

## Trustee Board **MEETING MINUTES**

<b>Description:</b>	Trustee Board Meeting
<b>Dates:</b>	Wednesday 24 June 2020 <b>Time:</b> 16:00 – 17:00
<b>Chair:</b>	Lauren Corelli (President) <b>Location:</b> Zoom teleconference
<b>Trustees Present</b>	Fowsia Kadiye (Education Officer) Niquella Simpson-West (Campaigns and Activities Officer) Sara Bafo (Welfare and Liberation Officer) Pradeep Thatai (External Trustee) Emily Collinsbeare (External Trustee) Stephen Norton (External Trustee) Eireann Attridge (External Trustee)
<b>Staff Present</b>	Ed Nedjari (Interim Chief Executive) Lisa Ronson (Finance Manager) Oliver Roscoe (Head of Commercial) Denisa Turturea (Office Coordinator) (minutes)

**Apologies** N/A

### Minutes

Ref.	Item	Summary Points Action
1	<b>Welcome and Introductions</b>	<p>An informal, more casual space for Trustees to get to know each other was desired. LC and DT to discuss making this happen.</p> <p style="text-align: right;">(AI ref. 1)</p> <p>The Chair noted that the frequent Trustee Board (TB) meetings needed to be set up for COVID-19 purposes and were not usual TB circumstances. So, it would be understandable if Trustees were not able to attend each meeting.</p>

**Declarations and to**

2

**note any possible**

Nothing to note

<p>3</p>	<p><b>Minutes from last meeting</b></p> <ul style="list-style-type: none"> <li>• Approval</li> <li>• Action Updates</li> </ul>	<p>Minutes approved.</p> <p><u>Action Item 1</u> Fund was looked into – seemed to be a network of funders and a grant application would need to be done. Finance Manager received information that made it seem like it would not be a problem to apply for Funders for London 'Delivering Differently' grant. It was suggested to look into how much grant GSU would apply for. The Chair suggested this could be continued over email too once budget received.</p> <p style="text-align: right;">Continue Funders for London discussions over email. (AI ref. 2)</p> <p><u>Action item 2</u> Discussed later in the meeting (Agenda Item</p> <p><u>Action Item 3</u> Postponed - The Sabbatical Officer team stated that they would have a meeting regarding recruitment and share notes from that meeting, alongside notes from conversations with</p> <p style="text-align: right;">Share meeting and conversation notes. (AI ref. 3)</p> <p>Sayed, with the TB.</p> <p><u>Action Item 4</u> CEO stated that Sabb pay was not part of the Staff Pay Framework due to Sabbs' Trustee status – there was a need to still look into it. Although cost of</p> <p style="text-align: right;">Speak to</p>
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		<p>living increase was received by Sabbs, other SU</p> <p>there was a rational reason to look into it senior leaders</p> <p>and ensure the Sabb pay was re Sabb pay.</p> <p>agreeable. Also to benchmark against (AI ref. 4)</p> <p>other London SUs. EN to go away and speak to other SU senior leaders about that.</p> <p><u>Action Item 5</u></p> <p>The Office Coordinator stated that, from research, she was able to find</p>
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		<p>information stating that more than one trade union could be recognised by an organisation, however, for a small organisation such as Goldsmiths Students' Union (GSU) it would be more appropriate to recognise just one trade union. It was also highlighted that although there would be one recognized trade union, staff are welcome to join a trade union of their choice and were not obliged to join the recognised trade union. Therefore, it would be GSU's responsibility to ensure that they would not only consult with their recognized union, but also with the other unions that staff may belong to. Additionally, there was no information stating that Sabbs could not join the same trade union as other staff members.</p> <p><u>Action Item 6</u></p> <p>Action completed.</p>
<b>4</b>	<b>Declarations for any other business items</b>	Nothing to declare.
<b>Trustee Board and Subcommittees</b>		

<b>5</b>	<b>Finance and Commercial</b>	<p><u>Finance</u></p> <p>Finance Manager gave an update on furlough scheme.</p> <p>Slide 2 Estimate for most precarious and vulnerable staff - hourly paid staff.</p> <p>Amounts highlighted in yellow were GSU's contributions. Topping up to 100% would cost £20.6k while it would cost £9.7k if GSU would follow government require furlough payments - difference of £10.8k.</p>
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Slide 3

Showed all furloughed staff – only estimates were included since there was uncertainty around what staff would remain furloughed and what staff would be unfurloughed. The figures included precarious and vulnerable staff. If all topped to 100%, that would cost GSU £50k and £30K if GSU would follow government guidance.

