

**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, Level 3, Beit Quad at 14:30pm.

Unconfirmed minutes

|  |  |  |
| --- | --- | --- |
| **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 and Resources |
|  | Kay Counter (KC) | Operations Manager |
|  | Adam Best | Interim Receptionist (Clerk) |
| **Apologies:** | Fi-Fi Henry (FH) | Deputy President (Finance and Services) |
|  |  |  |

|  |  |
| --- | --- |
| **Item 01 – Welcome and Chair’s Business**   1. The Chair welcomed the group, in particular 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, with the exception of those noted below. 2. **Summer Ball –** TFD explains that FH is unavailable, however, he can present a draft of the report and update on the current situation. 3. **Online Petition System** – JOH explains that there is no timetable available but the aim is to be completed by the end of the academic year. The work will be moved up once the new Systems manager starts on February 3rd. 4. **PG Representation** – LJ states that the board 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 with the exception of those 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 he cannot do it before he leaves. 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 it is due renewal. 8. **Stephen raises that the acronyms in the reports are confusing and requests a list of acronyms**. Dan agrees to send glossary of terms to Clerk who will circulate around 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 raises concern over confirmation of exact dates for flooring works. JOH responded that he does not have the dates but that it is agreed to happen before term starts. Agrees to confirm dates, to TFD in particular.   **Item 07: People, Appointments and Remuneration Committee minutes from 21st September**   1. KO agreed to reschedule meeting for late Jan / early Feb and 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 Park so that it can be 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 policy automatically applies to Union staff, we are able to go further but cannot contradict it. KO at least wants to raise awareness of the policy and that we’ve 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 in particular 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 notes that most of the discussion concerned a specific case and that the Union complaints policy follows 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 make an improved system based on the categorization of complaints. AS said that Tom Newman’s draft is very similar to college but needs 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 Rep’s 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 adds 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 explains that there is no hesitation in hiring and that vacancies are being filled, however, the process takes time. 4. GP asks about budgeting error under investigation in the report. MM explains that cost for stewardship came through as expected but the budget was anomalously low and needs to be investigated. 5. Chair asks 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 ongoing 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 explains that forecasting is taking place at end of January and will update the board in time for February. 7. Chair asks for a timetable on when bar will be open. TFD said that late January is the date he’s heard. Chair agrees to ask KC for a timetable when she arrives.   *KC joined the meeting*   1. Chair asks 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 week commencing 21st of January, and the 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 back up 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’ve been back. 2. GP wants an estimate on the timeline for kitchens being reopened and an estimate of the deficit. MM agreed to assist. 3. GP gives his, and the boards, 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 in particular 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 asks KC to come back with the level of investment she needs to resolve H&S issues. MM agrees 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 as 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 due to FH being unavailable. TFD explained that the organization is where it should be at this point of the year. Of particular 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 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 it’s being looked into. 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 adds 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 timeframe 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 here 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 in particular that the 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 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 schedule 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 raised the point that 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 concurs that it’s not TFD’s job. TFD said that he is just sending it to college to be approved. JT adds that it should fall under MM’s responsibility 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 asks 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 has decided to stay where he was. JOH said that the next step is to go back to recruitment, which will go out over Christmas and in absence of an MD it will fall under Head of SVC. PP asks if there is secondment available from College. JT replied that there are issues around secondment but to email MM and himself in order to ask around for interim support.   **Item 24 – AOB**   1. TFD asked if the Sab reports should follow their manifestos or their wider union work. Chair and AS agree that it is very important they follow the manifesto’s because the reps are elected against their manifestos. | **MM and JT to be e-mailed regarding safeguarding policy before next PARC meeting**  **Clerk to circulate Glossary of Acronyms before next meeting**  **JOH to confirm dates for Floor works for DPFS ASAP**  **KO to arrange 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**