

**Board of Trustees**

The second ordinary meeting of the Board of Trustees for the 2019/20 session was held on Wednesday 11th December in Meeting Room 3, Beit Quad at 14:30.
 **Unconfirmed minutes**

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| **Present:** | Jill Finney (Chair) | Board of Trustees Chair and External Trustee |
|  | Graham Parker (GP) | External Trustee |
|  | Kate Owen (KO) | External Trustee |
|  | Dorothy Griffiths (DG) | External Trustee |
|  | Stephen Richardson (SR) | External Trustee |
|  | Phil Power (PP) | Alumni Trustee |
|  | Abhijay Sood (AS) | Union President |
|  | Lloyd James (LJ) | Council Chair |
|  | Thomas Fernandez-Debets (TFD) | Deputy President (Clubs and Societies) |
|  | Ashley Brooks (AB) | Deputy President (Education) |
|  | Shervin Sabeghi (SS) | Deputy President (Welfare) |
|  | Ansh Bhatnagar (AB) | Elected Student Trustee |
|  | Daniel Faehndrich (DF) | Elected Student Trustee |
|  | Milia Hasbani (MH) | Appointed Student Trustee |
| **In Attendance:** | Jarlath O’Hara (JOH) | Managing Director |
|  | John Tucker (JT) | Business School Operating Officer |
|  | Malcolm Martin (MM) | Head of Finance & Resources |
|  | Kay Counter (KC) | Operations Manager |
|  | Adam Best | Interim Receptionist (Clerk) |
| **Apologies:** | Fi-Fi Henry (FH) | Deputy President (Finance & Services) |
| **Item 01 – Welcome and Chair’s Business**1. The Chair welcomed the group, particularly the two new Lay Trustees PP and SR.

**Item 02 – Conflict of Interest Declaration**1. None declared.

**Item 03 – Apologies** 1. Fi-Fi Henry (DPFS).

**Item 04 – Board of Trustees Meeting minutes from 30th October 2019** 1. The Board of Trustees confirmed the minutes as an accurate record of the meeting held on 30th October 2019.

**Item 05 - Action tracker and forward agenda**1. The Board reviewed the action tracker, noting that most actions arising were either complete or ongoing except those noted below:
2. **Summer Ball –** TFD explained that FH is unavailable, however he can present a draft of the report and update on the current situation.
3. **Online Petition System** – JOH explained that there is no timetable available, but the aim is to have it completed by the end of the academic year. The work will be moved up once the new Systems Manager starts on 3 February 2020.
4. **PG Representation** – LJ stated that the Board’s recommendation went to Council, but it was rejected on the grounds that it be looked at in the wider context of Post-Graduate engagement in the Union.
5. **Forward Agenda** accepted except for those items noted below:
6. **Members Aged under 18 policy** –JOH explained that it was not on agenda because safeguarding work has not been done. KO wanted this raised for discussion at the next PARC meeting. JT offered a possible solution of putting MM in touch with the college staff responsible for their safeguarding policy. KO agreed to email MM and JT before next meeting.
7. **Freedom of speech and event approval** - JOH explained that it is up for renewal, but that he cannot do it before his departure. Chair requested that Freedom of Speech and event approval be brought forward to next Board meeting. JOH noted that current policy is still functional and unlikely to need changing but is due for renewal.
8. **SR raised that the acronyms in the reports are confusing and requested a list of acronyms**. DF agreed to send a glossary of terms to Clerk who will circulate to Board.

**Item 06: H&S Report:**1. JOH summarized report as tabled. JOH noted that H&S will be covered in more detail later in the meeting.
2. TFD raised concern over confirmation of exact dates for flooring works. JOH responded that he does not have the dates but that it is agreed it should happen before term starts. JOH agrees to confirm dates, and to TFD.

**Item 07: People, Appointments and Remuneration Committee minutes from 21st September**1. KO agreed to reschedule 18 November meeting for late Jan / early Feb but that there is no date yet.
2. Chair requested that there be a whistleblower policy in place for the Union. Chair also asked for a first draft of policy taken to KO before PARC so that it can be placed on the agenda. JT proposed the use of the College version as a starting point if MM emails him for contacts. KO to ask for both. JOH raised that all College policies automatically apply to Union staff, and that the Union may go further, but cannot contradict those policies. KO at least wants to raise awareness of the policy and that we have adopted it.

**Item 08 – Communications Committee Minutes from 11th November**1. TFD gave a brief update as the official minutes were still being transcribed. TFD noted a report from Marketing that found that student led events brought more members, and as such they have decided to look at empowering students to shape events. Head of SVC and FH meeting coming soon to discuss further.