It was suspected that a lot of staff would return to work in September 2020.

Finance Manager stated that the estimated figures were presented not to show costs, but more to compare what topping up to 100% would be compared to GSU sticking to government requirements.

The Chair requested more time to review the estimated figures.

An External Trustee noted that people working from home, or furloughed, would not have the same expenses, so, would it still make sense to top up salaries to 100%, since people working from home had to spend less? The CEO stated that 100% payments were initially agreed upon since most SUs were doing it and it morally felt like that was the right choice. The length that length of the furlough period was unknown so it was clear that a review to the initial COVID-19 decisions would need to take place.

CEO noted that it would be a case of looking at GSU's furlough decisions in

general and think about, going into next financial year, whether topping up to 100% wages would still be appropriate. New information was learned, specifically around government guidance on the lockdown. CEO was unsure what other SUs would be doing post 01 August 2020. EN to talk with other SUs to find their positions into next financial year. (AI ref. 5)

External Trustee highlighted the importance of thinking about the previous issue as soon as possible to ensure that GSU's financial position would not be greatly compromised.

A need to make a decision on precarious and vulnerable staff's contract extensions was urgently needed within the next week so that they receive appropriate notice since their furlough was extended to 13 July 2020 – further discussed in Agenda Item 10.

#### Commercial

Head of Commercial discussed what work guided their approach, where commercial was looking at in terms of budgets and exploration of capacity.

Head of Commercial also sent around an email relating to a reoccurring external booking that would take place every Sunday from a local church alongside possible physical activities that could be planned to take place in the GSU venue in the future.

He provided an update on allowing GSU to operate after the College saw the risk assessments relating to the reoccurring

Sunday booking – Goldsmiths College Estates team stated that they would be happy to open GSU for a reoccurring private hire that could take place every Sunday if Trustee Board would approve.

An additional agreement (schedule of responsibility) between GSU and the other party was ready to go but Trustee Approval was required.

An External Trustee stated that the recurring Sunday booking would be a great opportunity to continue working with the local community. Another External Trustee stated that, in line with government lockdown guidance, faith based groups had been given permission to meet again so declining the booking would go against that.

All Trustees were in agreement for the recurring booking to go ahead.

External exercise classes were also in the works to be organized in GSU depending on government lockdown guidance. CEO noted that the Goldsmiths Estates team were being extremely cautious with building opening, so, if government guidance would seem too lax, GSU could use GS guidance to justify decisions relating to space openings. The Head of Commercial also highlighted their commitment to ensuring extremely hygienic spaces, even more than what GS estates team would recommend.

Head of Commercial stated that they were also working on creating contracts for external hires to ensure they would stick to GSU's hygiene rules too – they

		<p>would need to ensure that they bring hand sanitizer, masks etc. It would be on them to take care of their people and responsibilities in line with GSU's rules, and on GSU for providing appropriate spaces and resources as agreed. GSU would arrange for regular cleaning and GSU staff would do another sanitization.</p> <p>Review external hire contracts.</p> <p>An External Trustee, SN, stated that they would be happy to look over the external hire contract template with the Head of Commercial. OR to send contract to Steve for review.</p> <p style="text-align: right;">(AI ref. 6)</p>
<b>6</b>	<b>Appointments and Staffing Subcommittee</b>	<p>The Office Coordinator had discussions with the UNISON Reps around their termly meetings with UNISON members alongside the creation of a GSU JNCC.</p> <p>UNISON Reps requested for minutes from their UNISON member meetings and GSU's JNCC to be sent to the Appointments and Staffing Subcommittee for Trustee awareness as well as discussion/decision if needed. Trustee approval was requested for this to be introduced.</p> <p>All Trustees approved for a standing agenda item to be added to the Appointments and Staffing Subcommittee relating to UNISON updates that could include JNCC minutes and/or UNISON member minutes for discussion and TB review.</p>
<b>7</b>	<b>Calendar of Business</b>	<p>EN to circulate Calendar of Business via CoB.</p> <p style="text-align: right;">(AI ref. 7)</p>
<b>Officer Updates</b>		

