

MEETING MINUTES

Description:	Trustee Board Updates		
Date:	06 May 2020	Time:	17:00 – 18:15
Chair:	Lauren Corelli (President Elect)	Location:	Zoom
Trustees present:	Mona Mounir (Welfare and Liberation Officer) Beth Lowe (Campaigns and Activities Officer) Pradeep Thatai (External Trustee) Emily Collinsbeare (External Trustee) Stephen Norton (External Trustee) Eireann Attridge (External Trustee) Hamza Taouzzale (Student Trustee) Saif Ul Abideen (Student Trustee) Sam Mandi-Ghomi (Student Trustee)		
Staff present:	Ed Nedjari (Interim Chief Executive) Galina Skvortsov (Development and Communities Manager) Howard Littler (Student Voice Manager) Lisa Ronson (Finance Manager) Denisa Turturea (Office Coordinator) (minutes)		
Apologies:	Joe Leam (President)		

Minutes

Ref.	Item	Summary Points	Action
1	Welcome and Introductions	Nothing to note.	
2	Declarations and to note any possible conflict of interest	Nothing to note.	
3	Minutes from last meeting and subcommittees	Minutes were approved by the Trustee Board.	

	<ul style="list-style-type: none"> ● Approval ● Actions update 	<p>Action updates were provided:</p> <p>Action Item 1: More work to be done – it was noted that the action item related to Sabb training. There were some factors that defined how GSU (Goldsmiths Students' Union) worked and what strategy would be – many uncertainties were expressed such as whether GSU's service would be on campus or not.</p> <p>Action Item 2: It was noted that the action was reassigned to the Welfare and Liberation Officer so more work was to be conducted.</p> <p>Action Item 3: Incorporation and nursery packs were circulated via email.</p> <p>Action Item 4: Meeting to discuss the Calendar of Business was scheduled for Monday 11 May 2020 – Calendar of Business propositions to be presented to the next Trustee Board.</p> <p>Action Item 5: Documents circulated via email. It was noted that if anyone was missing the report from NCVO to get in touch with the Chief Executive.</p> <p>Action Item 6: NUS demands circulated via email.</p> <p>Action Item 7: There was a shared feeling that since the TB (Trustee Board) would be meeting more regularly for updates, a COVID-19 response was agreed to not</p>	
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		<p>be created anymore. It was noted that all Trustee input would be beneficial during discussions.</p> <p>Action Item 8: Action completed – list of furloughed staff was created. Trustee approval of the list still needed to move forward with furlough proposal.</p> <p>Action Item 9: An External Trustee noted that Funders for London funded organisations in London – open funding for taking work online was available, ‘Delivering Differently’ (up to £50k fund available). EN and LR to look further into the ‘Delivering Differently’ fund.</p> <p>Action Item 10: Update circulated via email.</p> <p>Action Item 11: Wrigley’s advice circulated via email.</p> <p>Action Item 12: Incorporation delays sent to college with trustees cc’d – no response received at the time of minuting.</p> <p>Action Item 13: Incorporation proposal sent to the College by Chief Executive – a reply had not been received yet.</p> <p>Action Item 14: It was noted that the new Sabb team would start towards the end of June 2020 so a deputy chair could interim until then.</p> <p>Some updates from the Chair were also provided:</p>	<p>Share furlough list for approval. (AI ref. 1)</p> <p>Look into Funders for London fund. (AI ref. 2)</p>
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4	Declarations for Any Other Business items	One item to be discussed in any other business was declared by the Welfare and Liberation Officer - Sabb Updates / Union structure.	

5	Housekeeping and Calendar of Business	Calendar of Business was under review – to be updated on at next TB.	Update on CoB. (AI ref. 6)
6	Trustee Board Updates	<p>The Chair noted that Trustee Board Subcommittees would be postponed until after the COVID-19 situation.</p> <p>Instead, 2 repetitive agenda items named ‘Finance and Commercial’ and ‘Appointments and Staffing’ would be added to each TB. This would be in effect until the COVID-19 situation would die down.</p> <p>All agreed with this suggestion.</p> <p>DT to ensure the agenda items get included.</p>	Add repeating agenda items. (AI ref. 5)
7	New Sabb Training	<p>Howard Littler, Student Voice Manager, discussed New Sabb training.</p> <p>On week of 08 June, new Sabbatical Team was planned to take over with BL and MM handing over their positions.</p> <p>Virtual induction and training was being planned for due to the COVID-19 situation.</p> <p>Training days were planned to be themed into different elements and components of being an Officer.</p> <p>The training would plan to touch on different aspects and areas of being an Officer such as office life, professionalism, campaigning, building on previous projects, lobbying, committees, Trustee Board and Trustee responsibilities (alongside NCVO</p>	

		<p>provided Trustee training), College relationship and College areas, part-time officers roles, signposting, SU governance, how decisions are made within Sabbs and in SU, etc.</p> <p>Officer mental health would also be focused on – aimed to be open and transparent on position struggles.</p> <p>Training from staff members to Sabbatical officers was also suggested.</p> <p>An External Trustee noted that, on the line of mental health, clear guidelines around work-life balance was suggested to be included, including boundary setting. The Welfare and Liberation Officer noted that telling incoming Sabbs about boundaries was extremely important – it was noted to highlight delegation and sharing workload within the Sabb team but also with the staff team.</p> <p>The Student Voice Manager and Sabbs also had a conversation around their handover.</p> <p>An External Trustee noted that if there would be a mentoring/support role, Trustees could help Sabbs. The Student Voice Manager responded that this was a welcome suggestion and Trustees were encouraged to help in the upcoming new Sabb induction process.</p>	
8	Chief Executive Update	<p>The Chief Executive noted that the impact report document for the College was his main priority at the time.</p> <p>First furlough submission list was ready to be sent to the government following TB approval.</p>	