**Item 09: Governance Committee minutes from 18th November** 1. TFD has the minutes written up and they will be shared before end of term. TFD noted that most of the discussion concerned a specific case and that the Union complaints policy follows the College policy quite closely. Currently all formal complaints go to AS who delegates to relevant staff and Officer Trustee. Julia, Tom Newman and AS met to improve system based on the categorization of complaints. AS said that Tom Newman’s draft is very similar to the College’s, but requires discussion with Systems. Currently the Union is limited in what it can do in serious cases. TFD wants it changed in time for election of Reps for next year.

**Item 10: Finance and Risk Committee minutes from 16th October**1. The latest meeting (16th October) was already reported to the October board.

**Item 11 – Board Priorities**1. Chair explains that the Board has agreed to appoint an interim MD. Any board members who want to be involved in the interview process should write to the Chair.

**Item 12 – Business Plan 19/20 update***MM joined the meeting*1. JOH summarized the report as tabled noting that we are ahead of budget but need to closely monitor the situation while the kitchens are closed.
2. Chair questioned why control days are at double the target rate. MM explained that it is a result of the time of year and reassured the board that this pattern occurs every year. JOH added that a summary breakdown is usually done alongside this.

**Item 13 – November Finances** 1. MM explained that report was completed yesterday and uploaded to the portal this morning. MM then gave a summary of said report.
2. MM said that he is still awaiting the monthly follow-up process and meetings with various staff and teams to understand the full extent of report.
3. GP asked if we are benefiting from staff vacancies, and for assurance that staff are being secured. MM explained that there is no hesitation in hiring and that vacancies are being filled, but that the process takes time.
4. GP asked about budgeting error under investigation in the report. MM explained that cost for stewardship came through as expected but the budget was anomalously low and needs to be investigated.
5. Chair asked why we are still not serving food in H-bar given that it was budgeted for. AS explained that KC’s predecessor assured Julia that food would be served by start of term and H-bar did open for a day but then was not able to continue and the staff member has since left. AS is still doing work with Commercial to get food served. Chair asked why a practical menu was not possible, to which AS explained that a more practical menu is in progress.
6. PP asked what the most realistic projection is for the budget without food service. MM explained that forecasting is taking place at end of January and he will update the board in time for February.
7. Chair asked for a timetable on when the bar will be open. TFD said that late January is the date he has heard. Chair agreed to ask KC for a timetable when she arrives.

*KC joined the meeting*1. Chair asked KC for an update on the date for recommencement of food service in the bars. KC said that she hopes to have service restarted in the week commencing 21st of January, and to start food service in H-bar at the same time. KC explained that they will start with a simplified menu in both areas and build from there once they are sure correct procedures are being followed. The main concern is the pest control with EHO who will not allow the kitchens to be reopened until they have been back.
2. GP wanted an estimate on the timeline for kitchens being reopened and an estimate of the deficit. MM agreed to assist.
3. GP expressed his, and the Board’s, appreciation to the College for their help and his personal appreciation to KC for the work she has done.

*GP left the meeting***Item 14 – Health and Safety Update**1. KC summarized the four H&S reports, noting the dates for the works are in early January. KC explained that the bars are awaiting a deep clean, the replacement of several surfaces with stainless steel, the replacement of several large appliances, and power cabling to be redone upstairs. EHO is happy for bar to remain open in light of the work being undertaken to improve the building. Subsidiary buildings also need to be pest controlled or the problem will return to Beit kitchens. Nick Roalfe to be part of larger conversation to resolve this as a matter of long term strategy.
2. KC explained the process of reopening. After pest control and replacing the appliances they will resubmit paperwork in order to then invite EHO back to allow the kitchens to reopen. There is then a 3-month grace period before EHO will come back again to reassess the star rating. KC also raised long term goal of changing gas storage to an inside and outside gas cage for full and used gas respectively. KC said that the current timeline for gas is February or March once kitchens are open.
3. JT asked if KC needs any extra help or resources to complete the works. KC said that she might need extra help from the specialists and help with infrastructure of building and equipment. JT offered to assist with an integrated building safety plan. Chair asked KC to come back with the level of investment she needs to resolve H&S issues. MM agreed to work with JT to get KC any extra help she needs. JT again stated that he believes the Union should have a dedicated safety officer.
4. DF voiced a concern that the H&S policy changes will strain relations with CSPs. TFD answered that the relevant CSPs are involved in the discussions already, and the CSPs are on board with changes so long as they are involved in the discussion. DF was satisfied with this.
5. JT raised that empowering students is accompanied by accountability, and that those left in charge of events need appropriate briefing and training on their level of accountability.
6. Chair acknowledged and thanked KC on behalf of Board for her significant positive contribution. She has made a considerable difference so early in her role. The board also thanked Jane Neary, Nick Roalfe and their teams for their significant contribution to assisting the Union.

