

Trustee Board **MEETING MINUTES**

Description :	Trustee Board Meeting	
Dates:	30 July 2020	Time: 17:30 – 18:30
Chair:	Lauren Corelli (President Elect)	Location: Zoom teleconference
Trustees present	Fowsia Kadiye (Education Officer) Niquella Simpson-West (Deputy Chair, Campaigns and Activities Officer) Sara Bafo (Welfare and Liberation Officer) Emily Collinsbeare (External Trustee) Stephen Norton (External Trustee) Eireann Attridge (External Trustee)	
Staff Present	Ed Nedjari (Interim Chief Executive) Lisa Ronson (Finance Manager) Oliver Roscoe (Head of Commercial) Leeanne Adu (minutes) External	
Apologies	Sam Mandi-Ghomi (Student Trustee) Hamza Taouzzale (Student Trustee)	

Minutes

Ref.	Item	Summary Points	Action
1	Welcome and Introductions	<p>The Board Welcomed LA as the external minute taker for the meeting.</p> <p>LC thanked everyone for attending and patience with the reorganisation of the meeting with thanks to EN for his help. As a result of the meeting changes the meeting minutes from the last meeting are not yet finalised and will be circulated later.</p>	

2

Declarations and to

note any possible

Nothing to note.

conflict of interest

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3	Draft minutes from last meeting <ul style="list-style-type: none">● Approval ● Actions update	The minutes of the previous Board will be signed off outside of this meeting To be discussed at the next meeting.	
4	Declarations for any other business items	1. BAME Network 2. Appeal	

<p>5</p>	<p>Sabbatical Officer priorities 2020/21</p>	<p>Verbal update - FK has done great work on getting the SAB priorities in a document to be circulated as soon as it is completed.</p> <p>The SAB residential took place and set priorities to work parallel with the budgets and the strategic priorities.</p> <p>The SAB Officers each gave a verbal update on their priorities.</p> <p>FK updated that their personal priorities for the year are broken into four main groups including finding ways to get students compensation for the strikes, looking into the BME gap and working on accessibility for marginalized groups.</p> <p>Accessibility for those with physical and learning disabilities and improving their student experiences</p> <p>More funding for health & wellbeing and establishing a hardship fund.</p> <p>SB updated on their priorities which were broken up into several KPIS:</p> <ol style="list-style-type: none"> 1. Democratizing the SU with better accountability for SAP and staff members as well as more transparent processes 	
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		<ol style="list-style-type: none">2. Mental health and accessibility, to make sure all services are culturally competent with better accessibility.3. Working on the BME attainment gap and how COVID-19 has affected black students4. Campaigning against sexual violence.5. Working to connect with the local community. How can we work with those affected by gentrification?6. Racial injustices within the Union and college <p>LS's priorities included:</p> <ol style="list-style-type: none">1. A referendum to remove the President role and reimagining the political work and what's impactful to students. How do we define liberation?2. Fighting for COVID support – The COVID response programme is there to protect courses from being cut.3. Standing with staff and opposing the merging of departments whilst senior management bloats4. Anti-racism and continuing to work to ensure demands are met. That the statues at Deptford Townhall fall and helping black POC staff to establish a racial justice plan.5. Continuation of work which has not yet been completed including: supporting student parents and support for trans and non-binary students and finally, working to save ERASMUS and Study Abroad.	
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		NSW summarized her priorities and	
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		<p>noted:</p> <ol style="list-style-type: none"> 1. The overlap around accessibility at Deptford Townhall and general accessibility for all including the SU. Especially working lifts. 2. An anti-sexual violence campaign and looking at the reporting service. There will be a reporting survey report coming soon. 3. Work with Office Coordinator and Sports Development Coordinator to make the student experience more fun and accessible 4. Update the website so that students don't fall away. 5. Making sure that sports and societies have safe spaces suitable for all students and challenging the nationwide issue with Bucks on trans and non-binary students not being able to compete. 6. Internal structures of the SU 7. Accessibility 8. Mental health 9. Racial Justice. 	
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<p>6</p>	<p>End of year finances (Financial and Commercial SC)</p>	<p>LR presented this item for note and discussion, with apologies for the lateness of the papers due to technical issues</p> <p>The end of the financial year is 31 July 2020, which is after the date of this meeting so the figures in this paper are projections taking into consideration what is already known and where finances may land.</p> <p>1. Balance sheet – Confirmed the reserves are at £14,000. No additional is incommed expected but</p>	
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there will be expenses still due to come in and the year may end with no free reserves.

