

## **MEETING MINUTES**

<b>Description:</b>	Trustee Board Meeting	
<b>Date:</b>	21/07/2021	<b>Time:</b> 16:00-17:30
<b>Chair:</b>	Niquella Simpson-West (Campaigns and Activities Officer)	<b>Location:</b> Zoom
<b>Trustee present:</b>	Fowsia Kadiye (Education Officer) Niquella Simpson-West (Campaigns and Activities Officer) Pradeep Thatai (External Trustee) Stephen Norton (External Trustee) Eireann Attridge (External Trustee)	
<b>Staff Present:</b>	Ed Nedjari (CEO) Irfan Zaman (Head of Membership) Wala Osman (HR Manager) Lisa Ronson (Finance Manager) Alfred Russo (Welcome Desk receptionist)	
<b>Apologies:</b>	Sara Bafo (SU President) Hafsa Haji (Welfare and Liberation Officer) George-Hakon Benson (Student Trustee) Saranyaa Goel (Student Trustee) Lina Charafeddine (Student Trustee) Tegan Easterbrook (Student Trustee) Emily Collinsbears (External Trustee)	
<b>Agenda</b>	<a href="#">Agenda Items and last meeting minutes</a>	

## Minutes

Ref.	Item	Summary Points	Action
	Welcome and Introductions	<p>The campaigns and activities officer asked if everyone was ok with the minutes from the last meeting.</p> <p>Everyone was in attendance apart from the apologies listed below.</p>	

	<b>Declarations and to note any possible conflict of interest</b>	None declared any possible conflict of interest	
	<b>Minutes from last meeting and subcommittees</b> <ul style="list-style-type: none"> <li>• Approval</li> <li>• Actions update</li> </ul>	<p>The only action from the previous meeting was the cultural review:</p> <p>The HR manager mentioned that three options for the cultural review were presented to the sabbs and CEO. There was one that was selected, so the HR Manager has been in conversation with the consultant and they are still figuring out a suitable time to have the review start. one of the Trustees pitched it to sabbs. Depending on the timeline, the HR manager will share a paper with the rest of the staff team to inform them on the cultural review.</p> <p>The proposed paper can be found in the agenda</p>	<p>Decide for a time to start the review, share a paper with staff to inform them once that is done.</p> <p>AI (ref.1)</p>
	<b>Declarations for Any Other Business items</b>	No other business	
	<b>SU Incorporation</b>	The CEO provided an update on the Charity's incorporation. According to the timeline, the process will be completed in the next 10 days. Everything was on track, the CEO will just need the addresses of the external trustees (which can be collected at some point afterwards).	

		<p>There is only one challenge, which is not the SU's fault. The charity commission is running behind as it has a long backlog of organisations that are transferring across.</p> <p>The official transfer date is still the 31st of July but the charity commission will not recognise it until a bit later. This will cause issues when it comes to the next audit costs. The CEO and the finance manager are going to meet with the auditors to discuss this.</p> <p>The CEO then read through the incorporation process meeting points, which need to be minuted and included in the meeting.</p> <p>The points acknowledged that the SU is becoming an incorporated charity. Another meeting started at the end of this one to acknowledge that the SU has moved to an incorporated charity.</p>	
	<p><b>Part 1 Unincorporated Company</b></p>	<p>The Trustees noted that they had previously determined that incorporation was in the best interests of the Charity and, accordingly, had established the CIO as a charitable incorporated organisation registered with the Charity Commission (charity no: 1194727) for the purposes of incorporation;</p> <p>It was noted that the CIO had been established with an interim board, but that on the day immediately following the effective date of Transfer, they would all automatically become trustees of the CIO, being those persons elected</p>	

and/ or appointed by the Charity as its board of trustees for the Academic Year 2021/22 (as per the provisions of the CIO constitution);

The CEO clarified that this means that we needed to put the same trustees, at the beginning of the process, that we have at the end of the process. At the time we started the process we did not know who was going to win the election. Which is why the sabbs were not included in the list of trustees. As soon as the incorporation is completed all newly elected Sabbs will then be put in as trustees.

