



Minutes of the Imperial College Union
Board of Trustees
29 October 2015
Meeting Room 3, 17:00

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	Neil Sachdev (NS)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs and 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)
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Observers

Lay Trustee elect	Jill Finney (JF)
Head of Student Voice & Communications	Alexander McKee (AM)
Administration Support Manager – Clerk	Laura Fellows (LF)

Apologies

Lay Trustee	Kate Owen
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1. CHAIR'S BUSINESS & APOLOGIES

NOTED:

- a) JH proposed that each meeting of Board could have a member of the Strategic management Group present for the whole meeting, if presenting a paper on the agenda. This was agreed unanimously

- b) JH proposed also inviting key student volunteers to meetings to help demystify what happens during the meetings which could help encourage more to stand for Student Trustee positions. This was agreed by the Board.

ACTION:

Officer Trustees to work together on an invite list of key student volunteers for upcoming meetings.

- c) This is the last meeting that JL will attend, JH and the Board would like to thank him for his valuable contributions during his time.

2. DECLARATION OF CONFLICT OF INTEREST

NOTED:

- a) JL stated that he was a close friend of a possible sub-contractor in the Reynolds project, agenda item 15.

3. MINUTES OF LAST MEETING – 24 September 2015

NOTED:

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

RESOLVED

To pass the minutes of the last meeting.

4. MATTERS ARISING

NOTED:

- a) JC is presenting a paper on the Imperial Awards later in the meeting.
- b) The date of the Student Academic Choice awards has been circulated via email.
- c) JC will be bringing back an update to Board in six months on the development of the extra expenditure agreed to increase some staff resource in certain areas.
- d) Student Trustee recruitment has been extended due to the limited amount of applications. The timings will allow them to be in place for the next meeting in the New Year. A full review of the recruitment will happen at the end of this process to look at the learning points for next year.

5. FINANCE AND RISK COMMITTEE MINUTES – 23 SEPTEMBER 2015

NOTED:

- a) NS was present at this meeting but this is not reflected in the minutes.
- b) There is to be a standing item on this committee's agenda to track the progress of the Foundry Bar throughout the year.

RESOLVED:

To approve the minutes when the above mentioned amendment has been made.

6. OFFICER TRUSTEE REPORTS

NOTED:

- a) LSA has been looking into the feasibility of a mobile Union app. There are concerns from students if this is out sourced as it is felt there is the expertise within the current student body.
- b) The Advice Services Manager has started and is progressing well. Once they have completed their first 60 days they will be looking to review the resource in this area and implement further staff resource in this area.
- c) There needs to be a way to create and record instances of sexual harassment and violence so we can evidence where we are stamping it out.

- d) Extra Union staff resource has been needed to support contacting Post Graduate staff at the start of the year. This will need to be reviewed for next year to ensure that this support is present.
- e) London Living Wage came up during the last Council, CK has created a working group to continue discussions around this.

RESOLVED:

To accept the presented report.

7. MANAGING DIRECTOR REPORT

RECEIVED: The report was presented by JC

NOTED:

- a) JC noted that our revenue for the first two months of the term is going well. These months are usually the riskier parts of the year, but at present there are no causes for concern.
- b) Welcome Week went well overall in all areas. It is a time of the year when the Union feels the most pressure, however all of the staff are performing well. JC will continue to monitor the stress levels of staff going forward.

RESOLVED:

To accept the presented report.

8. OPERATING PLAN

RECEIVED: The plan was presented by JC

NOTED:

- a) The Operating Plan has a Red, Amber, Green rating shown by letters, R, A and G. The colours will be reinstated for the next update.
- b) There will need to be some further work on promoting the Foundry Bar to our members so they are aware that it is part of our portfolio.
- c) Decisions about the future management arrangements for the Foundry bar will be made in March of next year.

RESOLVED:

To accept the Operating Plan.