*MM left the meeting.***Item 15- Summer Ball**1. TFD summarized a draft of the Summer Ball situation in FH’s absence. TFD explained that the organization is where it should be at this point of the year. Of note, this year’s Summer Ball is student led due to the Events and Conferences Manager post being vacant. The Summer Ball is projected to break even with a 6.5% contingency based on last year and a ticket price increase. Budget has not come through for approval to meeting but will be emailed to board. TFD explained that the student board planning the event meets weekly. TFD has reached out to College for technical and financial assistance and will supply cost of management as soon as he can.
2. SR asked how weather dependent the event will be. TFD answered that they are slightly dependent on weather because of fireworks on the rooftop, but that’s being looked at.
3. JT asked to see the event risk assessment and if they need any assistance from the College. KC also offered to meet with TFD and FH in case H&S resources could be of use to the Summer Ball. TFD has the documents from last year but agreed to meeting. JOH added that there are a lot of permits and documentation already in place that they can use.
4. AB asked if the event is being catered to PG students and what is being done to involve them. TFD answered that a survey has gone out to students which was shortlisted by a committee to decide theme. A range of dietary requirements are catered for by the food vendors. TFD says that postgraduates have not been specifically targeted, but it will be highlighted to the Marketing Team going forward.
5. Chair asked if they have a date for ticket sales. TFD said that they are ahead of where Summer Ball was last year and will use similar timeframes from last year.

**Item 16 – Union Bar Policy Proposal**1. Union Bar Policy proposal passed with no objections.

**Item 17 – Managing Director’s Report**1. JOH provided a brief summary of the report as tabled. JOH noted that it was a pleasure working in the Union and gave his thanks. Chair also thanked JOH for his service and commitment to the Union.

**Item 18 – Union President’s Report**1. AS gave a summary of the report as tabled.
2. KO asked if the Union is prepared for strike action because it took the College by surprise last time. AS answered that he believes a strike is likely and that the Union supported the strike last time. More conversations will come after the strikes.

**Item 19 – DPE Report**1. AB provided a brief summary of report as tabled. AB noted that PG involvement has been good. Rep of the Month and Rep Party were both appreciated and well attended.
2. Chair asked what the size of the Academic Rep Network is. AB responded that it’s in the range of 400+.

**Item 20 – DPW Report**1. SS provided a brief summary of the report as tabled noting that the work for the Liberation Officer is ongoing but needs to be completed by mid-January to alter any Job Descriptions in advance of the elections after the 1st of August.

**Item 21 – DPCS Report**1. TFD provided a brief summary of report as tabled. TFD noted that while the social media app is behind scheduled at this point it should still be completed by end of the academic year as planned. Also that the Concert Hall Redevelopment Project has been halted for unknown reasons. TFD is following up on this with the building manager and the IC trust.
2. JT asked if he and MM can assist TFD with the halting of the Concert Hall Redevelopment. TFD confident they’ll be back on track in a week and if not he’ll go to MM.
3. Chair asks if it is TFD’s job to get new truck insured. JOH said it was not TFD’s role. TFD said that he is just sending it to College to be approved. JT said it should fall under MM’s responsibilities and to send it to MM and JT who will help.

**Item 22 – DPFS Report**1. FH unavailable to report and therefore marked as read.
2. TFD highlighted the work done towards sustainability.

**Item 23 – Council Chair’s Report**1. LJ summarized the report as tabled.
2. JT asked what the block to recruiting a new Governance Officer is. JOH said that there is no block, but the recruitment did not find a suitable candidate. AS explained that the candidate who performed best in the interviews decided to stay where he was. JOH said that the next step is to re-advertise the role, which will go out over Christmas and in absence of an MD it will fall under the Head of SVC. PP asked if there is secondment available from College. JT replied that there are issues around secondments but to email MM and himself in order to ask around for interim support.

**Item 24 – AOB**1. TFD asked if the Sabb reports should follow their manifestos or their wider union work. Chair and AS agreed that it is very important they follow the manifestos because that is what the reps are elected against.
 | **MM and JT to be e-mailed regarding safeguarding policy before next PARC meeting****DF to send Clerk glossary of acronyms before next meeting for circulation.****JOH to confirm dates for floor works for DPFS asap****KO to rearrange PARC Meeting****Clerk to add whistleblower policy to PARC agenda****KC to report back regarding any extra assistance needed ASAP****TFD to contact MM and JT if building works are not back on track by next week****MM and JT to be contacted regarding Interim Governance Officer** |

**Next Board of Trustees meeting: 26th February 2020**