The chair asked if there was any question about what was said so far.

It was noted that the membership of the Charity would transfer to the CIO in accordance with clause 8 of the CIO constitution, and from 1 August 2021 each and every student who has not opted out by notifying Goldsmiths' College of their wish not to be a member of the CIO; and The Sabbatical Trustees of the CIO.

It was noted that a communication was being prepared to go to all members of the Charity updating them on the establishment of the CIO, confirming that their membership would transfer to the CIO with effect from 1 August 2021 (subject to their opting out) and that their membership of the Charity would therefore be terminated from that date.

The trustees and staff member presented, considered carefully the documents before them, including an agreement to transfer the assets and undertaking of the Charity to the CIO (

the transfer deeds are hereby [attached to the minutes](#))

It was noted that they had taken suitable advice as to the process of incorporation and the nature and terms of the Transfer and in particular that it is a proper exercise of the powers of the Trustees within the Charity's objects to enter into the Transfer;

The CEO is currently waiting for the written approval of Goldsmith's College ( verbal approval was granted but there is the need of written confirmation which will likely be granted in the ongoing council meeting of the university) :

to the adoption of the CIO constitution, as required under the Education Act 1994;

to incorporate and transfer all of the Charity's assets and liabilities to the CIO, as required under the Charity's Articles of Governance (dated 23 March 2007);

It was noted the authorisation from the Charity Commission given by way of order under section 105 of the Charities Act 2011 (the Act); and it was noted that by section 333 of the Act, the Trustees have power to confer on any two or more of their body authority to execute in the names and on behalf of the Trustees documents for giving effect to transactions to which the Trustees are a party.

IT WAS RESOLVED:

- That, pursuant to the Charity's Articles of Governance the assets, undertaking and liabilities of the Charity be transferred to

		<p>the CIO on the terms as set out in the Transfer Deed to with effect from midnight on 31 July 2021;</p> <ul style="list-style-type: none"> <li>● That the Chief Executive and the trustees be authorised to undertake all necessary further actions required by the Charity to finalise the Transfer Deed</li> <li>● That, having considered there to be no, or no material, risk of future gifts to the Charity being lost in the event of the Charity being wound up, following completion of the Transfer Deed and all further actions required to effect the Incorporation, to apply to the Charity Commission to enter the incorporation on the Charity Commission's 'register of mergers' and to take such steps as are necessary for the Charity to be wound up in accordance with the Articles of Governance and removed from the Charity Commission's register of charities.</li> <li>● That the Chair instructed CEO (Ed Nedjari) to arrange for the filing of the minutes of the meeting.</li> </ul> <p>Trustees were pleased with the current process and that the incorporation was imminent</p>	
	<p><b>College Grant</b></p>	<p>The head of membership and the CEO began discussing the outcome of the several negotiations undertaken with the college over the planned deduction to the SU's grant. The grant was initially meant to suffer a 24% decrease, which was roughly a quarter of a million pounds. It would have made it almost</p>	

impossible for the SU to survive. The HR manager, the finance manager and the head of membership supported the CEO during the negotiations. They provided a strong argument to reduce the planned cut to 19%. This percentage is still a lot to absorb over the next two years, and there will be difficult decisions to be made, but it is now possible to think of a future for the SU.

The head of membership mentioned that the greatest victory was that they actually managed to change an outcome that otherwise looked extremely unlikely. They managed to reduce the cut because they understood what kind of points could force the college to reconsider their decision. The SU presented a list of several things that would have been impossible if the cut went ahead. The head of membership and the team behind these negotiations also reminded the college that their marketing and communication team would have had to tell students about all the extracurricular experiences that they would not get because of this cut.

The head of membership also mentioned that any sacrifice and difficult decision that the SU will have to face will not affect the student facing and student support services, as it is vital to protect them. Students should not suffer because of this cut.

