

MEETING MINUTES

Description:	Trustee Board Meeting		
Dates:	09 June 2020	Time:	17:30 – 19:30
Chair:	Lauren Corelli (President Elect)	Location:	Zoom teleconference
Trustees present	Mona Mounir (Welfare and Liberation Officer) Beth Lowe (Campaigns and Activities Officer) Pradeep Thatai (External Trustee) Stephen Norton (External Trustee) Eireann Attridge (External Trustee) Saif UI Abideen (Student Trustee)		
Staff Present	Ed Nedjari (Interim Chief Executive) Lisa Ronson (Finance Manager) Oliver Roscoe (Head of Commercial) Denisa Turturea (minutes)		
Observers Present	Fowsia Kadiye (Incoming Education Officer) Niquella Simpson-West (Incoming Campaigns and Activities Officer) Sara Bafo (Incoming Welfare and Liberation Officer)		
Apologies	Emily Collinsbeare (External Trustee) Sam Mandi-Ghomi (Student Trustee) Hamza Taouzzale (Student Trustee)		

Minutes

Ref.	Item	Summary Points	Action
1	Welcome and Introductions	The incoming Sabbatical Officer team was attending the meeting as observers. They were introduced: Fowsia Kadiye, incoming Education Officer; Niquella Simpson-West , incoming Campaigns and Activities Officer, and Sara Bafo the incoming Welfare and Liberation Officer.	

2	Declarations and to note any possible conflict of interest	Nothing to note.	
3	Draft minutes from last meeting <ul style="list-style-type: none"> ● Approval ● Actions update 	<p>Minutes were approved by the Trustee Board.</p> <p>Action Item 1: Action fulfilled.</p> <p>Action Item 2: Action to be reviewed – Funders for London ‘Delivering Differently’ fund would be looked into once College grant finalized.</p> <p>There were discussions to receive budget and then talk to Funders for London.</p> <p>Action Item 3: Discussed later during meeting.</p> <p>Action Item 4: Discussed later during meeting.</p> <p>Action Item 5: Action fulfilled.</p> <p>Action Item 6: Action still under review – Calendar of Business was being finalized.</p> <p>Action Item 7: PPG work was still being reviewed.</p> <p>Action Item 8: Action fulfilled – Lily Madigan appeal was voted to not be granted and the SU’s decision were upheld.</p>	<p>Look into Funders for London ‘Delivering Differently’ fund. (AI ref. 1)</p> <p>Update on CoB. (AI ref. 2)</p>

4	Declarations for any other business items	The Chair declared a closed business agenda item for any other business.	
5	Finance and Commercial	<p><u>Finance</u></p> <p>Management accounts for April 2020 were discussed – May 2020 management accounts were still being created.</p> <p>Commercial £117k behind original budget. Commercial was at a £50k loss.</p> <p>General union £12k behind original budget. There were hopes to end the financial year with a £30k surplus overall, however, union was £85k behind.</p> <p>A loss of income from Club Pulse of £15k was noted.</p> <p>Marketing income was moved over to different department.</p> <p>Legal and professional costs were noted to be £16k higher than anticipated for the year. There was a £17k underspend in staff costs.</p> <p>Irrecoverable VAT was expected to remain at an underspend due to low amount of incoming invoices.</p> <p>Training and development costs were recoded to engagement.</p> <p>£63k ahead of original engagement budget.</p> <p>Staff vacancies were noted: head of membership, a coordinator role, a</p>	

