

**Imperial College Union
Board of Trustees / Agenda**

27 November 2024 / 2-5pm

Meeting Room 3 (MR3), Level 3, Beit Building, Beit Quad, Prince Consort Road, SW7 2BB

Lunch will be provided from 1:05pm in the Union Bar. Tea/Coffee/Water in MR3 from 1:45pm

	Item	Lead	Reference	Action	Time	Page
1	Welcome	SR		To note	10 mins	
2	Apologies	CJ		To note		
3	Minutes of the Previous Meeting	SR		To approve		5
4	Matters Arising & Action Tracker	SR		To consider		14
5	Declarations of Conflicts of Interest	SR		To note		
6	Confidential Business Identification	TN		To note		
7	Board Subcommittees Update	TN/NM/PP	TB/24-25/17	To note	5 mins	15

Financial

8	Annual Report & Accounts 2023/24 (including Letter of Representation)	PG	TB/24-25/18	To approve	10 mins	17 (52)
9	Audit Findings Report 2023/24	PG/Auditors	TB/24-25/19	To consider/note	10 mins	56
10	Trustees & Auditors discussion without staff	SR/Auditors	Verbal	To consider	5 mins	
11	Reserves Review	PG	TB/24-25/20	To approve	10 mins	82
12	October 2024 Management Accounts	PG	TB/24-25/21	To consider/note	10 mins	86
13	Strategic Investment Fund: Strategic Security Needs Assessment Request	AC/RP	TB/24-25/22	To approve	5 mins	90

[Option for break]

Governance / Risk

14	Corporate Structure Report	TN/CJ/BW	TB/24-25/23	To consider/note	15 mins	92
15	Annual Health & Safety Report	AC	TB/24-25/24	To consider/note	10 mins	113
16	Board Effectiveness Review Plan	TN/CJ	TB/24-25/25	To approve	5 mins	121
17	Trustee Trio Guidance	TN	TB/24-25/26	To note	5 mins	127
	Regular Updates					
18	MD Update & Annual Objectives	TN	TB/24-25/27	To note	10 mins	129
19	Officer Trustees Update	CB	TB/24-25/28	To note	10 mins	133
20	Union Council Chair Update	AML	TB/24-25/29	To note	5 mins	139
21	Annual Calendar of Business Update	TN	TB/24-25/30	To note	5 mins	141
22	Any Other Business (AOB)	SR	Verbal	To consider	5 mins	
23	Trustee Discussion without Staff	SR	Verbal	To consider	10 mins	

Key:

AC Ashley Cory

BW Bates Wells

AML Anthea MacIntosh-LaRocque

CB Camille Boutrolle

CJ Clem Jones

NM Nick Marley

PG Peter Greaney

PP Phil Power

RP Rob Pegg

SR Stephen Richardson

TN Tom Newman