8	<b>Sabbatical Officer Updates</b>	Nothing to note.
9	<b>Racial Justice</b>	<p>A Managers Meeting took place on 19 June 2020 – a genuine will and desire to move forward with racial justice work within GSU was felt.</p> <p>3 main points were focused on: internal training and education, action plan from GARA outcomes and thinking about structure (recruitment and BAME staff retention).</p> <p>Discussions started around formulating what problems and challenges in GSU were – once they could be out in the open, GSU could start tackling them.</p> <p>CEO went through reports GSU had – insider outsider report, exit interviews etc to begin to formulate what challenges within GSU were.</p> <p>Next steps would be to look at the reports and points pulled from there and how they could be tackled.</p> <p>Another part was about ensuring that managers would continue being educated on the topic of racial justice.</p> <p>Informal educational meetings had been scheduled to take place fortnightly to allow for discussions to take place between managers and enable education and information sharing. However, they were requested to be paused by the Sabb team due to a lack of consultation with the wider staff team, specifically members of the BAME network.</p>

*The Chair had previously spoken with the CEO to make sure that this meeting did not lead to actions / further separate meetings, as it was not appropriate for an all white management team to solely lead on racial justice work without other staff's input, especially the BAME network. It was noted that the work would need to be done strategically rather than quickly. It was noted that it was important to ensure that while BAME staff should not be responsible for the work, they should still have an input.*

BAME staff experience would need to be reviewed and conducted as well.

Welfare and Liberation Officer stated that the BAME network would be willing to be involved in racial justice work. They stated that it would be important for all to come together, get in touch with BAME network and ensure that the work would be collaborative. A pause was requested on racial justice work to also consult with the BAME staff network so that the different groups could come together and discuss a strategy moving forward. The pause was agreed upon by the CEO and planned to go forward until appropriate consultation with appropriate individuals was conducted to be able to advance with racial justice work.

The CEO stated that culture review was still needed in some shape or form – something more in depth and weighty would most likely be needed. BAME staff network was still in the works of being relaunched, planned to also include furloughed staff members.

		<p>Chair stated that Trustee Board could advertise their position on the work and then hear staff's feedback on how to move forward with the racial justice work.</p> <p>An External Trustee stated that receiving as many contributions as possible was desired, specifically from the people that would have been affected by racial issues.</p> <p>EN to set up meeting with Sabbs to <i>discuss</i> racial justice work as soon as possible <i>and discuss how all groups within the union were going to be brought in.</i></p> <p style="text-align: right;">(AI ref. 8)</p>
<p><b>10</b></p>	<p><b>Student Staff</b></p>	<p>CEO suggested for a couple of guiding options to be discussed and agreed upon relating to the future of student staff during the government job retention scheme.</p> <p>Although there were discussions around student staff due to their contracts, all staff would need to be treated under the same contractual obligations, whether they would be fixed term or not. Decisions could not happen where some people would be topped up to 100% and others to 80% - all furloughed staff would need to be under the same regulations.</p> <p>The main question discussed was what to do with student staff who would be out of contract at the end of the financial year.</p> <p>The Chair reiterated that a list of scenarios would need to be drawn up. Politically, as a Sabb team, they were speaking out against the College about not firing casualised staff and furloughing them instead. From a</p>

political angle relating to what GSU was doing, ending those contracts would seem out of line.

There was a suggestion that not topping up 100% could be the solution while still entitling Student Staff to furlough?

