



**MEETING OF BOARD OF TRUSTEES  
THURSDAY 18<sup>TH</sup> OCTOBER 2011  
BOARDROOM, UNIVERSITY OF LONDON UNION, MALET STREET, WC1E 7HU  
COMMENCING AT 4.30PM**

**Present**

Vraj Domalip – ULU President

Hannah Kelly – Student Trustee

Stuart DeBooss – External Trustee

Mark Berry – Heads of College representative, External Trustee

Sean Rillo Rackza – ULU Vice President

Abs Hassanali – Student trustee

Jodie Ekelchik – External trustee

James Meadway – Student Trustee (arrived at 17:01 – departed at 17:58)

**In Attendance**

Julie Adams – ULU General Manager

Helen Mackay - ULU Student Activities Manager (Minute taker)

**1. Welcome from the Chair**

The chair opened the meeting at 1634

**2. Apologies**

Apologies were made from Ross Spear.

**3. Report of any conflict of interest**

No conflict of interests were reported.

#### **4. Minutes from the last meeting**

It was noted that Sean Rillo Rackza was incorrectly noted as ULU president.

**JE** queried point 6 regarding **MB's** unanswered query regarding a policy being in place as to who ULU can invest with and if it would be possible to limit it and if it would be possible to have a credit rating on which we could base the investments in order to protect the funds that ULU has.

It was agreed that **MB** would provide an example of St George's practice in relation to investments and credit rating to **JA** to develop such a policy for ULU.

It was noted that the Minutes at the previous meeting were not approved but noted due to there being a lack of quoracy.

**SRR** requested that in relation to the previous minutes that the College for the Humanities point be added to any other business within the meeting.

The minutes were approved.

#### **5. Matters arising**

##### **Deputy Chair election**

**VD** noted that it was a requirement that a deputy chair be elected within the board to enable future meetings to go ahead in the event of his absence.

**SRR** nominated himself.

**HK** also nominated herself.

**VD** suggested a brief speech and then a public vote from the Board.

**SRR** – noted that it would be beneficial for the Deputy chair to be an elected officer who works on site.

**HK** noted that her attendance at meetings as been almost 100% so far aside from one and is confident to coordinate the meetings.

Votes for – **SRR** = 3

Votes for – **HK** = 3

Election resulted in the Chair's deciding vote – **SRR** elected as deputy chair.

##### **Board of Trustee format for meetings**

**VD** introduced **JE** to conduct a brainstorming session regarding our plans for the year.

**JE** introduced the session. Requesting feedback from the group to help develop the plan for the year and how we will work. Setting out the expectations for the year, to begin with:

- Scheduling our meeting dates for the year - task already complete.
- Agenda and discussion papers submitted at least a week in advance.
- Committing to our time frames of meetings i.e. not over running.

**JE** invited input from the board.

**JA** suggested reinforcing the importance of e-mail communication asking that each member of the board make every effort to respond to e-mails sent out.

**MB** suggested it would be best if it was clarified at the beginning of the e-mails the level of response expected.

**SDB** noted that there was a lack of an operational plan with set objectives for the year which would be beneficial for the measurement of our performance.

**VD** was agreement that we should have key performance indicators.

**MB** suggested tying it in with the risk register.

**JE** – Also suggest that in relation to the etiquette of the meetings should be that Questions and comments be made by raising your hand.

**VD** thanked **JE** for facilitating this element of the meeting.

## **Report from officers**

### **i. ULU President**

**VD** discussed further the points raised in his written report. Working on ULU app for phones highlighting our events and other su events. The app would encourage engagement and eventually be Income generating for the organisation. It would provide an opportunity for students to be up to date on our activities.

Has begun working on a review of ULU for UoL students, with the intention to improve on what we offer and develop new services in line with this. After meeting with the Chief Operating Manager from UoL they wish to be included in the review process sent out to Students with the aim to learn about how the students perceive us and UoL. As a result of the data gathered a strategic plan for the coming years could be developed as **VD** noted this has been missing for several years.

**VD** noted his work with the GLA (Greater London Assembly) to create a manifesto for the student movement in London for the Mayoral election in May 2012.

**VD** has also attended several of the Stakeholder Unions' Freshers fairs in the past 6 weeks.

**VD** asked the Board if they had any questions

**AH** enquired about the new app and its features.

**AH** also enquired about how the review would be conducted.

**VD** noted it would be via street survey's, e-mail surveys and through the stakeholder Unions.

**AH** enquired about the overall response from students at the fairs to ULU

**VD** responded that returning students know about us but new students don't know a great deal. But in general good reception especially from colleges nearby. **VD** noted that we need to work on the ones who don't know about us in the next year.

**MB** enquired further about the income from app and how it would work.

**VD** responded that the App is created for free by the participating company with a 50/50 cut on marketing and with 30,000 downloads over 5 years this would equate to £60-80,000 income each year for ULU.

**MB** enquired about **VD's** plans for the year.

**VD** responded that the Main goal was the Student consultation. **VD** referred to his involvement with the development of the strategic plan at Queen Mary SU. **VD** felt that it is vital to develop a clear direction for the organisation and it would be beneficial to ULU. In addition **VD** want to focus on training plans, not just summer training for sabbaticals but providing consistent support through out the year.