		<p>recoding of a coordinator role from Student Voice to Development and Communities Team and a Sabb aide role was also added.</p> <p>£4k ahead with representation since SU awards dinner was cancelled, amongst other things.</p> <p>Student development £25k behind mostly due to recoding of coordinator role from Student Voice team to Development and Communities team. There was also a slight underspent in societies” grants.</p> <p>Slide 1.2 It was noted that commercial was separated from findings since it was self-sustaining- important to see how it was doing financially on it’s own.</p> <p>Projected £26k for union but with strikes, burst water pipe, COVID-19 etc. there were large amounts offinancial losses. Staff costs were still being paid. All commercial staff were furloughed aside from the Head of Commercial and Nursery Manager. Stock orders were cancelled, all food that could be donated was donated to a local food bank.</p> <p>The Chair asked whether Thames Water could still repay GSU back. Head of Commercial said that GS estates team did not continue with the request so Head of Commercial continuing project - could request around £1.2k from Thames Water. The papers needed to make the application were in the closed GSU office so they would be processed once access to the building would reopen.</p>	
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		<p>Finance Manager discussed reforecast for final part of financial year that was created in unison with managers. It was looking like the financial yearend would be £16k in deficit. Job retention scheme was really help in ensuring that GSU would stay open.</p> <p>Slide 3.1 A summary of the government job retention scheme was reviewed:</p> <ul style="list-style-type: none">• June and July: The government will pay 80% of wages up to a cap of £2,500, plus national Insurance (ER NICs) and pension contributions.• August: The government will pay 80% of wages up to a cap of £2,500. Employers will pay ER NICs and pension contributions.• September: The government will pay 70% of wages up to a cap of £ 2,187.50. Employers will pay ER NICs and pension contributions and 10% of wages to make up 80% total up to a cap of £2,500.• October: The government will pay 60% of wages up to a cap of £1,875. Employers will pay ER NICs and pension contributions and 20% of wages to make up 80% total up to a cap of £2,500. <p>Slide 3.2 Furloughed staff and non-furloughed costs were reviewed. It was noted that the government would provide GSU with £50,970 for staff salaries while GSU would pay £12,742. Those numbers were accurate as of 09 June 2020.</p>	
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		<p>would be consulted. Operations risk assessment was not done.</p> <p>5th of October 2020 was seen as a potential start date by the university.</p>	
6	<p>Staffing and Appointments</p> <ul style="list-style-type: none"> ● CEO Recruitment 	<p>Welfare and Liberation Officer discussed recruitment advisor discussed in the previous meeting.</p> <p>Recruitment Advisor would help with recruitment processes for several SUs as a freelance job.</p> <p>The Welfare and Liberation Officer summarised what the recruitment advisor could help GSU with if he were to lead in the CEO recruitment – what vision GSU had, he could have conversations with Trustee Board (TB) and staff, what GSU would want its SMT structure to look like, what GSU should look like more generally. Part of his role would be to gather feedback and write up a draft CEO job description and start the process – everything from how GSU would want the interview process to look like and any other details.</p> <p>It was noted that it would be important to have conversations around the scope of the work the GSU does – maybe the CEO role should not be what it had been.</p> <p>There were discussion around removing the CEO role and instead creating 2 SMT positions with one role focusing on political direction and another focusing on the other side of GSU.</p> <p>The Welfare and Liberation officer was uncomfortable with the fact that we didn't know that GSU wouldn't have</p>	

		<p>certain amounts of money the upcoming financial year – there would be no money for the Director of Operations and Commercial Development role's salary.</p> <p>An External Trustee noted that the GSU structure should be right before finding the right person for the job. He also mentioned whether the recruitment advisor was a one man band or should GSU consult with others as well. It was suggested for more research to be done and for options to be kept open.</p> <p>The Sabbatical Officer team stated that they would have a meeting regarding recruitment and share notes from that meeting, alongside notes from conversations with the recruitment advisor, with the TB.</p> <p>The Chair encouraged Trustees to feed into the process too.</p>	<p>Share meeting and conversation notes. (AI ref. 3)</p>
7	Housekeeping and Calendar of Business	<p>Still under review – delayed to next meeting.</p>	
8	<p>Sabbatical Officer Updates</p> <ul style="list-style-type: none"> • Union Structure 	<p>The Welfare and Liberation Officer discussed the Union structure and looked at the way that GSU ran in terms of staffing, the roles that were available, and the kind of SU GSU would like to be.</p> <p>They noted that there weren't enough staff doing political and campaigning work. It was desired for GSU to be more politically active as an union. It was noted that there was not enough political support.</p>	

