

Minutes of the Imperial College Union Governance Committee
1 June 2016, Meeting Room 6, 16.30

Present:

Alumni Trustee – Chair	Andy Heeps (AH)
President	Lucinda Sandon-Allum (LSA)
Council Chair	Richard Cameron (RC)
Student Trustee	Serena Yuen (SY)
Deputy President (Clubs & Societies)	Ben Howitt (BH)
Deputy President (Education)	Chun-Yin San – (CYS)
Appointed Student Trustee	Alex Raposo (AR)
Appointed Student Trustee	Tim Seers (TS)
<u>Permanent Observers</u>	
Managing Director	Jarlath O'Hara
Interim Head of Student Voice and Communications	Andrew Keenan (AK)
Governance Manager – Clerk	Rebecca Coxhead (RJC)

1. CHAIR'S BUSINESS

NOTED:

- a) The email vote to ratify Jon Ashton as the Returning Officer for the Leadership Elections was reported to have passed unanimously.
 - i. Jim Dickinson stepped down from the role due to a potential conflict of interest.
- b) There are a few policies which are expiring that AH and LSA will be redrafting to be taken to the next meeting of Board.

2. DECLARATION OF INTEREST – none

3. MINUTES OF LAST MEETING – 13 January 2016

NOTED:

- a) The minutes were passed at the meeting of Board on 12 May 2016.

4. MATTERS ARISING

NOTED:

- a) In regards to the Singapore Society undertaking their elections outside of the Leadership Elections, BH reported that the club engaged in a positive manner and the Student Activities team will ensure that the incoming committee are aware of the requirement of the society to be involved in the Leadership Elections 2017.
 - i. An online by election was undertaken early in the Summer Term for the Clubs, Societies and Projects that had unfilled positions from the Leadership Elections however participation was extremely low.

5. ELECTIONS REVIEW

RECEIVED: The paper was presented by AK

NOTED:

- a) Although the elections were successful in a national context, the statistics have remained static over the past few years.
 - i. AH stated that the amazing result should not be diminished and that the team who delivered the elections should be very proud of the result that they obtained.
- b) The rich and broad data that the Union has is very useful however a clear plan on how the data is best used needs to be created.
- c) Having no candidates for the role of Deputy President (Finance & Services) gives an indication that the role is not one that the membership sees benefit in putting themselves forward for.
 - i. There have been discussions for a number of years in regards to the Deputy President (Finance & Services) role however this has never moved forward to be able to amend it. There is now an opportunity to assess all the Officer Trustee roles to see if they are fit for purpose. This fits in to the Constitution and Bye Laws review that is also due.

ACTION:

- 1. A paper to be drafted by AK with a timetable for Constitution and Bye Laws review, with specific mention to Officer Trustee role review, to be brought to the September meeting of Board of Trustees.**

- d) Having candidates from the Business School increased turnout as they were able to make the elections relevant for a previously disengaged segment.
 - i. Relying on candidates to increase turnout is risky however if supported by the union, is a valuable tool.
- e) There is a lack of understanding as to what a Postgraduate student wants and needs are.
 - i. A culture and infrastructure needs to be created with Postgraduate reps as currently it is very disparate due to the nature of how the courses operate and are administered.

ACTION:

- 2. CYS and AK to research how big the current problem is in regards to Postgraduate representation engagement and report back to the next meeting of the Governance Committee.**

RESOLVED:

- 1) To accept the report.**

6. SKILLS AUDIT DRAFT

RECEIVED: The paper was presented by RJC

NOTED:

- a) The aim of conducting Skills Audit of Board members will assist in succession planning as well as training and recruitment.
- b) Guidance notes on how to fill on the audit would be helpful as the skills are quite broad and there is a spectrum of experience between lay members and student members.
- c) Members were asked to feed any comments to RJC by 8 June.

RESOLVED:

- 1) To accept the presented Skills Audit Draft.**

7. OFFICER TRUSTEE INDUCTION

RECEIVED: The paper was presented by AK

NOTED:

- a) Feedback from last year's officers was that there needs to be a more structured handover and more time with staff which requires planning and preparation in advance.
- b) The Strategic Management Group were tasked with supporting trustees in a more individual basis this year however this has not been as effective as it could be.
 - i. The relationship will be invigorated to create a more detailed handover plan.
- c) There is a risk that the team will become disparate and there needs to be more of an effort to ensure that the officer trustee members join as a team.
- d) Student and lay trustees should be included in the handover.

ACTION:

- 1. AK to report back in September Board on the induction programme.**

Meeting closed 18.00