

MEETING MINUTES

Description:	Trustee Board Meeting		
Dates:	Wednesday 08 July 2020	Time:	16:00 – 17:00
Chair:	Lauren Corelli (President)	Location:	Zoom teleconference
Trustees Present	Fowsia Kadiye (Education Officer) Sara Bafo (Welfare and Liberation Officer) Pradeep Thatai (External Trustee) Emily Collinsbeare (External Trustee) Stephen Norton (External Trustee)		
Staff Present	Ed Nedjari (Interim Chief Executive) Lisa Ronson (Finance Manager) Oliver Roscoe (Head of Commercial) Denisa Turturea (minutes)		
Apololgies	Eireann Attridge (External Trustee) Niquella Simpson-West (Campaigns and Activities Officer)		

Minutes

Ref.	Item	Summary Points	Action
1	Welcome and Introductions	<p>The Chair acknowledged that the frequent Trustee Board (TB) meetings gave Goldsmiths Students' Union (GSU) the possibility to discuss last minute sessions but it was also noted that it was a lot of work and the frequency would be decreased in the future.</p> <p>LC and DT to meet to discuss future of TB meetings – not planned to continue undertaking TB meetings fortnightly. Subcommittees also to be discussed.</p>	Discuss meeting frequency. (AI ref. 1)
2	Declarations and to note any possible conflict of interest	Nothing to note.	

3	Minutes from last meeting	<p>Minutes approved.</p> <p><u>Action Item 1</u> Casual Trustee catch up was decided to start happening in autumn 2020 to include new Student Trustees too. There were also thoughts to hold casual catch ups in person at GSU.</p> <p><u>Action Item 2</u> To be discussed in August.</p> <p><u>Action Item 3</u> The Chair stated that collating meeting notes was still underway and planned to be circulated the following day. A finalised recruitment timeline was also hoped to be finalized by the end of the upcoming week.</p> <p><u>Action Item 4</u> The CEO received feedback and was due to receive more in London CEO group. Circulated an email to Sabbs too. More progression envisioned on this alongside more guidance.</p> <p><u>Action Item 5</u> It was noted that this was mainly related to furloughing staff – discussed further in the meeting in Agenda Item 7.</p> <p><u>Action Item 6</u> External hire contracts were reviewed and approved.</p> <p><u>Action Item 7</u> Fulfilled.</p> <p><u>Action Item 8</u> Meeting took place between CEO and Sabbs – waiting to hear back from BAME Network to progress.</p>	Circulate notes and timeline. (AI ref. 2)
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4	Declarations for Any Other Business Items	The Chair declared that a vote would need to take place to elect a deputy chair during the any other business agenda item.	
5	Calendar of Business	<p>Dates for subcommittees were not filled in but were expected to be talked about in future meetings. Re-establishing the Subcommittees and needing Trustees to be assigned to one of them was planned to take place.</p> <p>Stuff included that would need to have for the upcoming year but lacking dates as they would be added as GSU would move more towards the beginning of the academic year.</p>	
6	Finance and Commercial	<p>Head of Commercial stated that talks with Native were progressing. A conversation was planned to take place with the data protection officer too.</p> <p>The Church would have its first socially distanced service the upcoming Sunday – bookings were done in 8 week chunks.</p> <p>Chancellor's statement stated 5% on food and accommodation.</p> <p>Finance Manager discussed the narrative of furloughing staff to potentially be reduced from 100% to 80%.</p> <p>The government's recent announcement was also discussed: that if furloughed</p>	

		<p>staff would be brought back from furlough and paid at least £562, government could give £1000 per employee in that position. An External Trustee stated that that could be receiving a rather large amount of money back. Clarification was still needed from the government around what staff that would apply to – staff furloughed at anytime during the furlough period or in a certain timeframe?</p>	
7	<p>Appointments and Staffing</p>	<p>Precarious staff scenarios document outlined 3 scenarios:</p> <ol style="list-style-type: none"> 1. no precarious staff going into August 2020 2. staff going into August 2020 but stick only to 80% from furlough scheme 3. keep all student staff while continuing to top up to 100% <p>It was noted that the reason that numbers changed were due to one staff member that was listed as being student staff but was not.</p> <p>The CEO stated that if scenario 2 was decided to be chosen, which was noted to be the least risk one, the decision would be applied to all furloughed staff.</p> <p>The Chair asked that HR and UNISON would need to be involved in the process therefore had they already been approached to talk about it? Would there be grounds for them to say no to the TB's decision? CEO stated that after conversations with HR Consultant, it would be doable. Lots of organisations would be following the footsteps of scenario 2 due to lack of finances. CEO also stated that UNISON hadn't been</p>	

