

# **Board of Trustees**

The second ordinary meeting of the Board of Trustees for the 2017/18 session, was held on Wednesday 12th December 2018 in Meeting Room 3, Beit Quad at 3pm.

# **Unconfirmed minutes**

Present:	Jill Finney	Board of Trustees Chair
By Phone	Paul Beaumont	External Trustee
	Kate Owen	External Trustee
	Rebecca Neil	Deputy President (Welfare)
	Alejandro Luy	Deputy President (Education)
	Robert Tomkies	Union President
	Abhijay Sood	Student Trustee
	James Medler	Deputy President (Clubs and Societies)
	Dorothy Griffiths	External Trustee
	Madina Wane	Student Trustee
	Claudia Caravello	Deputy President (Finance and Services)
	Stephen Naulls	Student Trustee
In Attendance:	Jarlath O'Hara	Managing Director
	Jomana Al Ahmad	Administration Support Officer
Apologies:	Hafiza Irshad	Student Trustee
	Alex 'Chippy' Compton	Council Chair
	Graham Parker	External Trustee

## Item 01 - Welcome and Chairs business

1. The Chair welcomed the Committee to the second Board of Trustees meeting of the Academic year 18/19.

# <u>Item 02 – Conflict of Interest</u>

1. None declared

#### Item 03 - Apologies

- 1. Alex 'Chippy' Compton
- 2. Graham Parker
- 3. Hafiza Irshad

# <u>Item 04 – Minutes from 24<sup>th</sup> October 2018</u>

- 1. The DPFS role should be corrected, action for JA
- 2. The minutes were confirmed as an accurate record of the meeting held on 24<sup>th</sup> October 2018

#### Item 05 – Action Tracker

- 1. RT requested that the negatives in social media action point be postponed until the end of year.
- 2. JF pointed out that Board's Forward Agenda should contain more strategic items going forward

# Item 06 - Health and Safety

- JOH briefly summarised the highlights from the paper and pointed out that we must ensure that all minibus incidents are captured in this report, not only captured through the insurance mechanism
- JOH added that a member of staff with a severe nut allergy has had two allergic incidents recently and this is currently being addressed by information sessions to all staff and support from College Occupational Health
- DG requested putting a summary narrative of the near misses and to investigate why they were near-misses, JOH responded that he will take this action and discuss this in more detail in F&R and H&S Committees

# <u>Item 07 – People Appointments and Remuneration Committee</u> <u>Minutes</u>

- BN gave a brief summary of the meeting minutes by highlighting people issues and workload prioritisation as the main discussion points, BN added that the meeting was very productive, and it has generated a list of actions to drive progress with regards to the issues raised
- BN mentioned that these actions include Wellbeing initiatives, project management and IIP action plan, JOH pointed out that a management training is being designed with LDC and HR and will take place in the near future as a result of the meeting

#### Actions

JA to correct DPFS role title

JOH to include a near-misses H&S report to discuss at F&R 3. KO mentioned that a summary report of the progress made will be discussed during the next meeting

# <u>Item 08 - Communications Committee minutes</u>

- AL summarised the meeting minutes by mentioning the discussion on Internal/staff comms and SMG updates as a response to the request from staff to know about the work of other teams/directorates in the Union
- 2. Additionally, the hackathon data science event was discussed as a way to progress on membership data analysis, in addition to election cycles communication plans
- JF enquired about whether Board should have oversight for PG engagement, the Committee agreed that this should be added to the agenda for each sub-committee
- 4. CC pointed out that there should be a mechanism to notify people who are on the action tracker when they are not a member of that Committee, JA will look into adding a process to resolve this.

JA to update forward agendas JA to address action tracker issue for committee non members

# <u>Item 09 – Governance Committee Minutes</u>

- RT summarised the minutes by mentioning the Sports hub discussion, in addition to the updates to Union council organisation
- 2. RT added that Council reform, Elections and Business school as a target for elections were also discussed
- 3. Finally, Policies including Conflict of interest were updated and approved
- 4. CC requested that her title is corrected on the Governance minutes

JA to correct DPFS role title

#### Item 10 - Vision Statement and Student Consultation

- 1. JOH mentioned that Board discussed the strategy during the September Board away day, however, no there is no explicit vision statement in the strategy
- Recently, conversations around the Union's vision have been taking place, and there may be an opportunity to consult students on a vision statement for the next strategy and for the remainder of the current strategy
- 3. RT pointed out that this consultation cannot be included in this year's student experience survey as this has already been published
- 4. AS commented that it will not be hugely beneficial to consult on a vision statement, as there are other areas which affect the students to a larger extent and where a consultation would be more useful
- 5. JOH responded that the material difference would directly impact staff as this will unite the vision in which the organisation is working towards
- 6. SN enquired about the cost required to run the consultation, if the it's a small resource then it may be worth going ahead for the benefit