		<p>All formal furlough letters were sent out to furloughed staff.</p> <p>Many of the furloughed staff would be reviewed three weeks after submission.</p> <p>It was noted that government Job Retention Scheme had been extended to the end of June 2020 which was relieving.</p> <p>A relaxation of lockdown was anticipated – it was noted that things may change again once this would happen.</p> <p>HR Manager had been assisting staff already alongside furlough tasks.</p> <p>Incorporation had been paused since no reply was received from the College relating to the SU's proposed delay.</p> <p>An email was sent to Trustees following the meeting on 23 April 2020 containing budget meeting details.</p> <p>Most commercial stock delivered from the SU to Lewisham food bank.</p> <p>Head of Commercial planned to be more involved in setting out how commercial operations would look like.</p>	
9	Finance Updates	<p>Budget was created using information from previous years.</p> <p>Management accounts through end of April were sent around – normally not created so quickly, however, Finance Manager thought they would be useful for reference.</p>	

		<p>An External Trustee asked a question around whether vacancies would affect the budget. The Finance Manager answered that they could.</p> <p>It was noted that the budget had to be turned around extremely quickly noting several changes from the previous years' budget proposals:</p> <ul style="list-style-type: none">• Welcome Desk receptionist was originally student staff but changed to permanent staff with small amount of student staff covers.• Team Aide was not included in original budget either.• Newly introduced full-time Advisor not previously budgeted for either.• Director of operations and a coordinator role was not included in the budget – budget had to be thorough for College so those 2 roles were randomly chosen. <p>A coordinator (or equivalent) role would be at risk since a new full-time advisor role was approved and implemented.</p> <p>The Welfare and Liberation Officer asked what role would be at risk. Chief Executive answered that the role at risk could be a fixed-term contract or vacant role but that was only speculation.</p> <p>The Welfare and Liberation Officer noted that information relating to potentially having to remove 2 roles was not communicated before and stated their disapproval with the lack of transparency. They also expressed</p>	
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10	Policy, Procedure and Guidance	EN to send around PPG update via email.	Share PPG update. (AI ref. 7)

11	Lily Madigan Appeal	<p>Trigger warning: sexual violence.</p> <p>Galina Skvortsov, Development and Communities Manager, discussed a sexual violence appeal decision.</p> <p>The appeal was brought to the TB as set out in GSU's Code of Conduct for Leaders.</p> <p>A brief description of the articles was provided: if the Code of Conduct would get breached, an investigation would take place, where a panel of student reps would meet and make a decision based on the evidence provided. That decision could then be appealed against and that appeal decision must go to the TB, as per the articles in the Code of Conduct.</p> <p>Documents relating to the decision were circulated via email.</p> <p>It was noted that a decision would need to be made on the appeal – to approve it or uphold the panel's decision.</p> <p>It was noted that any student involved in leading a sports team, society, community etc have to abide by a certain Code of Conduct for Leaders to ensure members are safe when doing activities with the groups.</p> <p>Since the students involved were student leaders, the situation was affecting members of the group. Therefore, the two students were asked to step down from their positions. As a result, one of the students appealed the decision</p>	
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12	Any Other Business	<p>The Welfare and Liberation Officer's previously declared item (Sabb Updates / Union structure) was moved to the upcoming Trustee Board on 09 June 2020.</p>	<p>Add agenda item. (AI ref. 5)</p>

Action Items

Ref.	Action Item	Action / Decision	Action By	Due Date
1	Share furlough list for approval.	List of furloughed staff was created - Trustee approval of the list still needed to move forward with the furlough proposal.	EN, DT & LR	ASAP
2	Look into Funders for London 'Delivering Differently' fund	An External Trustee noted that Funders for London funded organisations in London – open funding for taking work online was available, 'Delivering Differently' (up to £50k fund available). EN and LR to look further into the 'Delivering Differently' fund.	EN & LR	ASAP
3	Share notes from advisor conversation	The Welfare and Liberation Officer spoke to NUS president advisor, who would be able to help with the CEO recruitment with tasks such as providing feedback, writing the JD, etc. MM to share notes from the conversation.	MM	ASAP
4	Share CEO recruitment documents.	LC to collate everything that MM found and share with TB – to be received at the next TB.	LC & MM	02 June 2020
5	Add agenda items.	It was noted for the following agenda items to be added to the TB agenda on 09 June 2020: <ul style="list-style-type: none"> • CEO Recruitment • Finance and Commercial (repeating) • Appointments and Staffing (repeating) • Sabb Updates / Union Structure 	DT	02 June 2020
6	Update on CoB.	Calendar of Business was under review – to be updated on at next TB.	DT, EN & LC	09 June 2020

7	Share PPG update.	EN to send around PPG update via email.	EN	ASAP
8	Appeal decision vote	A decision on granting the appeal or not to be sent to DT via email by Wednesday 20 May 2020, 5pm. DT to send around email reiterating this and asking Trustees to submit their vote privately.	DT & Trustees	DT: ASAP Trustees: 20 May 2020, 5pm