a half that student bar staff who finish late at night had concerns about going home. Staff were requesting a taxi fund. OR wrote impact statement of what that would entail (£7.5k). It was up to TB to make a</p>	<p>Share income generation documents of lounge. (AI ref. 7)</p> <p>Present tax impact report. (AI ref. 8)</p>
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		decision on whether this would be approved or not. OR to present paper to next TB.	
Governance			
14	Incorporation and the Nursery	<p>Due to incorporate on 31 July 2020. Moving liability from Trustees to organization which would reduce financial risk. It was noted that this was the standard that SUs were running at the moment.</p> <p>It was thought that the SU was incorporated in 2019, but it wasn't.</p> <p>EN to circulate pack on incorporation.</p> <p>Tasks would need to be done such as signing up Trustees as technically GSU would be moving assets from one organization to the 'new' incorporated organization. The Interim Chief Executive was confident that this would not be a challenge.</p> <p>There were fears that the nursery wouldn't fit under GSU's charitable objectives as not many students used the nursery.</p> <p>The Interim Chief Executive had conversation with solicitors, Wrigley's, about whether the income would be taxable - whether surplus would be taxable under an incorporated structure. How much would task be and how would it work? Went from being legal question to accountancy question.</p> <p>Nursery made £30k previous year. To date, £4k.</p>	<p>Circulate incorporation pack. (AI ref. 9)</p>

		<p>Conversations were around nursery still being part of GSU's plans for the upcoming year.</p> <p>The decisions would need to be made by 31 July 2020 to avoid</p> <p>EN to share nursery and Wrigley info with TB.</p> <p>New signatories would be needed on incorporation documents too.</p> <p>EN to speak to Finance Manager and External Trustee on what taxable income there would be then send around update to TB.</p> <p>It was noted to look at the risks and why it had fluctuated so much.</p> <p>Wrigleys stated that the biggest risk would be the risk of the income not being consistent.</p>	<p>Share nursery information. (AI ref. 10)</p> <p>Set up meeting then send update. (AI ref. 11)</p>
15	Chief Executive Recruitment	<p>Unable to recruit for a new CEO until TB would be complete.</p> <p>Universities generally try to get involved in SU CEO recruitment. So, if a full TB would get finalised first then recruitment would start, the university would not be able to participate.</p> <p>There was a suggestion for the vacancy to go live, fill the TB while the vacancy is open, and ensure the closing date for the CEO vacancy would be set for after the appointment of new Trustees.</p> <p>CEO vacancy expected to be open for 6-9 weeks.</p>	

		<p>Staff and students wished to feed into the CEO recruitment process, therefore, the vacancy opening was unable to be approved during the meeting.</p> <p>CEO recruitment should start before most Student Trustees would finish their term.</p> <p>Interim CEO stated that they could stay as CEO for so long before it would start affecting the staff team.</p> <p>Student consultation would sit with Sabbs and Student Voice team.</p> <p>Staff consultation would sit under HR team and UNISON reps.</p> <p>It was noted that consultation would result in less certainty. However, it was also noted that, through staff discussions, a large amount of staff had similar ideas such as someone working on liberation, not from an SU background... therefore it was suggested to stick to the most popular themes.</p> <p>The Chair to set up meeting to discuss CEO recruitment with Sabbs.</p> <p>It was aimed for the CEO recruitment to be finalized by the TB on 9 June 2020.</p>	<p>Set up meeting to discuss CEO recruitment. (AI ref. 12)</p>
16	<p>External Trustee Recruitment</p>	<p>Trustee interviews took place in December 2019 until PT's successful interview in January 2020.</p> <p>The Chair was presented with costs for advertising External Trustee vacancy which was envisioned to go live as soon as possible.</p>	
<p>Ending the Meeting</p>			