The CEO added that the college's definition of negotiation was unclear. The warden's idea of negotiation was just discussing exactly how much should be taken off the grant each year rather than an actual negotiation on the

timelines or on how large the cut would have been.

It was however positive that the college witnessed how the SU now has a strong and focused team to confront them.

The CEO highlighted that the difficulty with the budget cut is not so much looking ahead to the incoming year, but to the long term consequences of it in the years to come. The SU must prepare for the worst as it is unlikely that the college will decide to increase their grant

The external trustees complimented the hard work of the CEO, the head of membership, the finance manager, and the HR manager for managing to change the forecasted cut from 24% to 19% and for putting a strong case together.

The CEO asked the sabbatical officers to add any retrospective comments on how they perceived the negotiations from their point of view.

The education officer mentioned that it was a difficult fight, that the college was not willing to budge, and that there was not a promising future ahead for the SU or the college. Yet, the SU can at least fight through the next two years.

They thanked the CEO and the head of membership for supporting them. The campaigns and activity officer also reiterated this. She also mentioned that her belief on the importance of student facing activities for students and for the

		<p>SU have strengthened after these negotiations.</p>	
	<p><b>Finance Update/ Budgets for 21/22</b></p>	<p>The finance manager thanked the rest of the staff for their hard work in demanding a less damaging cut, and then shared her screen to show everyone their presentation on the current budget forecast.</p> <p>The first part of the presentation talked about the 2021-2022 budget discussion with the university. She mentioned, again, the cut from the College.</p> <p>Including the cuts from last year it would have been a 30% cut in total. The grant for the oncoming year has been agreed as 1 million and 75 thousands , which is 175 thousand less than last year</p> <p>The budget was broken down into 3 categories: Student facing activities, overheads, and salaries. The finance manager then compared the expenditures of 2018-2019 ( the last fully functioning year of the SU) with the current planned budget to illustrate the forecasted percentages of expenditure.</p> <p>For the year 2018-2019 the expenditures were the following:</p> <p>9.97% for student facing activities          18.91 % for overheads costs (such as audit costs and irrecoverable VAT)          71,12% for salaries</p> <p>The finance manager showed, after the major restructure of the previous year in response to covid, the new current expenditures forecasted for this year.</p>	

		<p>There is an increase in expenditure for student facing activities, which is now 12.99%</p> <p>The finance manager managed to decrease, as much as possible, the overhead expenditure to 16.66%</p> <p>The was also, after the restructuring, a decrease of salary costs, which are now at 70.35%</p> <p>Audit expenses in 2019 came to £32000, at the time the SU had an external consultancy firm and had to mend the damages of previous SU's employers. The year 2020-21 had actual audit costs of £13-15k.</p> <p>The finance manager highlighted the difficulty to decrease overhead costs as they are expensive but necessary.</p> <p>One of the trustees asked if it was worth discussing a decrease in price with our current audit, considering the current budget cuts faced by the SU. He also proposed that the SU could look for another, cheaper, audit provider. The finance manager said that she will raise it in the next meeting, but that at the moment audit costs are increasing overall when it comes to SUs rather than decreasing.</p> <p>For insurance costs, the same trustee asked whether the SU may not be overinsured, and whether it is worth checking that carefully and pheraphs opt for cheaper insurance cover. The Finance manager said she would be happy to work on this together with the trustee .</p>	
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The finance manager mentioned that the current draft budget was sent separately to the trustees, and added that the current draft budget had a deficit of £120000. She then went into more details into the resources that will be allocated for students facing activities, overheads costs, and salaries.

When it comes to student activities, the finance manager mentioned that the more resources are put there, the better it is for SU and the students. The increase of expenditure also took into account the increase of costs for things such as sport facilities and transport.

The finance manager reiterated that it was very difficult to decrease the overhead costs beyond the current percentage, and that the SU is not frivolous when it comes to overhead costs. However, after the points raised by the trustee, she will try to look further into audit costs and insurance costs.

