

Minutes of the Imperial College Union
Board of Trustees
24 September 2015
Meeting room 3, 16.30

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Lucinda Sandon-Allum (LSA)
Council Chair	Richard Cameron (RC)
Student Trustee	Serena Yuen (SY)
Student Trustee	John Winters (JL)
Student Trustee	Zain Rizvi (ZR)
Lay Trustee	Colin Kerr (CK)
Lay Trustee	Kate Owen (KO)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs & Societies)	Ben Howitt (BH)
Deputy President (Education)	Chun Yin San (CYS)
Deputy President (Finance & Services)	Chris Kaye (CJK)
Deputy President (Welfare)	Jennie Watson (JW)

Permanent Observers

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

Observer: Jill Finney – Lay Trustee elect

Apologies: Lay Trustee – Neil Sachdev

1. CHAIR’S BUSINESS & APOLOGIES

NOTED:

- a) Board members were welcomed to the first meeting of the academic year.
- b) JH stated that if papers are going to be late in circulation, the agenda must be sent at the very least.
 - i. Should the papers be circulated late, Board identified that they wish to have the papers circulated as a full set rather than individually as they are submitted to RJC.
- c) The compositions of the sub committees of Board are as follows:

Finance and Risk Committee

Lay Trustee - Chair (until Jan 16)	Colin Kerr
Lay Trustee	Neil Sachdev
Deputy President (Finance & Services)	Christopher Kaye
President	Lucinda Sandon-Allum
Council Chair	Richard Cameron
Student Trustee elected	Zain Rizvi

Appointments and Remuneration Committee

Lay Trustee - Chair (until Jan 16)	Julia Higgins
Lay Trustee	Kate Owen
Deputy President (Welfare)	Jennifer Watson
President	Lucinda Sandon-Allum
Deputy President Clubs & Societies	Benjamin Howitt

Governance

Alumni Trustee - Chair	Andy Heeps
Lay Trustee elect	Jill Finney
Deputy President Clubs & Societies	Benjamin Howitt
Deputy President (Education)	Chun Yin San
President	Lucinda Sandon-Allum
Council Chair	Richard Cameron
Student Trustee elected	Serena Yuen

2. DECLARATION OF CONFLICT OF INTEREST

NOTED:

- a) CYS stated that he has previously been active with Student Hubs.

3. MINUTES OF LAST MEETING – 18 JUNE 2015

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.**

4. MATTERS ARISING

NOTED:

- a) In regards to Officer Trustee support, it was reported that each Officer is allocated a member from the Strategic Management Group who support them and assists with the execution of their objectives.
 - i. The officers will be undertaking 360 appraisals throughout their term. These will be conducted by an external company.
- b) In regards to the appointment of a Chair, it was reported that a recommendation will come to the October meeting of Board.

ACTION:

- 1. The Deputy Chair of the Board, the Union President and the Appointments and Remuneration Committee, supported by the Managing Director shall be invited to make a recommendation to the October 2015 meeting of the Board of Trustees regarding the appointment of a Chair**
- c) In regards to the Sabbatical Housing and Salary amendments, JC is still to approach NS, KO and Jill Finney to see if they will be part of the panel.

- d) In regards to the cost of living and rates of pay discussion, JC reported that he was invited to the negotiation meeting and there was no demand for the Students' Union to implement the London Living Wage.
 - i. The Officers were recommended to start considering their approach, should a motion be submitted to Union Council to lobby for the London Living Wage to be implemented by the Union.
- e) The Felix Policy has been redrafted by AH and is currently in circulation for comment. This will be considered at the November meeting of Governance Committee.
 - i. The policy will reflect the position where the Felix Editor is elected and is considered a member of staff, in line with the Officer Trustees.

5. GOVERNANCE COMMITTEE MINUTES – 23 SEPTEMBER 2015

RECEIVED: The minutes were presented by AH

NOTED:

- a) Jessica Silver was ratified as the Returning Officer for the Your Rep and Council elections.

RESOLVED:

- 1) To appoint Jessica Silver as the Returning Officer for the Your Rep and Council elections.**

6. OFFICER TRUSTEE REPORT

NOTED:

- a) An Advice Services Manager has been appointed and will be starting around the middle of October.
- b) BH taking an update of the Budgeting mission statement to the next meeting of Finance and Risk Committee. If passed at Finance and Risk Committee, Board agreed that this will be put in to practice immediately and then ratified at October meeting of Board.
- c) It was requested that updates on the Officers' objectives be included on the Officer Trustee Report.
- d) It is anticipated that the over subscription of first year students in to Halls of Residence will continue in coming years.
 - i. There is concern that first year student guaranteed place in halls may be removed due to the increase in student numbers.
 - ii. The housing shortage is a London wide issue which the Officers are looking to address this year.

RESOLVED:

- 1) To accept the presented report.**

7. MANAGING DIRECTOR REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) The reserves are currently in a healthy position however not all capital commitments have been honoured.
- b) The NSS score has increased 3% which is a huge improvement and puts the Union in the top-20 students' unions in HE institutions and the highest in London.

RESOLVED:

- 1) To accept the presented report.**

8. OPERATING PLAN

RECEIVED: The plan was presented by JC

NOTED:

- a) The Operating Plan has been compiled with some of the objectives being changed to be less SMART than previous plans.
- b) It was requested that JC bring a summary on how the Union is planning to implement the Imperial Award.

ACTION:

- 1. JC to bring a summary of how the Union is implementing the Imperial Award.**

- c) The numerical measure of the success for the Student Academic Choice Awards has been removed.

ACTION:

- 1. RJC to circulate the date of the SACA's ceremony to Board.**

- d) Week zero is something that the Union is encouraging College to implement. It was suggested that it should be investigated as to what other institutions do in regards to helping students settle in to the tertiary experience.

RESOLVED:

- 1) To accept the Operating Plan.**

9. STUDENT HUBS AND STUDENT DEVELOPMENT

RECEIVED: The report was presented by JC

NOTED:

- a) The Union's intention is to ensure that the activity for students, that was provided by Imperial Hub, is replaced and potentially replicated in the interim with the opportunity to continue the provision should funding be secured.
 - i. College Departments have been contacted and are keen to work with the Union to deliver the projects that they were working with Hubs to provide.
- b) The Board noted the intentions regarding the expansion of the Student Development department to facilitate this growth

- c) It was highlighted that there is no Officer Trustee who has Student Development as part of their remit.
 - i. It was suggested that the Officer team should take on areas depending on their strengths and interest.
- d) The Board noted the decision to end the agreement with Student Hubs in the context of the advice previously received from Board members.

RESOLVED:

- 1) **To note the decision to end the agreement with Student Hubs and the Union's intention to commit to expansion of the Student Development department.**

ACTION:

- 1. **JC to provide updates on the development of the Union's work in these areas in six and twelve months time.**

10. APPOINTMENT OF STUDENT TRUSTEES

RECEIVED: The paper was presented by RJC

NOTED:

- a) There will be an option to extend the application period should there not be an adequate number of applicants by the suggested application end date.
- b) The Board agreed to the timetable and process presented in the paper.

RESOLVED:

- 1) **To accept the presented timetable and process for appointing Student Trustees.**

The meeting went in to closed session at 18.45 and closed at 19.10

Approved as a correct record at a meeting
of the Trustee Board on

_____ 15/16

_____ Chair of the Meeting