17	Any Other Business	<p>Club Pulse Gym was announced to be closed down on 31 March 2020. GSU earned £27k from the gym previous year. GSU was never consulted about this closure. Must push for GS to provide this income for GSU since the gym would closed. Management account paper was also written before this news was announced – £7k under from budget was guessed to be more by yearend. When discussing income, it was not part of commercial structure, GSU got a slice of the income because of membership, students using it and sports clubs using it. GS rented it out and were operationally responsible for it. Student Trustee asked what they as Trustees could do regarding this. The Interim Chief Executive stated that Trustees’ position of support should be known. As GSU, should tell GS that this income was budgeted for and they should give GSU confidence that that income would not get lost.</p> <p>Gym closing was a pipeline project that could be a new design space. Basically, it was pre-formalized through spaces such as committees. Education Officer stated it could be pushed back on.</p> <p>GS made it seem as if there was lots of consultation in the words they used but it was not consulted on.</p> <p>If the closing of the gym happened in that way, there were fears of what else would happen in the same fashion.</p> <p>Education Officer noted that the governance review hadn’t been presented to the TB. It was stated that it was essential to review it during TB.</p>	
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		<p>Interim Chief Executive to share the NCVO report.</p> <p>Liberation at the union was brought up as an idea in policy section. Many policies listed at the bottom of the agenda alongside dates of review. Having a liberation policy that would be constantly updated was requested - Would link to things such as staffing structure. It would help fill values of being the best SU for liberation. Basically, would entail considering where GSU puts money and ensure it goes towards liberation. New senior management roles would also need to be thought about in relation to liberation and how this would run through specific teams.</p> <p>It was suggested for TB and Part Time Officers to go away and think about what changes could be made relating to liberation to ensure that it would be honed.</p> <p>Once new External Trustees in place, TB to write liberation policy with consultation of appropriate individuals.</p> <p>Staffing – addition of Sabb Aide (helping Sabbs with planning, admin etc.). The massive benefit of having their support was highlighted. It was important to consider how the union worked politically and where <i>that work happens aside from relying solely on the Sabb team</i>. Political question for TB to think about what staffing money gets put towards. It was suggested that this role continued to stay within the SU.</p>	<p>Share NCVO report. (AI ref. 13)</p> <p>Write liberation policy. (AI ref. 14)</p>
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		<p>Advice Service papers to be discussed over email with TB with a decision to be made by Friday 14 February 2020.</p> <p>Welfare and Liberation Officer asked about clarification on finances available for staffing. Finance Manager stated that if x amount would be committed to hiring, where would that money be coming from. If the money would be spent on one thing, would it be lost on another thing? What would it be lost on? It would be important to know what that money would be lost on if it would be committed to another thing. LR suggested to put everything into the budget that is wanted and then it could be cut once reviewed.</p>	<p>Discuss advice papers over email. (AI ref. 15)</p>
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Action Items

Ref.	Action Item	Action / Decision	Action By	Due Date
1	Evolving Goldsmiths development to be shared	Papers of bigger picture of Evolving Goldsmiths to be shared with TB as soon as anything received.	Sabbs	ASAP
2	Share Listening Project part 1 report	Notes from part 1 of Listening Project available but the proposals from hadn't gone anywhere. Report of part 1 to come to TB.	HL	ASAP
3	Share KPI papers	Since they were set by TB, needed TB to authorize GSU to go away and review. Circulate KPI paper to Trustees with those minutes.	EN / DT	ASAP
4	Prepare proposals for KPI changes	Sabbs and EN to go away, ask their relevant teams/depts to suggest proposals for KPI changes and present to next TB.	Sabbs & EN	13 March 2020
5	Create temporary KPI objectives	The Interim Chief Executive suggested to look at KPIs and come up with temporary objectives so that things could be planned for and forecasted in a different way so that GSU could move forward with goals that were relevant and not be stuck on the outdated and inappropriate KPIs.	Sabbs & EN	ASAP
6	Set up meeting	Would be useful for Head of Commercial to meet with Sabbs and UCU representatives. JL to set up this meeting to discuss future strikes.	JL	ASAP
7	Share income generation documents of lounge	OR to share income generation documents of lounge between 5pm to 9pm.	OR	ASAP
8	Present taxi impact report	Staff were requesting a taxi fund. OR wrote impact statement of what that would entail (£7.5k). It was up to TB to make a decision on whether this	OR	13 March 2020

		would be approved or not. OR to present paper to next TB.		
9	Circulate incorporation pack	EN to circulate pack on incorporation.	EN	ASAP
10	Share nursery information	EN to share nursery and Wrigley info with TB.	EN	ASAP
11	Set up meeting then share updates	EN to speak to Finance Manager and External Trustee on what taxable income there would be then send around update to TB.	EN / LR / PT	ASAP
12	Set up meeting to discuss CEO recruitment	The Chair to set up meeting to discuss CEO recruitment with Sabbs.	JL	March 2020
13	Share NCVO report	It was stated that it was essential to review the NCVO Governance Report during TB. Interim Chief Executive to share the NCVO report.	EN	ASAP
14	Write liberation policy	Once new External Trustees in place, TB to write liberation policy with consultation of appropriate individuals.	TB, Sabbs, PTOs	May 2020
15	Discuss advice papers over email	Advice Service papers to be discussed over email with TB with a decision to be made by Friday 14 February 2020.	Trustees	14 Feb 2020