

Minutes of the Imperial College Union  
Trustee Board  
25 September 2014  
Meeting room 3, 10.00

**Present:**

Lay Trustee - Chair	Julia Higgins (JH)
President	Thomas Wheeler (TW)
Council Chair	Paul Beaumont (PB)
Student Trustee	Thomas Lim (TL)
Student Trustee	John Winters (JL)
Lay Trustee	Colin Kerr (CK)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs and Societies)	Abigail du Bruin (ADB)
Deputy President (Education)	Pascal Loose (PL)
Deputy President (Finance & Services)	Alex Savell (AS)
Deputy President (Welfare)	Chris Kaye (CJK)

**Permanent Observers**

Managing Director	Joe Cooper (JC)
Governance and Administration Manager – Clerk	Rebecca Coxhead (RC)

**Apologies:** Student Trustee Hiba Danish Saleem

**1. CHAIR'S BUSINESS & APOLOGIES**

NOTED:

- a) Board members were welcomed to the first meeting of the academic year.

**2. MINUTES OF LAST MEETING – 17 July 2013**

NOTED:

- a) The committee agreed to pass the presented minutes, as an accurate reflection of the last meeting.

**RESOLVED:**

- 1) **To pass the minutes of the last meeting.**

**3. MATTERS ARISING**

NOTED:

- a) In regards to the Bye Law changes, it was clarified that the current Officer Trustees are working towards enacting the changes to the role descriptions.
  - i. It was stated that the changes are not being put forward to the October meeting of College Council and it was queried as to when they would be submitted. It was stated that the changes to the Constitution and Bye Laws should not be taken to College 'bit by bit' TW stated he will discuss with AH as to when this will occur.

**ACTION:**

- 1. **To ensure that the Changes to the Bye Laws for Officer Trustee Role Description and name changes are submitted to College Council in an appropriate manner.**

#### **4. DECLARATION OF INTEREST – none**

#### **5. GOVERNANCE COMMITTEE MINUTES – 17 SEPTEMBER 2014**

RECEIVED: The minutes were presented by AH

NOTED:

- a) The Postgraduate Elections will continue to be in the summer term but it has been requested that a strategy be put to next meeting of Governance Committee. A specific push towards more focused communication in a timely manner will be looked for.
- b) The discussion in regards to the policy and standing orders of Council have highlighted that there is little purpose for Executive Committee.
  - i. The function of Council Chair will focus more on being a conduit between Board and Council; previously Council Chair has reported up but there the information should be flowing down from Board to Council members.
  - ii. There is the opportunity for Council to be creative in engaging students within the Bye Laws. A petition system is a potential method to remove the perceived democratic barriers.
- c) The potential no confidence motion to Council will test the Bye Laws change as none have been considered.

#### **6. PRESIDENT'S REPORT**

RECEIVED: The report was presented by TW

NOTED:

- a) Future reports will be a compilation of updates on Officer Trustee's objectives which the Board agreed would be beneficial in coming to Board meetings.
- b) Affordable Accommodation will be a campaign based on anecdotal evidence rather than quantitate evidence which was the previous tactic of the campaign.
  - i. Affordable Accommodation is now a feature of the College's Risk Register.

**RESOLVED:**

- 1) To accept the presented report.**

#### **7. MANAGING DIRECTOR REPORT**

RECEIVED: The report was presented by JC

NOTED:

- a) The Staff Survey results go some way towards cementing the Union's positive reputation in College.
  - i. 'Satisfaction in current role' could be interpreted as people wanting to progress rather than stay in their role.
- b) Nick Snow was not the winner of the Third Sector Award for Volunteer Manager of the year but this shortlisting is a matter for congratulation.
- c) AS raised a query in regards to the surplus generated last year being potentially perceived by some students as not benefiting them directly.
  - i. It was suggested that the message needs to be communicated that the surplus helps to invest for the future of the Union and its members.
  - ii. It is a regulation of the Charity Commission that the Union is unable to hold a large amount of savings due to funds required to be returned to its members.
  - iii. JC stated that the revenue raised is less than the capital expenditure for the previous year and there is a large investment committed for the replacement of the minivans fleet.
- d) The capital projects are on track to be handed over as scheduled.