The CEO and finance manager also highlighted that they will try discussing a decrease of their membership fee with the NUS ( which is currently costing the SU 28k).

The campaigns and activities officer asked if the price for the membership was calculated or standard for all SUs.

The finance manager and CEO explained that the membership price is based on each SU's grant. The CEO also mentioned that any negotiation will be delicate as the

		previous CEO had misled the NUS in previous years when sharing data on previous grants and expenses.	
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The finance manager mentioned that salaries have been reduced to .77% and that salaries are our biggest costs.

In order to cover the £122000 deficit, there will be the need to determine which roles the SU will need to lose or not to recruit. She also mentioned that the SU needs to prepare for the further 10% cut of the next year.

The campaign and activities officer asked if the future 10% cut is set in stone or whether it can be further negotiated. The finance manager and the head of membership replied that it is set in stone. The warden did say that, depending on student numbers and commercial output, this can be looked over again. However it sounds more like an acquiescing tactic than a real promise. Just this morning the OFS and the department of education confirmed that art courses will suffer a 50% cut from september. This gives a bleak forecast for Goldsmiths considering that most of the courses are related to arts and humanities.

The CEO mentioned that the SU needs to protect their own funding, as the College cannot be financially relied upon. Ultimately, the salary costs are larger than the new grant allows.

The CEO also does not want to decrease the training and development line since staff will already suffer from a lack of salary increase to match new living costs.

The least that the CEO and HR manager can do is to focus on training and development as retention is essential. Having too many staff

		<p>members leaving would be incredibly damaging. There will need to look at the current staffing structure to understand what can be done to address both the deficit and the need for retention and development.</p> <p>Of course it is not clear what the future will look like for the College in general (as they are struggling financially on a larger scale) but the SU needs to plan ahead regardless.</p> <p>The finance manager did give some good news. The current budget year ended with a surplus to add to our next year reserves which, presently are 57k.</p> <p>The campaigns and activities officer asked if there were further questions but there were none</p>	
	<p><b>Policies</b></p>	<p>The HR manager attached some policies to the agenda for the trustees to read and approve. She is happy to give more time to the Trustee and Sabbs to read through them before getting back to her with a written approval.</p> <p>These policies went to UNISON initially but because of a change of reps, their approval had to be bypassed and got directly to the trustee board as they are essential for the organisation to function.</p> <p>One of the trustees asked whether the current policies were a continuation of current practices rather than newly made policies. The HR manager confirmed it was the case.</p> <p>The were no further questions</p>	<p>Read and approve policies AI (ref.2)</p>

	<p><b>Sabb Officer Updates and Head of Membership's current plan for next year</b></p>	<p>The education officer started the update by mentioning that thankfully, after an intense period, things were quiet for sabbatical officers in general.</p> <p>She also mentioned that the sabbatical officers just had their residentials in Brighton with the CEO and the head of membership. The education officer highlighted that it was a great experience and a good opportunity to bond as a team and understand all of their priorities.</p> <p>They then mentioned that the rent strike that was going on on campus came to an end after the participants voted to end it. Now Sabbs are trying to support students who have rental arrears by negotiating with the college. The campaign and activities officer mentioned that they want to safeguard students who now have "debts" with the university and make sure that they can get the best possible outcome from the situation ( such as protection from being chased by debt collectors and getting the best possible payment plans) .</p> <p>The campaign and activity officer then mentioned their current priority surrounding mental health. There has been progress and the sabb is in the process, with the community team and the welfare team, to start a new buddy scheme for students. It focuses on wellbeing and peer support. She is in consultation with other SUs ( Manchester) and she is looking at their model for the buddy scheme. She is also getting advice from the wellbeing team in terms of policies and legal aspects to keep both the students and SU as safe as possible. The campaign and activities officer is very excited</p>	<p>Create a presentation for Membership and engagement priorities. AI (ref.3)</p>
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about this as it has always been a priority. As the development and communities manager is currently working with the communication team ,and as other staff members are on annual leave, there is the need to wait but it will hopefully be ready to go ahead by september.