The Chair asked about cost savings and whether dropping the 20% top up would allow GSU to keep vulnerable staff furloughed. Finance Manager stated that GSU would have following choices: drop furlough for staff that would not be working and not needed for future to let their contracts run out, or furlough them to 80% as per government guidance or furlough them and top up to 100%.

Official scenario plan containing a narrative and risk analysis was suggested to be drawn up by the CEO, Head of Commercial, Finance Manager and HR Consultant. The aim was to then be able to work from this scenario document, alongside the financial

update slides from this meeting, and make appropriate decisions. CEO stated that most realistic scenarios would need

to be highlighted – estimates from

finance slides to be related to. To be decided over email by next meeting with a scenario plan to be created by the following week – EN to lead on this.

An External Trustee stated that alongside Trustees being responsible for GSU finances, Trustees were also responsible for GSU's reputation so they noted that GSU would need to also take justification for its actions into account the situation and its outcomes would need to reflect GSU's values. It was

Create and share Student Staff scenario plan.

(AI ref. 9)

		<p>decided for the scenarios to be reviewed and a decision to be made by the next Trustee Board meeting.</p> <p style="text-align: right;">(AI ref. 10)</p> <p>Finance Manager pointed out that the extra £20k could potentially be used for other student focused activities.</p>
11	<b>Any Other Business</b>	No other business.

### Action Items

Ref.	Action Item	Action / Decision Action By	Due Date
1	Organize Trustee catch ups	<p>An informal, more casual space for Trustees to get to know each other was desired. LC and DT to discuss making this happen.</p> <p style="text-align: right;"><b>DT &amp; LC</b></p>	ASAP
2	Continue Funders for London discussions over email	<p>Finance Manager received information that made it seem like it would not be a problem to apply for Funders for London 'Delivering Differently' grant. It was suggested to look into how much grant GSU would apply for. The Chair suggested this could be continued over email too once budget received.</p> <p style="text-align: right;"><b>LR &amp; Trustees</b></p>	August 2020
3	Share meeting and conversation notes	<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 Sayed, with the TB.</p>	06 July 2020

		<b>Sabbs</b>	
<b>4</b>	Speak to other SU senior leaders re Sabb pay	<p>there was a rational reason to look into it and ensure the Sabb pay was agreeable. Also to benchmark against other London SUs. EN to go away and speak to other SU senior leaders.</p> <p style="text-align: right;"><b>EN</b></p>	06 July 2020

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<b>5</b>	Talk to other SUs	<p>CEO was unsure what other SUs would be doing post 01 August 2020.</p> <p>EN to talk with other SUs to find their positions into next financial year.</p> <p style="text-align: right;"><b>EN</b></p>	06 July 2020
<b>6</b>	Review external hire contract	<p>An External Trustee, Steve, stated that he would be happy to look over the external hire contract template with the Head of Commercial. OR to send contract to Steve for review.</p> <p style="text-align: right;"><b>OR &amp; SN</b></p>	ASAP
<b>7</b>	Circulate CoB	<p>EN to circulate Calendar of Business via email.</p> <p style="text-align: right;"><b>EN</b></p>	ASAP

8	Discuss next steps for racial justice work	EN to set up meeting with Sabbs to <i>discuss</i> racial justice work as soon as possible <i>and how all groups within the union were going to be brought in.</i>	ASAP
9	Create and share Student Staff scenario plan	Official scenario plan containing a narrative was suggested to be drawn up by the CEO, Head of Commercial, Finance Manager and HR Consultant. The aim was to then be able to work from this scenario document, alongside the financial update slides from this meeting, and make appropriate decisions. CEO stated that most realistic scenarios would need to be highlighted – estimates from finance slides to be related to. To be decided over email by next meeting with a scenario plan to be created by the following week – EN to lead on this.	01 July 2020
10	Make decision on Student Staff based on scenario plan	It was decided for the scenarios to be reviewed and a decision to be made by the next Trustee Board meeting.	07 July 2020