**RESOLVED:**

- 1) **To accept the presented report.**

**8. OPERATING PLAN**

RECEIVED: The plan was presented by JC

NOTED:

- a) The Operating Plan is now in to year two delivery of the objectives.
- b) It was clarified that SE3 is stating that only Imperial College students will be employed on a casual basis.
  - i. The Union's principle is that employment opportunities should be provided to as many students as possible. If the London Living Wage was mandatory, this would reduce the number of opportunities.

**RESOLVED:**

- 1) **To accept the Operating Plan.**

**9. IMPERIAL PLUS YEAR ONE REPORT**

RECEIVED: The report was presented by JC

NOTED:

- a) The numerical targets were attempts as 'best guesses' and now have baseline figures for year two.
- b) It was questioned as to how to retain and further engage students who have been through the qualifications and what opportunities can now be provided to them.
  - i. Potentially a level 3 qualification could be introduced.
- c) College recognising 'graduate attributes' is still in discussion between College and the Union.
- d) It was suggested that students who are employed by the Union do not receive the same recognition as those who volunteer when they are still contributing to the student experience, albeit they are receiving financial reward. It was stated that there is a need to apply the principles of Imperial Plus to those students in the Union's employment who don't have the time to volunteer.

**10. TRUSTEE RECRUITMENT**

RECEIVED: A verbal update was given by JC

NOTED:

- a) A timetable and application pack has been drafted. JC will circulate to Appointments & Remuneration Committee for approval. ACTION
- b) JC, TW and AH meet with 3 Trustee Recruitment companies yesterday and the following was reported:
  - i. The 3 companies had very different approaches and there is a trade-off between the financial commitment and how much of the process can be undertaken by Board members.
- c) The agency would be able to access a broad spectrum of candidates which would be beneficial.
- d) It is probable that the agency will undertake the process up to long listing where the Board will then step in.
- e) One of the agencies will work with the Board to define the Job Description to ensure that this reflects the needs of the Board for the current skills gaps.
- f) There will be an opportunity for one of the lay Trustees to step in as Chair when JH steps down in January 2016.
- g) The Unions networks will also be pursued during the recruitment process.

- h) JC stated that he will go back to the preferred agencies to negotiate price and level of service.

**ACTION:**

- 1. JC to contact the preferred agencies to negotiate price and level of service of lay trustee recruitment.**

**11. ANNUAL REPORT**

**NOTED:**

- The Board will be approving an electronic version of the Report before the next meeting of Board as this need to be submitted to College Audit Committee which is occurring before the 30 October.
- The Report is a combination of legal requirements and other information of interest.
- The names of the Board's Sub Committees and their members will be added to the Governance Section as well as the Imperial Plus Awardees being added to the Awards section.

**ACTION:**

- 1. The names of the Board's Sub Committees and their members to be added to the Governance Section of the Annual Report as well as the Imperial Plus Awardees being added to the Awards section.**

- An update of the strategic objectives will be included.
- It was suggested that a positive statement in regards to the surplus should include how this is helping the Union work towards it future plans.

- 2. To include a positive statement in regards to the surplus should include how this is helping the Union work towards it future plans.**

At this point RC left the room at 18.20 and returned at 19.20

**13. ANY OTHER BUSINESS**

**13.1 CSPB BUDGETING PRINCIPLES**

RECEIVED: The paper was presented by AS

**NOTED:**

- Currently there is no mission statement for CSP budgeting.
- The tone of the statement needs not to be dictatorial nor contradict any other policy.
- It was agreed that the student body needs to be consulted and these ideals should help shape the mission statement.
- There needs to be elbow room for judgement calls.
- The Sports Strategy states the Union is about participation but also assisting members to be the best that they can be.
- Any statements need to be within the rules of the Education Act 1994.
- AS to consult with student body and bring back to Board a paper includes the views of the student body.

**ACTION:**

- 1. AS to consult with student body and bring back to Board a paper includes the views of the student body.**

The meeting closed at 7.20pm  
Approved as a correct record at a meeting  
of the Trustee Board on

\_\_\_\_\_14/15

\_\_\_\_\_ Chair of the Meeting