2. Management accounts - commercial losses are noted as being £94k.

Student staff who were furloughed have been expensed to the general category to stop any distortion rather than the commercial category.

3. Non-commercial activities result in a surplus.

It was noted that if everyone was kept in post, the accounts would be £100k in deficit.

Conclusion:

The SU is facing tough times ahead and tighter restrictions on spending are needed if there is going to be survival going forward.

This year has highlighted the need to protect free reserves. Reserves are built for unplanned times but now planning is needed to take into account the future.

Further details are available in the Management Accounts.

Questions and points from the Board:

It was agreed that the SU doesn't operate as a commercial organization and that COVID could not have been predicted. There is a need to sit back and reflect on how to move forward.

The Board thanked LR for all the hard work.

Trustees acknowledged the exceptional circumstances of this year and the challenge in rebuilding the reserves

		within the changed environment.	
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		<p>It was noted that the Union will look very different next year and the focus will be more specific which may result in things that the Union will not be able to afford to do.</p> <p>The Trustees raised the point that difficult decisions shouldn't be at the expense of vulnerable groups and it is essential any choices made have to have a positive impact for student betterment.</p> <p>Final thoughts It will be a tough year and managers will be responsible for staying in budget.</p> <p>The idea of dismantle and rebuild is often seen in a negative light but this is also an opportunity to reimagine what the Union is doing the choices for the next steps as an SU.</p> <p>The Trustees asked if there is there a policy around the use of reserves?</p> <p>LR explained that the auditors have asked for reserves of £200k to pay staff in case something goes wrong and that reserves should be used as a safety net.</p> <p>Reserves beyond that can be used for investment.</p> <p>Charity Commission guidance states an organization should have six months running costs and most charities have a reserves policy which is worth looking at once the reserves</p>	
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		<p>start to grow again.</p> <p>LR noted that there is a real need to create and tighten up policies and procedures but over the past three years there has been lots</p>	
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		of progress and forward movement	
7	HR Updates	<p>EN presented a positive update to the Board.</p> <p>Recruitment for a full time HR Manager is underway. The job description is ready and will be advertised in the coming days</p> <p>It was noted that the new staff member must have an understanding of racial justice and the importance of including racially diverse groups in the recruitment.</p>	

8	Grant for 20/21 – Staffing and delivery pressure (staffing and delivery SC)	<p>EN and LR talked to this item.</p> <p>It was confirmed that aside from a £60k grant there was no other form of income coming into the Union this year. This means there could be around £150-180k income shortfall for next year which will fall under the staffing budget.</p> <p>A focus for the next year will be delivery with a need to review the current strategy and reevaluate priorities.</p> <p>Over the coming weeks there will need to be communication with managers around redundancies. It was stressed that this would be a last resort but that it is the only cost saving scenario will with give the needed results.</p> <p>This will be a difficult and fraught process but will leave the organisation in a better place by the end of the process.</p> <p>This is a new situation for the Union and therefore it was noted that the online and offline guidance is welcomed, with an aim to be collaborative throughout the process and a need for the Trustees to become a resource with their collective experiences.</p> <p>It was noted there that would need to be an</p>	
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		<p>August Trustee Board and more consistent contact with the Trustees. There would also need to be an August review point.</p> <p>The President gave thanks to Edd, Lisa and the all those who were putting in the work to resolve this situation.</p>	
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<p>9</p>	<p>Planning Timeline</p>	<p>EN presented this item with an outline and the aim of instigating the beginning of the planning process.</p> <p>The Union is currently in the first stage based on priorities, finances, known costs and salary costs.</p> <p>EN has written to managers to ask what their staff roles are currently doing and what they should be doing to get an accurate representation on where staff resources are working and to get a view on the staff environment.</p> <p>It was noted that an all-staff meeting will be needed. Staff are aware there are challenges and there is a call to be honest with the staff team.</p> <p>It was acknowledged that the relationship with Unison will be key in the process</p> <p>There will be a necessary and needed consultation period.</p> <p>The Board were encouraged to ask questions on the process outside of the meeting if needed.</p> <p>It was asked if non-contracted staff should be relieved of duties before contracted staff and it was noted that it would be important</p>	
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		<p>to get the right legal advice on this to ensure employee rights are protected and that the plans are able to move forward as smoothly as possible, as well, to be able to understand obligations around furlough and other employment schemes.</p> <p>EN noted that the legal advice around this issue will be key and the team will be looking at a few legal consultants.</p> <p>For approval – the strategic direction and five-year plan? It was noted that the Board may not have had enough time to digest the paper and may need a few more days to read through.</p> <p>EN was conscious to mention that the paper hasn't provided a solution and over the coming weeks there will be more time to discuss and to build a bridge to the next year.</p> <p>Action - LC – defer this decision to August at next board or via email.</p>	
<p>10</p>	<p>Any Other Business</p>	<p>OR and LR to exited the meeting.</p> <p>1 EN with appeal 2 BAME Staff report 3 Face to face Trustee meetings</p> <p>1. EN updated the Board on an appeal by a student– It was noted at the last Board meeting that this person had been banned from the union under the Good Night Out Policy. This person has now appealed this decision and how it has been handled. An external member of the Board who was</p>	

