



**Imperial College Students' Union
Board of Trustees / 16th September 2020**

Minutes (8 July 2020 Board of Trustees)

1. Introduction & Attendance

Jill Finney (JF) (Chair)	Phil Power (PP)
Stephen Richardson (SR)	Graham Parker (GP)
Kate Owen (KO)	Dorothy Griffiths (DG)
Abhijay Sood (AS)	Sherwin Sabeghi (SS)
Fifi Henry (FH)	Ashley C. Brooks (ACB)
Thomas Fernandez-Debets (TFD)	Lloyd James (LJ)
Ansh Bhatnagar (AB)	Jinpo Xiang (JX)
Milia Hasbani (MH)	Daniel Faehndrich (DF)

In attendance

Tom Flynn (Managing Director) (TF)
Graham Atkinson (Interim Managing Director) (GA)
Jayne Hufford (Interim Finance Director) (JH)
Tom Newman (Head of Membership Services) (TN)
Victoria Agbontaen (Governance Officer) (VA)
Ross Unwin (Incoming DPCS) (RU)
Sam Lee (Incoming DPFS) (SL)
Michaela Flegrova (Incoming DPE) (MF)
Christopher Carter (Incoming Student Trustee) (CC)
Kelvin Zhang (Incoming Student Trustee) (KZ)
Alex Auyang (Incoming Council Chair) (AA)

2. Apologies

None.

3. Minutes of previous meeting

The minutes of the previous meeting were approved pending changes to numbering of pages.

4. Matters arising/Forward Agenda

Student experience survey to be added to the Board forward agenda for 2020-21.

5. Conflict of interest declarations

A conflict of interest was identified for Student Trustees with respect to item 8.

6. Consideration of confidential business

GA identified item 11 as confidential business.

7. Health & Safety Committee Unconfirmed Minutes – 9th June 2020

GA and FH provided an overview of the last H&S Committee meeting adding that there was a sense of assurance due to the completion of the H&S Policy and H&S Plan.

- i. GA questioned if wellbeing could be incorporated into H&S communication. Trustees were informed that this would be arranged and communicated at the next H&S meeting.

Board noted the verbal update and thanked GA for his work.

8. Finance and Risk Committee Unconfirmed Minutes – 17th June 2020

FH gave a verbal update on the recent F&R Committee meeting, specifically highlighting the work being done around the Strategic Risk Register.

- i. A question was asked by GP as to whether the SRR would come to Board. It was agreed that the SRR would be shared at the next Board meeting in September.

Board noted the verbal update and thanked GA for his work.

9. Ratification of Appointed Student Trustee

AS explained the interview process for appointing a student trustee, highlighting there were four very strong candidates who were put forward for an interview. It was agreed that Kelvin Zhang was the strongest candidate and was therefore offered the position of student trustee. Similarly, it was agreed that it was useful for Milia to remain on the Board as she has provided valuable input over the year. AS informed Board that this decision would be ratified by Council at the next Council meeting.

- i. A question was asked by DF about whether having no Medic students on the Board would raise cause lack of engagement with those type of students. Trustees agreed that this is a wider issue that needs addressing and will not be solved by having a medic student on Board.

Board unanimously approved the re appointment of Milia Hasbani to a second term as an appointed Student Trustee and Kelvin Zhang on his appointment for 2020-21.

10. Sub-Committees of Board review - Appointment of F&R members and Committee Appointment Deferrals

AS informed the Board that the appointment for members of F&R would need to be made before the sub-committee meetings formally commence in October. The Board were also informed by AS that the other sub-committees of Board would be suspended for Term 1 and reviewed prior to the start of term 2 and 3.

- i. A question was asked by GP about when the last strategic governance review was conducted as there are challenges with compliance that may appear further down the line. Trustees were informed that a strategic governance review would begin to be undertaken from September onward.
- ii. A wide range of discussion took place on how governance is to be handled within the Union and how there needs to be consideration around the difference between governance within the Board and governance as a charity.

Board approved the temporary change to the structure of sub-committee meetings and agreed a review of the internal and external governance functions need to be reviewed.

TN joined the meeting.

11. Term One Readiness – Welcome/Comms Plan and Officer/Trustee Induction

TN gave a brief overview of the paper, outlining the approach being taken for term one readiness, the tools required to deliver this successfully and how the messaging will be communicated to new and current students.

- i. A question was asked by MH about how the welcome fair for students will be delivered in term one and whether this would be solely remotely or if some in-person elements would be included. Trustees were informed that presently, the welcome fair will be virtual and online with some plans being considered for in-person events depending on the change of government guidelines. It was agreed that virtual welcome fairs were a good way to ensure inclusivity from a wide variety of students who may otherwise not attend.
- ii. A question was asked about by TFD what expectations are for CSP's and what support will be offered to them in terms of risk assessments. Trustees were informed that CSP's will be offered clear guidance from the Union highlighting exactly what the limit is on activities they are able to do inside and outside the building.
- iii. A question was asked by CC as to whether CU Presidents would be included in the induction and training. Trustees were informed there would be training for CU's but the training for Officer Trustees would be more intensive focusing on key competencies required to be successful in the role. It was advised by ACB that training and development opportunities for OT's needs to be offered throughout the year.

Board considered and noted the update given around term one readiness and OT Inductions. Board thanked TN agreed that emphasis should be placed on training and up-skilling staff and further development and training discussions will be had during PARC.

TN left the meeting.

12. Staffing and Budget 2020/21

GA presented context and background for the paper explaining that the result of this was based on his analysis of the organisation and financial changes that need to be made in order for the Union to be sustainable for the next 9 months to 1 year.