		<p>approached at the time of minuting but it was believed that it would be better to approach UNISON once a decision was reached by the TB. It was also noted that nothing illegal or outside HR practices was being conducted through this decision.</p> <p>An External Trustee added to look at the practicalities of this – the refusal of staff would be understood however there were other people in other organisations that were accepting 80% of their salaries while continuing to work full time. It was noted that top up was not as automatic as it could be perceived.</p> <p>The Welfare and Liberation Officer stated that scenario 3 would not be appropriate for GSU to undertake since GSU was lobbying against the College for firing a large amount of staff. Scenario 3 would also have a great political and ethical pushback if chosen. They vouched for scenario 2.</p> <p>An External Trustee stated that the scenarios were extremely helpful in assessing the impacts of the decisions and also vouched their support for scenario 2.</p> <p>Another External Trustee also vouched scenario 2 and highlighted the importance of it applying to all furloughed staff – student staff and contracted staff.</p> <p>The Chair also voted for scenario 2. They also highlighted the importance of communicating why this scenario was chosen – protecting casualized staff as well as the entire staff body.</p>	
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		<p>would be proactively talking about what staffing would look like at the union.</p> <p>The Finance Manager stated that if a staff member wouldn't agree to be furloughed, they wouldn't automatically be made redundant but their contract could be breached to then go into a contractual dispute.</p> <p>The Finance Manager also stated that a lot of SU's have let go of contracted student staff, so even at 80%, we are doing more than most in terms of supporting student staff.</p> <p>All Trustees agreed on Scenario 2 being pursued: keeping furloughed staff but on 80% salary until October 2020.</p> <p>The Chair spoke to the CEO and would like to progress with recruiting for a full time HR Manager – with the CEO recruitment underway, it was essential to have the full HR function in GSU to be able to carry some of that work forward. Trustees were in agreement to progress the work on recruiting a full time HR Manager.</p>	
8	<p>Sabbatical Officer Updates</p>	<p>The Chair stated that Sabbs' residentials were happening the upcoming week to discuss projects to be able to plan for the rest of the year.</p> <p>The Welfare and Liberation Officer discussed racial justice work in GSU. They released a BLM statement alongside a plan for GSU leading on racial justice work – this was a plan by Sabbs not the rest of GSU.</p> <p>Demands GSU would be lobbying:</p>	

		<ol style="list-style-type: none"> 1. Deptford Town Hall statue removal building off of GARA's demands 2. BAME staff cards and UCU – precarious staff being laid off 3. Review of HR Policies, and full-time HR staff member. 4. Review of BAME staff and student experience at GSU – previously promised but not happened 5. Support Black University – activists organised to fund £50k 6. Improve BAME staff recruitment and increasing transparency of the recruitment process 7. Introduce mandatory anti-racism training – have suggestions to use from BAME staff 8. GSU to create a space for black students and community members <p>Once the plan would get finalized, it would be shared with the TB.</p> <p>The Chair added that the Insider Outsider report would also be shared with Trustees alongside the final plan – recommendations from the report would be used to help inform further work. It was important to understand the context of staff and students within the union but also to understand Goldsmiths more.</p>	<p>Share Insider Outsider report (AI ref. 3)</p>
9	CEO Report	<p>The CEO went through his report.</p> <p>The CEO discussed racial justice in GSU – the BAME staff network was reached out to and explained what happened during the managers meeting with work that was paused. The BAME network responded that they were conducting work on how it would be</p>	