		not involved in the original	
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		<p>decision is now needed to manage the appeal.</p> <p>The complaints officer is Matthew Broderick.</p> <p>EN is unsure on the expected outcomes there is no jurisdiction by the college over the Student Union Building. Even if the appeal is upheld it is not yet clear what the desired outcome would be.</p> <p>EN will send the information on the appeal to the Board and will start the appeal process.</p> <p>SN happy to manage this as the external Trustee</p> <p>2. LC updated the Board that the BAME staff network have written a statement on racial justice within the Student Union. This statement includes a list of demands and recommendations and questions for the Trustees. The statement arrived just before the Board Meeting so has not yet been fully digested.</p> <p>LC said that it feels it is clear that the Union is prioritising racial justice and the BAME network will be heard and involved in this work.</p> <p>LC is thankful for the BAME network for time and emotional</p>	
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		labour and energy they have put into this statement.	
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		<p>It was noted that this statement deserves dedicated discussion by the board.</p> <p>An overview of the statement included recommendation for a full time HR staff member, a culture review, a pay review and anonymised recruitment. The statement then followed up with questions to ensure accountability.</p> <p>Trustees felt it was fantastic that the BAME network were able to raise this with the board and it was a positive step for relations.</p> <p>The HR Recruitment is a good win for all.</p> <p>Trustees agreed that this statement was years in the making and it is important to take action to make sure the recommendations are implemented especially as they are very aligned with the SAB priorities.</p> <p>It was agreed that a longer discussion on this matter would take place at the next Board meeting.</p> <p>Trustees stated that it would be good to know different groups within the college and how we can work with them to take on their concerns for racial justice and to have a general wider overview of the groups.</p>	
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		<p>It was noted that SABs officers have been talking about this and how they can cultivate discussion with the other campaign groups, there is a WhatsApp group which is growing and a list has been created and is a work in</p>	
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progress. **SB to send via email before the next meeting**

There is a staff based racial equality group called GREG.

An action was noted to give context about the different groups for those who are external to Goldsmiths

Trustees noted that nothing on the list that is unimplementable and that even though the report may be a difficult read it is something that leads the way for progress and evolution.

The Union and Trustee Boards must have these difficult conversations to do the work on how we are complicit in the violence.

NSW and DT will meet to discuss next steps.

It was agreed that this would be a repeated item on the agenda for racial justice and always in the CEO report.

The Chair noted that they would confirm and acknowledge that the report has been received and the report should be discussed in full with time for full discussion

The Trustees asked if it would be possible to set up informal face to face meetings in the coming weeks alongside the Zoom meetings.

The Chair is happy to table the idea depending on the current world situation.

Action Items

Ref.	Action Item	Action / Decision	Action By	Due Date
1	Sabbatical Officer priorities 2020/21	FK has created a document with the priorities for the whole team which is to be circulated to the Board.	FK	ASAP
2	Grant for 20/21 – Staffing and delivery pressure (staffing and delivery SC)	Action – August Trustee Board to be arranged.	LC	ASAP
3	Planning Timeline	Defer this decision of approving the planning proposals until August at next board or via email.	LC	ASAP
4	AOB Item 1	EN will follow up on email	EN	ASAP
5	AB Item 2	SB to send via email before the next meeting regarding BAME Staff report	SB	ASAP
6	AOB Item 2	Send Trustees context about the different groups for those who are external to Goldsmiths	LC	ASAP

7	AOB Item 2	The Chair noted that they would confirm and acknowledge that the report has been received and the report should be discussed in full with time for full discussion	LC	ASAP
8	AOB 3	The Chair is happy to table the idea of face to face future meetings (Formal and informal) depending on the current world situation.	LC	ASAP