The sabbatical officers asked if there were any questions. The CEO did not have a question but congratulated the good work and healthy collaboration between the sabbatical officers and the head of membership. He highlighted that the work done by sabbs, is the SU's reason for being and the Sabb's commitment gives the CEO the impetus and motivation to ensure that Sabbs get all they need to do what they need to do, which is representing and empowering students.

One of the trustees asked if another priority for the Sabbs would be the restructuring of the president role. The sabbs replied that the current and past presidents always had this as a main priority and that it will be something that they can hopefully set in motion this term. The education officer confirmed that the president will likely share any updates on this in the next trustee board. The campaign and activities officer reiterated that their aim as a team is to work in a non hierarchical way when decisions are made, and that the way they work as a team reflects their politics and priorities. Everything the sabbs team does is well thought out between each other.

		<p>The head of membership gave his update.</p> <p>His priorities are broken down into 5 points involving the organization and the sabbatical team</p> <p>1: Democracy and governance review. He wants to assess the way students engage with the SU and the current decision making structures in place (such as part time officers and student forums). The question is, are they fit for purpose? Are those who want to participate and get involved adequately supported? The head of membership wants to look at what others are doing about this.</p> <p>2: Reviewing and looking at our existing representation structure. The SU needs to try and improve the student experience for its members. There is the need for a robust system in place to take evidence and feedback to the institution. This can be addressed but supporting and attracting more SU reps .</p> <p>3: There is a need for a student listening exercise, which is related to the points above. The head of membership was to set the groundwork for future strategies in the coming academic year</p> <p>4: Refocusing and prioritising support for the sabbatical officers, particularly for their uni faci roles. Are they supported, briefed, and aware of what is going across the college when they are present at senior management meetings?</p>	
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		<p>5: Developing a high performing team within the membership service. The HR manager will be important in this as well. Is the team adequately resourced? Do they have what they need to deliver what we have to deliver to students? Do their work link with the SU'S purposes and strategies? Are they equipped with the necessary action plans to deliver this?</p> <p>These are the 5 points the head of membership is working on and he is currently doing research and taking examples from previous work experiences to address them. He hopes that by late august he can share a presentation that addresses the following points.</p> <p>The campaign and activities officer thanked the head of membership and the HR manager for supporting them so much after the Sabbs team aide had left. They both helped the sabbatical officers to maintain a structure and focus on their productivity and priorities.</p> <p>The CEO also added that the addition of the head of membership and the HR manager had helped the sabbatical officers and the rest of the senior staff.</p> <p>The trustees were delighted to hear this.</p>	
	<p><b>End of meeting as an incorporated company , Any other Business</b></p>		

		There was no other business. The unincorporated meeting officially ended at 17:20.	
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Goldsmiths Students' Union Page 19 of 25  
Meeting Minutes – July 2021 Trustee Board meeting

<b>Agenda</b>	<a href="#">Agenda Items and last meeting minutes</a>	
<b>Description:</b>	Trustee Board Meeting- <b>INCORPORATED COMPANY</b>	
<b>Date:</b>	21/07/2021 <b>Time:</b>	17:20-17:30
<b>Chair:</b>	Niquella Simpson-West  (Campaigns and Activities Officer)  : <b>Location</b>	Zoom
<b>Trustee present:</b>	Fowsia Kadiye (Education Officer) Niquella Simpson-West (Campaigns and Activities Officer) Pradeep Thatai (External Trustee) Stephen Norton (External Trustee) Eireann Attridge (External Trustee)	
<b>Staff Present:</b>	Ed Nedjari (CEO) Irfan Zaman (Head of Membership) Wala Osman (HR Manager) Lisa Ronson (Finance Manager) <u>Alfred Russo (Welcome Desk receptionist)</u> Sara Bafo (SU President) Hafsa Haji (Welfare and Liberation Officer) <b>Apologies:</b> George-Hakon Benson (Student Trustee) Saranyaa Goel (Student Trustee) Lina Charafeddine (Student Trustee) Tegan Easterbrook (Student Trustee) Emily Collinsbeare (External Trustee)	