9. COUNCIL CHAIR REPORT

RECEIVED: Verbal update provided by RC

NOTED:

- a) London Living Wage discussions came up unexpectedly at the meeting. A working group has been set up to further continue discussions.
- b) The EU referendum was also brought up in the meeting. RC and CK are going to work on creating a working group to continue discussions further. AH made it clear that charity law prevented the Union from taking a position on the issue but supporting campaigning and debate should be encouraged
- c) Training has been provided for Council members before the first meeting. This is hoped it will help demystify for some members what it is that Council does.

10. IMPERIAL AWARD PILOT SCHEME

RECEIVED: The paper was presented by JC

NOTED:

- a) The College developed a working group to discuss how they could fulfil an objective from the Education and Student Strategy.
- b) A framework was developed in this group; this is included in this paper.
- c) The College are providing funding to the Union for this first pilot year delivery.
- d) The paper outlines how the pilot scheme is going in the first year.
- e) In the following years we will need to look at how we incorporate Postgraduates into this or create a scheme specifically for them as this is currently under-graduate focused.

RESOLVED:

To accept the paper.

11. UNION SURVEY REPORT AND PLAN

RECEIVED: The paper was presented by AM

NOTED:

- a) The survey is run once each year and we have data going back five years.
- b) We apply the same methodology each year to use for benchmarking.
- c) Each manager has created an action plan directly in relation to their specific areas. These have been included as appendixes.
- d) This year's survey will form part of the Student Experience Survey.

RESOLVED:

To accept the report and plan.

12. ANNUAL REPORT

RECEIVED: The paper was presented by JC

NOTED:

- a) A thank you to all who provided feedback to get this ready for print and circulation.
- b) The Board as a whole would like to congratulate all those who have worked on this.

RESOLVED:

To approve the Annual Report and Financial Statements

RESOLVED:

To approve the Letter of Representation.

13. APPOINTMENT OF CHAIR RECOMMENDATIONS

RECEIVED: The paper was tabled by AH.

RESOLVED:

To formally appoint Neil Sachdev to succeed Dame Julia Higgins as chair with effect from 1 February 2016.

14. COMMUNICATION AND CAMPAIGNS SUB COMMITTEE

RECEIVED: The paper was presented by AM

NOTED:

- a) The purpose of this sub committee is to take a strategic view of how the Union communicates what we are doing and what services we offer.
- b) The sub committee is not to be used to approve the campaigns but to monitor and review the approval process. This needs to be more explicit in the terms of reference.
- c) RC would like the committee's remit to include more of a focus on direct methods such as department reps and year reps. This was agreed as a positive addition to the remit.

ACTION:

AM to remove the word Campaigns from the title and make suggested changes to the terms of reference. This update to return to the next meeting.

RESOLVED:

To approve the formation of the new Communications subcommittee.

15. REYNOLDS BAR DEVELOPMENT

RECEIVED: The paper was presented by JC

NOTED:

- a) Unbudgeted Capital Expenditure greater than £20,000 requires approval of the Finance and Risk Committee or the Board of Trustees
- b) A proposal to spend some unbudgeted Capital on a refurbishment of the Reynolds Bar at Charing Cross, with all works restricted to the bar side of the space.
- c) There are some time constraints to the project so it has been bought here as the next Finance and Risk committee is too far in the future for a decision.
- d) A decision has to be made on spending the money or closing down the space.
- e) We need to be seen to be making a commitment to those spaces not based in South Kensington.
- f) It was agreed that there will need to be lots of consultation with the stakeholders and the proposed one week is not enough to make it worthwhile. This period needs to be extended out.
- g) It was agreed to make it more successfully received, it is worth delaying so further consultation can be completed.

RESOLVED:

To approve the expenditure with the recommendations changes to the consultation period and time frame of the redevelopment.

The meeting closed at 7.15pm
Approved as a correct record at a meeting
of the Board of Trustees on

_____15/16

_____ Chair of the Meeting