- i. A question was asked by MH about how decisions were made about how which roles would be placed at risk. Trustees were informed that there is an over-reliance on salaried staff and a low use of student staff at only 19%. Due to covid-19 is it prudent to assume that Commercial Services (Bars and Catering) will remain closed for the foreseeable future or run at a very limited capacity.
- ii. A question was asked by GP as to what the Union's position is regarding the investment portfolio. The Trustees were informed that Rathbone investments should remain protected as best as possible and only used if required as a last resort.

Board approved the staff re-structure proposal and timelines, and thanked GA and JH for their hard work in delivering detailed and concise papers.

13. ICU Roadmap: Our Journey to August 2021

TF gave an overview of a number of key issues outlined in the paper, highlighting that there is a level of uncertainty of what the Unions goals and objectives are.

- i. A question was asked by GP about what TF sees as the new vision for the Union. Trustees were informed that mission needs to be simple to understand and something that unifies us.
- ii. A wide-ranging discussion took place on the appropriate ways the vision and mission of the Union should be changed.
 - a. Due to high levels of staff turnover there is a poor institutional memory in the Union causing major gaps in new and historical knowledge. Trustees were informed this could be solved by retaining student staff.
 - b. Developing better relationships with Departmental reps.
 - c. Maintaining PGR engagement is key.
- iii. A question was asked by DG as to whether TF would be able to liaise with College as they are beginning a College Values project. Trustees were informed that the College and Union values should be in congruence with each other.

Board considered the paper and noted the upcoming work of the Managing Director.

14. Interim Managing Directors' Report

GA gave a verbal update on a number of key issues noting that the purpose of this report is to provide a short narrative overview of work, outcomes, challenges and progress in relation to the interim management project at Imperial College Union.

This includes how to continue navigating as effectively as possible through the Covid-19 crisis. This has included maximising the use of the government furlough scheme as well as ongoing work around budgets and the core staffing model.

Paper was taken as read and no further questions were asked.

Board noted the paper and thanked the Interim Managing Director for his work.

15. Council Chair Report

LJ gave a verbal update of the paper, highlighting to Board the outcomes of the June Council meeting, and update on the Policy Review process. There were two key changes Union Council voted to approve which included modifications to the DPFS role and make PG students full members of their Faculty Unions.

- i. A question was asked by JF as to what policy changes had been made to sub-committees of Council. Trustees were informed that policies owned by the Community and Welfare Board, the Clubs Societies and Projects Board, and the Governance and Identity Board have been reviewed and renewed. Policies owned by the Education and Representation Board have been reviewed and await renewal by online vote.

Board approved the paper and thanked the Council Chair for his hard work this year.

16. Officer Trustee Team Update

AS gave a verbal update advising Board of the success of the recent Student Choice Awards and how consideration is being taken to have them online in the future to allow for higher levels of attendance and participation.

- i. A question was asked about by DG how the Union are progressing with their input relating to the Black Lives Matter movement and how students are being supported during this time. Trustees were informed that progress with this is moving slower than expected but there are still numerous ongoing meetings that OT's are attending to discuss how students can be further supported.

Board noted the update and thanked the Officers for their work in helping to shape and influence policy and change for the students throughout the year.

17. Deputy President Education Report

ACB gave a verbal overview of the paper explaining that it was helpful to have the opportunity to complete a reflective paper which may be useful for those undertaking the role in the future. ACB added that efficiency regarding time-management had been challenging throughout the year due to the number of meetings, papers, reading etc. required but this had allowed for growth and self-development within the role.

- i. A question was asked by KO as to how the difference between PG and UG student was perceived. Trustees were informed that there is a need for more alignment with UGs and PGs including differences in values and how they are recognized and considered by leadership.

Board noted the paper and thanked ACB for his hard work this year, especially in relation to his dedication to PG students.

18. Deputy President Welfare Report

SS gave an overview of the paper highlighting that he has felt accomplished with the things that have been achieved over the year, especially work around liberation and hall rent negotiations. Although covid-19 had disrupted the year in an unexpected way, it has meant that stronger relationships with the College have been built and the Union has become more respected.

Board noted the paper and thanked SS for his work this year and expressed their contentment in SS being successful in the re-election.

19. Deputy President Clubs and Societies Report

TFD gave a verbal overview of the paper and highlighted he was happy the role was autonomous which allowed for a wider independent learning experience along with managing CSP budgets permitted a greater financial awareness.

Board noted the paper and thanked TFD for his positive attitude and work throughout the year.

20. Deputy President Finance and Services Report

FH gave an overview of her paper and specifically thanked GA for the assistance he has provided in the recent months which had a majorly positive effect on the DPFS role. FH

explained the aim was to ensure higher levels of engagement with students and this had been accomplished. FH expressed regret in not being able to complete the work with the Summer Ball but was happy that the groundwork for next year had been done so the incoming DPFS will be able to execute the Summer Ball 2021 with ease.

Board noted the paper and thanked FH for maintaining confidence and courage throughout the year as well as championing the necessary modifications to the DPFS role.

21. Union President Report

AS gave a brief overview of the paper noting that the strength and resilience of the Officer Trustees has been the key reason why the year has been successful despite the unprecedented challenges caused by covid-19. Additionally, AS expressed gratitude to members of the Board who had consistently shown willingness to take action irrespective of how difficult. One major change AS advised is essential to the growth and development of the Union is higher engagement with more volunteers at a departmental level.

Board noted the paper and thanked AS for being a successful leader during such a challenging year and commended the magnificent growth AS has demonstrated.

22. Any Other Business

None.