		<p>devised and the best ways to move forward.</p> <p>Appropriate training was also discussed by the CEO to be able to take more active lead in racial justice work.</p> <p>The CEO stated a College complaint – towards beginning of the year, a student was removed from the building in line with good night out policy. Staff followed procedure as far as could be seen from the report. The student had appealed to the decision alongside contextual information around the person who was removed and who filed the complaint. A Trustee was requested to volunteer to be able to look at the case and go back to the College. This was not finalized by the College to take place, but Trustees were notified in case the College would need this to take place.</p> <p>EC- external trustee volunteered as they undertook investigations in previous Trustee roles.</p> <p>College grant funding and furlough conversations were had, moving onto what money was needed for the upcoming year – a timeline was created with milestones that would be hoped to be thought about and when. It was open to change.</p> <p>It was noted that important conversations were to be had especially when discussing restructuring and potential redundancies. There were thoughts that there would potentially be less people working for GSU upcoming year.</p>	
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		<p>£60k deficit from grant – loss of Club Pulse income, no traditional welcome week, etc. Some of it linked to what college giving and some of it linked to world situation.</p> <p>An External Trustee stated that they liked the update given by email about the college funding to the SU - it would be good to have a separate budget meeting with the Trustee group once more information was received but not leave it too long as it would be critical to get ahead of budget planning and how to deal with a response. Presumably the college weren't expecting a response or just that it will be accepted without realising what the impact will be in real terms.</p> <p>Next steps were suggested to be for people to respond to the email and if there was a lack of consensus, a meeting could be organized.</p> <p>CEO stated that College did not provide a deadline on grant response. The lack of agreement over the 12 months since College stated that they could review the grant (received in 4 stages) which leaves GSU in position to be unable to plan due to uncertainty of grant. There were feelings that there would probably not be any discussions around the grant amount.</p> <p>An External Trustee stated that GSU should be aware of low student experience, the student numbers could be reduced even further so the grant could continuously be slashed so an understanding was desired to know</p>	<p>Respond to budget email. (AI ref. 4)</p>
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		<p>when GSU could anticipate receiving numbers and updates.</p> <p>An External Trustee noted that GSU's reduction in funding would be more 10% rather than 5% so GSU would be facing other reduction in revenue and not just GS' grant.</p> <p>The Chair stated that in other areas of the college, they did not rely on College funding the way that GSU does.</p> <p>The CEO stated that it would be good to get back to college with initial response by 10 July 2020 – to be sent around in an email to be agreed to start planning 13 July 2020.</p> <p>An External Trustee stated that the response would be from the full TB after much thought and discussions.</p> <p>Risk assessments for staff and volunteers would be discussed. While budget planning stuff was going on, conversations around staff being supported would also need to take place. Unsure of what October would look like but a large amount of health and safety stuff to look into.</p> <p>Nursery risk assessment was fully completed. Next steps would be to go back to estates with risk assessment – they were expected to come back with questions and actions. Following this, an action plan would be devised for returning people back to the nursery and opening it back up.</p> <p>The risk assessment was shared with TB to allow them to see how the work</p>	<p>Respond to College. (AI ref. 5)</p>
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		was done and also act as a precursor to some of the stuff that would be happening.	
10	Racial Justice	Discussed in Sabb updates.	
11	Any Other Business	<p>Deputy Chair role was offered to Sabbs alongside the participation of other Sabbs chairing or sitting on Subcommittees.</p> <p>It was noted that the role of the Deputy Chair would be to help the chair manage working relationships between Trustees and CEO, as well as stepping into Chair position when Chair unavailable while supporting chair in coordinating the board.</p> <p>As per governance articles, deputy chair would need to be voted on.</p> <p>The Campaigns and Activities Officer put themselves forward for the role.</p> <p>Trustees were asked to vote to approve the Campaigns and Activities Officer deputy chair.</p> <p>All Trustees approved the Campaigns and Activities Officer to be the Trustee Board Deputy Chair.</p> <p>Next steps would be for chair training.</p>	

Action Items

Ref.	Action Item	Action / Decision	Action By	Due Date
1	Discuss meeting frequency	LC and DT to meet to discuss future of TB meetings – not planned to continue undertaking TB meetings fortnightly. Subcommittees also to be discussed.	DT & LC	ASAP
2	Circulate notes and timeline	The Chair stated that collating meeting notes was still underway and planned to be circulated the following day. A finalised recruitment timeline was also hoped to be finalized by the end of the upcoming week.	Sabbs	ASAP
3	Share Insider Outsider report	The Chair added that the Insider Outsider report would also be shared with Trustees alongside the final plan	LC	ASAP
4	Respond to budget email	Next steps were suggested to be for people to respond to the email and if there was a lack of consensus, a meeting could be organized.	Trustees	ASAP
5	Respond to College	The CEO stated that it would be good to get back to college with initial response by 10 July 2020 – to be sent around in an email to be agreed to start planning 13 July 2020.	EN	13 July 2020