Ref.	Item	Summary Points
1	<b>SU</b> <b>Incorporation</b>  Part 2 Incorporated Company	Incorporated meeting officially started

	<p><b>1 Formation of the CIO</b></p>	<p>It was noted that the CIO was formed on 8 June 2021 by the Charity Commission entering the CIO in the register of charities.</p>
	<p><b>2 Charity trustees</b></p>	<p>It was noted that the following, each of whom had indicated a willingness to act by signing the Charity Commission’s trustee declaration form, were named in the CIO’s constitution as the first charity trustees of the CIO:</p> <p style="text-align: center;">Emily Collinsbeare</p> <p style="text-align: center;">Pradip Thatai</p> <p style="text-align: center;">Stephen Norton</p> <p style="text-align: center;">Eireann Attridge</p>
	<p><b>3 Chair</b></p>	<p>The campaign and activities officer was appointed Chair of the meeting.</p>
	<p><b>4 Notice and Quorum</b></p>	<p>The Chair reported that due notice of the meeting had been given and that a quorum was present. Accordingly, the Chair declared the meeting open.</p>
	<p><b>5 Business of the meeting</b></p>	<p>The Chair noted that the business of the meeting was:</p> <ul style="list-style-type: none"> <li>● to note the formation of the CIO and the purpose for which the CIO had been formed;</li> <li>● to consider and approve the documentation to effect the transfer of the undertaking and assets of Goldsmiths Students’ Union (the <b>Unincorporated Charity</b>) to the CIO on terms that the CIO assumes the liabilities of the Unincorporated Charity (the <b>Transfer</b>);</li> <li>● to approve such steps as the Trustees consider necessary to proceed with the incorporation of the Unincorporated Charity and the Transfer and all other such steps as</li> </ul>

		they may consider necessary or expedient to effect their completion;
	<b>6 Declarations of Interest</b>	The Trustees noted that, in connection with the proposed Transfer, all of the Trustees are charity trustees of the Unincorporated Charity. Each of these Trustees therefore declared their interest in the Transfer, including that each charity trustee of the Unincorporated Charity was the potential beneficiary of an indemnity under the terms of the Transfer. There was no other declaration of interest.
	<b>7 The Transfer</b>	<p>The Trustees:</p> <ul style="list-style-type: none"> <li>● noted that the CIO had been established by the charity trustees of the Unincorporated Charity for the purpose of incorporation of the Unincorporated Charity, so that the CIO could operate as the successor body to the Unincorporated Charity;</li> <li>● noted that the charity trustees of the Unincorporated Charity proposed to effect the incorporation by the transfer of the entire undertaking and assets of the Unincorporated Charity to the CIO on terms that the CIO assumes the liabilities of the Unincorporated Charity and takes on and continues the operations of the Unincorporated Charity from midnight on 31 July 2021;</li> <li>● noted that the CIO had been established with the first trustees as an interim board, but that on the day immediately following the effective date of Transfer those persons elected and/ or appointed by the Charity as its board of trustees for the Academic Year 2021/22 would automatically be the charity trustees of the CIO (as per the provisions of the CIO constitution);</li> <li>● considered carefully the documents before them, including an agreement to transfer the</li> </ul>