- 7. MW commented that having students involved means that the Union is working towards a goal that students are happy with, which is a benefit to the consultation as it is building a level of trust towards the Union
- 8. JM added that the need for a consultation depends on the statement, the current statement is difficult to disagree with, DG agreed that there may not be much to achieve if the current statement does represent what the Union should be working towards
- 9. KO enquired about how this vision will specifically change the Union and the work being done, KO pointed out that it may be better to phrase the consultation as the following: this is what we currently do, do you agree/disagree
- 10. PB recommended having a more encompassing consultation with Council about this before consulting the student body
- 11. AL pointed out that currently the strategy is a foreign document and the student body does not know what we are working towards, DG commented that this may be a communication piece rather than a consultation one
- 12. AS agreed that the Union must be better at communicating its actions
- JF concluded that the majority agree that we need a consultation, however more clarity is needed as to what feedback is required from it, therefore the questions need to be revised,
- 14. Additionally, we should take the consultation question to Council first
- 15. JF added that we will be challenged about whether we always consult on things that matter, and we must have a more meaningful question than the Union vision statement

## <u>Item 11 – Vision for Union Spaces</u>

- MM joined the meeting to present the consultations taking place to put together a Vision for Union spaces, MM asked for a steer from Board regarding the Union's position around space
- MM added that for College, student numbers are the main driver, and Board is asked to consider whether the Union supports College's vision despite the impact it may have on the integrity of the student experience
- 3. JF firstly asked the question: do we need space strategy? And should we resource it?
- 4. JOH responded that we must consider our main principles with regards to space at this stage. Management will then formulate a strategy around these principles if necessary
- 5. SN mentioned that it is important to consider all Non-SK campuses, not only White City
- 6. JM added that the student survey is also consulting students on space

JOH & AL to take to Feb 12 Council

- 7. AL pointed out that we must consider what the space looks like as we move to the online digital space and we must challenge College on their growth in terms of numbers as all departments say they don't have enough space
- 8. BN added that it is important that the Union is involved in the conversations which are shaping what the student body will look like in the next 10 years
- KO added that College Council primarily discuss accommodation and buildings and there's vulnerability around student numbers, therefore the Union must get into these discussions and raise the student experience issue
- 10. RT agreed that the aim for College is to make more money, however the Union voice must be there to push for proactiveness in improving the student experience
- 11. AS added that the student experience should be the main consistent message and the Union should represent the student voice in that regard
- 12. PB pointed out that the policy and vision statement should also be raised at Council as it is a political discussion
- 13. JF concluded that Board members should focus on raising the questions around the integrity of the student experience, Board members must raise the challenge: if the organisation is changing in a certain direction, how does it maintain/improve the student experience?
- 14. AL added that it is important to say the same things at every level and consider the stakeholder engagement plan and narrative for the Union
- 15. JOH pointed out that some stakeholder mapping has been done, however the second wave of communication needs to be consistent
- 16. JF also recommended researching other organisations and Redrafting the strategy paper for next Board

#### Item 12 - Barriers to inclusivity

- 1. JOH summarised the paper and asked Board to consider the proposed actions and provide any other comments/feedback.
- 2. BN commented that the Liberation review identified key areas of weakness, and this has led to strategic thinking about the liberation zones and how they should be structured in the future
- 3. BN added that the Appendix presents a student's EDI experience focus points during their time at Imperial
- 4. DG recommended carrying out a more detailed analysis on the statements made
- 5. BN pointed out that a paper is written, one section outlines all barriers and it is clear that certain students feel let down as we do not celebrate them
- 6. DG added that there must be a clearer statement about who we are targeting

MM to redraft the strategy paper for next Board

- 7. SN volunteered to join the group as he currently works on student welfare in other initiatives
- 8. MW commented that this also fits with liberation officers and they should be in the group. BN responded that they are currently involved in conversations, however it will not be an expectation for them to join as they already have a high workload
- AS added that societies and student groups should also be involved
- 10. JOH pointed out that the aim this year is to understand what is out there and use data and research to formulate the focus of the liberation officers
- 11. RT enquired about the funding of the formation of the group, and whether this will be current staff or money. BN responded that this is not clear however once the steps have been finalised, resource will be allocated accordingly
- 12. BN will redraft the paper for next Board and add some deadlines, KO will champion this group as an external trustee

