**City University London Students Union**

**Minutes**

**Meeting of:** Board of Trustees

**Location:** AG04, College Building, City University, London EC1V 0HB

**Date and Time:** 25th November 2015, 6pm – 9pm

**Members Present:** Issy Cooke (Chair), Yusuf Ahmad, Umar Yunas Chaudhery, Edward Pierson, Tariq Pasha, Nick Smith, Om-Kalthoom Bashumailah

**In Attendance:** Yemi Gbajobi (Chief Executive), Craig Stewart (Deputy Chief Executive)

1. Matters Arising: The board actioned that Matters Arising should be marked with which meeting they are likely to come to if they are to come back to the board.
2. Election of deputy Chair and vacancies: The board unanimously agreed that NS would be the Deputy Chair. The Board was informed that there would be interviews for the vacant student trustee positions shortly, and of the resignation due to heavy working commitments of Amanda McDonald. EP noted that he was also coming to the end of his term. The Board was asked to complete a skills audit to aid recruitment and YG would bring back recruitment options to the next meeting.
3. Election Update: CS updated the Board on the By-Elections, noting a number of contested elections and a turnout which had tripled from the previous year.
4. Vision 2020 update: YG noted work she was doing to develop a new strategic plan, and proposed 3 stages: stakeholder engagement and scoping the wider landscape, which would include the proposed redbrick segmentation research, surveying University staff and an interactive session at University senate; Analysis of the data by the Board, staff and other stakeholders, followed by a writing up phase – which would involve circulating drafts between stakeholder groups and the trustees, and the Unions Media and Communications working on how best to communicate the plans. This would then be followed by the development of underlying operational plans to support the strategic vision. She noted that the Governance and Services groups would be restarted to feed into the strategic plan’s development.

YG also noted that the University Education and Student Committee was positive about the ability to work together on/pay for some of the segmentation research.

YG was actioned to bring back more detail about the structure of the relationship between the various stakeholder Groups and the Board.

1. Internal Audit: YG noted that the University Internal Audit would be conducting an internal audit on behalf of the Board and this would be reported directly to the Board. The Chair welcomed this as a positive development.
2. Trustee Report and Accounts: YG presented the Board with the Accounts as produced by the University Finance team, and outlined an increase of 11% in block grant, but hindrances to income generation through an enforced office move and lack of student facing space for some months as a result.

YG noted that there was a ‘gentlemans’ agreement’ that the Union would be reimbursed for any loss of income through merchandise created by the change of University name once the institution joins the University of London.

YG highlighted a number of questions which had been raised with Finance regarding the accounts, including the inclusion of a statement which consolidates the SU as under the control of the University rather than as a separate organisation. The Trustees were presented with the explanatory paragraph provided by KPMG, who had also been invited to attend, which highlighted University control from a financial though not governance perspective.

The Trustees noted that as a separate organisation, they have to submit individual accounts to the Charity Commission, are responsible for SU expenditure, and that the SU is a leagally separate institution under the 1994 Education Act. The Trustees actioned YG and the Chair to inform Finance that they do not agree with KPMG for this reason.

The Board also asked if the accounts presented were SORP complient. YG was actioned to investigate this and report back.

1. Staff Role Descriptions, Job Matching and Competency Framework.

YG noted that some Union Role Descriptions needed revision to bring them in line with operational functions now being conducted, and organisational need. This would lead to a Job Matching process for these roles. The Board agreed to consider these proposals in January, in light of more knowledge on their financial viability.

YG also presented to the Board a Union Competency Framework more suited to the SU than that used within the University. This prioritises behaviours and attitudes more suited to the work culture of a Students’ Union, and allow staff to see what is expected of them. The Board approved this competency Framework

1. Statement of Legal Compliance: this was approved.
2. Legal Status of the Students’ Union: YG informed the board that there were 3 options for the organisation: to remain an unincorporated association; to become a Company Limited by Guarantee (CLG); or to become a Charitable Incorporated Organisation (CIO): The Board agreed that YG should work towards incorporation as a CLG, as the CIO model is untested and currently only applies to a few organisations.
3. Affiliations: The Board Approved Affiliations to FOSIS, the Council of Muslim Students and the Hindu Association, as requested by Student Societies.