		<p>The Sabbatical officers noted their conflict of interest in discussing the sabbatical officer salaries and responsibilities.</p> <p>The Welfare and Liberation Officer also brought up the staff pay framework and whether work was still being conducted on it.</p> <p>As a Sabb team, GSU Sabbs were paid the least compared to Sabbs in other unions <i>and staff in GSU. it was felt by all current sabbs that this was unfair due to the additional pressure, responsibility and workload sabbs have in comparison to the majority of other staff.</i></p> <p>There was a general consensus that Sabb salaries and responsibilities should be reviewed.</p> <p>The Pay framework should include the Sabb team as well.</p> <p>It was noted that a lot of Sabbs had left GSU Sabb roles due to the pressure and large workloads.</p> <p>The Chief Executive stated that it was clear that GSU's structure had not been working and that it did not represent the body that it was meant to. He suggested a directorate that would just deal with students – there should be a mechanism to do the political stuff and have intuitive political leadership and have that directorate lead the organisation and the operational part supporting it.</p> <p>The Chief Executive also spoke about Sabb pay with other SUs – he noted that</p>	<p>Review Sabb pay. (AI ref. 4)</p>
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		<p>the Sabb role would not sit under the staff pay framework due to Sabbs' Trustee status. EN to have a look at reviewing Sabb pay.</p> <p>Pay framework was left with previous HR Manager which was passed onto the Chief Executive. It was noted that it was probably not the right time to continue the work. It was still in the plans for an external person to come in and help with the process.</p> <p>It was requested by the outgoing officers for action plans and timelines to be created to ensure that conversations that take place would also materialize. Clear expectations of what staff working in the union should do, what values should be enacted etc. were strongly desired and encouraged.</p> <p>It was noted for the staff structure to be reviewed while thinking about GSU's values – could include speaking to students to get their feedback on what they would like their SU to look like.</p> <p>It was noted that having to rely on an organisation (GS) that GSU would be actively challenging often resulted in barriers due to fear of having bad relations with the College. However, given the current barriers and restrictions, the way that GSU was operating did not reflect the union that GSU should be and could be. This was also proven to be detrimental in Sabb-staff relationships. The Welfare and Liberation Officer stated that there would be ways to still receive the grant and College support while still fighting for students' voices.</p>	
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9	Chief Executive Update	<p>Chief Executive discussed his report.</p> <p>There were a number of conversations between the Finance and HR teams around payroll. All teams were being pushed into using PeopleHR, specifically the shop and nursery.</p> <p>Nothing confirmed for 5 October 2020 GS opening however the date was being referred to a lot by the College.</p> <p>A UNISON meeting was organized every term for UNISON members.</p> <p>It was noted that many schools and nurseries had opened around the UK.</p> <p>Nursery Manager asked to look into opening the nursery in September 2020. Chief Executive and Nursery Manager to go through numerous risk assessments and guidance on opening nurseries and then an assessment would be made on whether it would be ready to be reopened then or not.</p> <p>The Chair asked Trustees' thoughts on the nursery reopening in September 2020. An External Trustee stated that they would be in favour of the nursery reopening in September 2020 to take advantage of working with a smaller community of children before the potential 5 October 2020 opening date. Another External Trustee stated that health and safety and planning concerns could be a tough job, so, after planning had been done, the decision should be re-evaluated.</p> <p>The Welfare and Liberation Officer noted that Sabbs and staff should also</p>	
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		<p>be consulted with any HR related changes.</p> <p>The Chair stated that Sabb roles in general were rather dual natured so what may be applicable to staff may not work really well with the Sabb role. Equity for Sabbs would be needed. The Chief Executive noted that a separate staff handbook for Sabbs would be the best option.</p> <p>The Welfare and Liberation Officer asked whether GSU could recognize another union specifically for the Sabb team. The Chief Executive stated that staff could join any union, despite GSU's recognition agreement with UNISON. DT to look into whether an SU can have more than one recognized union.</p> <p>There were issues raised around Sabbs being in the same union as staff potentially could not work due to the political nature of Sabbs' roles.</p> <p>The Chair asked for the Chief Executive to add a returning point on the Chief Executive report around racial justice updates.</p>	<p>Look into recognizing additional union. (AI ref. 5)</p> <p>Add reoccurring Racial Justice point to report. (AI ref. 6)</p>
10	Any Other Business	Closed business took place between Trustees with separate minutes.	

Action Items

Ref.	Action Item	Action / Decision	Action By	Due Date
1	Look into Funders for London 'Delivering Differently' fund.	Action to be reviewed – Funders for London 'Delivering Differently' fund would be looked into once College grant finalized. There were discussions to receive budget and then talk to Funders for London.	EN & LR	August 2020
2	Update on CoB.	Calendar of Business was being finalized.	EN & DT	22 June 2020
3	Share meeting and conversation notes.	The Sabbatical Officer team stated that they would have a meeting regarding recruitment and share notes from that meeting, alongside notes from conversations with recruitment advisor, with the TB.	Sabbs	ASAP
4	Review Sabb pay.	Sabb role would not sit under the staff pay framework due to Sabbs' Trustee status. EN to have a look at reviewing Sabb pay.	EN	ASAP
5	Look into recognizing additional union.	DT to look into whether an SU can have more than one recognized union.	DT	22 June 2020
6	Add reoccurring Racial Justice point to report.	The Chair asked for the Chief Executive to add a returning point on the Chief Executive report around racial justice updates.	EN	22 June 2020