BN to draft a paper to Board including deadlines on Barriers to Inclusivity

## <u>Item 13 – Updated Policy: Conflict of interest</u>

1. Board approved the updated Policy.

#### Item 14 – Committee ToR

 The updated terms of reference have been agreed by all Committees and accepted by Board, the F&R Committee will present its ToR at the next Board

#### <u>Item 15 – Constitution and Bye-Laws</u>

- 1. RT updated Board that the Constitution and Bye-Laws have now been accepted by Union and College Council and it is now recommended to Board for approval
- 2. Board approved the new Constitution and Bye-Laws
- 3. RT and ACC were commended for all the work they put in to develop the constitution and bye-laws

# Item 16 - Managing directors report

- 1. JOH presented his report by mentioning that the Balanced Scorecard narrative was circulated to all staff as requested
- 2. JOH also mapped teams and projects to subcommittees and there are four areas not covered by a committee: Student advice, student volunteering, student training and student recognition
- 3. Board agreed that all four areas should go to PARC as they are all people related
- 4. Student recognition will go to the Communications Committee as well as PARC
- CC pointed out that H&S should be added as an area covered by F&R

# <u>Item 17 – Union President report</u>

JOH to submit constitution to charity commission

JA to update the PARC forward agenda

As tabled

## Item 18 – DPE report

- 1. AL pointed out that the College have not been chosen to participate in excellence framework award
- 2. AL added that there is currently a large administrative burden on curriculum review in College and a draft paper will roll out in 2019/20, this review promises to give a different educational experience, implement changes on policies and expects to have positive impact on NSS scores in the future

#### Item 19 – DPW report

- 1. BN updated the Committee that the Student Support Strategy consultation piece has generated a lot of replies from students and the next step is taking this feedback to the learning and teaching committee, however the dates for this meeting are constantly postponed
- BN would like to issue a statement about the consultation to let students know that the comments were read and were appreciated and to add a promise that we at Board are working for students to address as many issues as we can
- 3. BN pointed out that she was concerned that 50% said their experience should be rigorous, however, there may be a difference in understanding what is rigorous and what could lead to mental health issues
- 4. JF pointed out that the timelines for the wellbeing map seem too long and should be challenged

## <u>Item 20 – DPCS report</u>

- 1. JM updated Board that the framework for the Sports Hub is currently being finalised, CSPB are happy with it and the next step will be to approve by Council and then Board
- 2. JM added that currently, we have received 829 Student responses and 682 partial responses on the student survey
- 3. The Board thanked James for the considerable work he had undertaken to substantially improve this survey.

#### <u>Item 21 – DPFS report</u>

- CC updated the Committee about the meat-free Monday trial in January which is a result of a consolidated effort from Veg soc, envirosoc, and other societies, PhD and UG students, greening imperial etc
- 2. CC is also looking into getting a food ordering app where students can order from their tables with Orbis

#### Item 22 - Council Chair report

1. In ACC's report, it is mentioned that several papers that don't lie within Council's remit have been submitted recently, work on clarifying this to Council is being done, especially

- regarding financial impact decisions. PB, ACC and RT are jointly working on this
- 2. AS pointed out that Council decisions are two types: statements, or resource implications, he added that the wording in ACCs paper indicate that Council cannot make any decision that affect resourcing and this may take away from the democracy value of the Union, as Council should still be able to discuss and make decisions on any matter
- 3. JOH mentioned that we must be explicit about the ability to mandate officers as this is currently not well defined

## <u>Item 23 - AOB – Commercial Strategy</u>

- SN enquired about the direction that the Union will take with regards to Reynolds as the commercial strategy states that the opening hours will be reduced, he added that this is against the Union vision of having more presence at other campuses, this change may also result in a reputational damage and it merits a proper discussion at Board. Additionally, the ICSMSU president should also be involved in the decision on Reynolds
- JM also enquired about spaces and activity, JOH responded that the best place for this discussion is at F&R, SN and the ICSMSU President will be invited to attend the meeting
- 3. JM enquired about whether there is a general strategy about policies and where they belong? As there has been recent confusion about the Bar Staff policy, RT responded that this is done on a case by case basis and is generally decided at the governance committee
- 4. JOH responded that we need to define the process regarding policies at governance Committee
- 5. AL mentioned that he has pushed for extra questions on the NSS survey and it will look different next year.

Define a process regarding policies and where they belong at governance