		<p>assets and undertaking of the Charity to the CIO (the <a href="#">Transfer Deed</a>)</p> <ul style="list-style-type: none"> <li>● noted that appropriate advice had been taken as to the nature and terms of the incorporation and the Transfer Deed and that the CIO has power to enter into the Transfer Deed and it would be a proper exercise of the powers of the Trustees in furtherance of the CIO's objects to do so;</li> <li>● noted the intention of the charity trustees of the Unincorporated Charity to proceed on the terms of the Transfer Deed;</li> <li>● noted that the Unincorporated Charity had obtained approval from Goldsmith's College to the adoption of the CIO constitution and the incorporation and transfer all of the Unincorporated Charity's assets and liabilities to the CIO];</li> <li>● noted the authorisation received from the Charity Commission by way of order under section 105 of the Charities Act 2011, given the interests of the Trustees in the Transfer;</li> <li>● noted the proposal that the Unincorporated Charity be wound up and an application be made to the Charity Commission to add the Incorporation to the Charity Commission's Register of Mergers.</li> </ul>
	<p><b>8 Membership</b></p>	<p>The Trustees noted that, in accordance with clause 8 of the CIO constitution, from 1 August 2021 (i.e. following the effective date of transfer on 31 July) the members of the CIO will be:</p> <p>8.1.1 Each and every student who has not opted out by notifying Goldsmiths' College of their wish not to be a member of the CIO; and</p> <p>8.1.2 The Sabbatical Trustees of the CIO.</p> <p>The Chair reported that a communication was being prepared to go to all members of the</p>

		<p>Unincorporated Charity from the Unincorporated Charity and the CIO updating them on the establishment of the CIO, confirming that their membership would transfer to the CIO with effect from 1 August 2021 (subject to their opting out) and that their membership of the Unincorporated Charity would therefore be terminated from that date.</p> <p>The Trustees noted the requirement to maintain a register of members.</p>
	<p><b>9 Documents produced at the Meeting</b></p>	<p>The following documents were produced to the meeting:</p> <p><a href="#"><u>the Transfer Deed</u></a></p>
	<p><b>10 Resolutions</b></p>	<p>IT WAS RESOLVED:</p> <p>TO approve the documents produced to the meeting and to proceed with the incorporation of the Unincorporated Charity and the Transfer on the terms of the Transfer Deed;</p> <p>THAT the Chief Executive and/ or the named trustees be authorised to undertake all necessary further actions required by the CIO to finalise the Transfer Deed (including agreeing such further minor changes as may be required to finalise the document) and to complete the transfer of assets and undertaking and assumed liabilities of the Charity to the CIO, following execution of the Transfer Deed;</p> <p>TO authorise any two trustees to execute the Transfer Deed and all other documents required to effect or complete the incorporation on behalf of the CIO;</p> <p>TO provide an update to employees of the Unincorporated Charity confirming the CIO as their new employer, as required pursuant to the Transfer</p>

		<p>of Undertakings (Protection of Employment) Regulations 2006 (<b>TUPE</b>);</p> <p>TO apply to HMRC for recognition as a charity for tax purposes (pending confirmation of bank account details); and</p> <p>Any other decisions made at the meeting e.g. in relation to opening of bank accounts/ mandates, insurance, nursery provision, registration with the Information Commissioner’s Office etc.</p>
	<b>11 Filing</b>	The Chair instructed the CIO’s secretary OR the CEO/SU president to make all necessary and appropriate entries in the registers of the CIO and to arrange for the filing of the minutes of the meeting.

**12 End**

There was no further business and the Chair declared the meeting closed.

## Action Items

Ref.	Action Item	Action / Decision Action By	Due Date
<b>1</b>	Cultural review	<p>HR manager/Sabbs and CEO with trustee input chose 1 out of 3 options. She is in conversation with a</p> <p style="text-align: right;">WO</p> <p>consultant to decide when to start the review. Once that is done, HR manager will send a paper about this to all staff members</p>	ASAP

**2** Policies Head of

The head of membership will create

weeks

plans and priorities for this academic year with staff and trustees.

Trustee should read and approve the policies that the HR manager sent them

Trustees  
Within the next 2

**3**  
membership priorities and share a presentation outlining

IZ Next month