**Board approved the Report.**

**ii. ULU Vice-President**

**SRR** asked that the board take note of his written report submitted prior to the meeting.

**JE** queried how the student activities aspect of his role is getting on noting a lack of depth to this area in his report.

**SRR** noted that the Student Activities staff have been working well and that he is confident in their abilities to deliver a service to the groups. Noting only minor issues with some groups.

**SDB** enquired about **SRR's** objectives for the year.

**SRR** responded that he was elected as a campaigner, that it was an important goal to fight for the London living wage and working towards engaging more students in ULU.

**Boards Approved the report**

**iii. London Student Editor**

**VD** noted that the editor was not a member of the Board and so therefore was not present to take questions on behalf of his report.

**JE** noted that there has been a loss in London student again this year and noted that there was a London Student Management Committee but that the Board needed to have more of a handle on the finances for this area.

**JE** observed that there are only two adverts in this weeks issue of the London Student and raised her concerns about this.

**VD** responded in the absence of the Editor that he was working on sourcing adverts and has developed a new working relationship with Bam where both parties are working to secure regular adverts in the publication.

**VD** suggested that the editor attend the next meeting to clarify further the financial concerns the Board have.

It was noted that there was an £11,000 loss/over spend in London Student last year.

**Board Approved the Report**

**iv. ULU Senate Update**

**VD** noted the key motions that were produced at the most recent ULU Senate.

- A motion for support of Mark Banum from Birmingham SU who was recently suspended by his Board of Trustees.
- A motion for support of a programme to enable ex convicts to move into higher education.
- A motion demanding a boycott of the company Hava on UoL campuses.

**SRR** – Noted that the Senate Minutes were not sent as they should have been.

**6. Reports/Appointment of Standing Committees**

**VD** noted that no standing committees had met.

**VD** requested that the Board Elect the members of the Standards and Ethics Committee which include one sabbatical officer, a student trustee and an external trustee.

The positions were uncontested.

Results of Standards and Ethics Committee:

**VD** – Sabbatical position,

**JM** – Student Trustee position

**JE** – External Trustee position

**MB** enquired if the Board of Trustees will receive the terms of reference for the other committees for this year.

**JE** raised the issue of the regulations. Suggested it should be a priority for the year to ensure these are updated and more clearly defined.

## **7. Finances/Year End Accounts**

**VD** asked **JA** to give a summary of the accounts and finances.

**JA** reported that the Audit is still on going. Auditors have conducted a review of asset register. Recommendation to write off some out of date assets.

**JA** asked if there are any questions based on the written report.

**HK** enquired about the reference to new procedures for London Student.

**JA** explained that contracts for services had been drawn up for members of London Student to gain commission for sourcing advertising for the paper. The contracts will be based on 10hours a week.

**MB** queried the status of the audit at present was it close to completion and would it be approve by the board at the next meeting.

**JA** responded that the auditors will be attending the next meeting to answer any questions. Trustee Annual report will need to be included in order to confirm the result.

**JE** queried the Lunch box area of the report and the reference to VAT for non-students.

**JA** explained the dispensation for the exemption for students and catering. This is not so for non students who must pay VAT if eating in or on hot food. We have changed the social space area with signs which point out it is a communal area, not part of Lunchbox, so if non students sit there they do not pay VAT, only in the small area near the counter and Royal box. This has been accepted by our Auditors.

**Report Approved by the Board.**

## **8. Strategic planning/Next Step**

**JE** introduced the discussion noting that there has been previous development of a strategic framework which was produced by previous sabbaticals but not carried through.

**JE** observed that it was done on a high level and the intention had been that the organisation could select an area to work on with the guidance of the framework.

**JE** suggested creating a regular meeting to develop a strategic plan.

**VD** suggested integrating it as a regular agenda point for Board of Trustee meetings.

**SRR** observed that it is important that the Board of Trustees don't set the strategic framework that students should be the ones to feedback and lead the strategic direction of the Union through Senate and other forums.

**JE** – looking at the risk register should we have the regulations on the risk register? A large element of our regulations that we are governed by are outdated. This was considered last year but we need to move to get this completed this year. The working committee set up last year did not work.

**JM** noted that the committee could be revived and was largely hindered by timing.

**SRR** wished to point out that the risk register should only have elements relating to staff and structures. In relation to regulations the regs are changed by the constitution so all that needs to be done is to update the document. This was explained to the Vice President last year. Senate should not just be consulted on this they are the governing body for the organisation.

**JE** stated that she was arguing that BOT should generate the revision and that it was for Senate to approve them or not.

**JA** commented that the Board and Senate can make, repeal and amend the Regulations jointly, according to the Constitution.

**JE** suggested that it is important that someone takes this task forward and the board is a good forum for this task.

**VD** stated that it is important the committee re-convene

**SRR** observed that it is impractical for a sub-committee to work through the regulations line for line. **SRR** suggested that changes should be made separately.

**JE** asked what should be the next step in order to move this forward.

**SRR** responded that the regulations are simply re-written and passed through the democratic structures. It needs to be Individuals who alter them. It is not appropriate for the Board of Trustees to making the changes.

**JE** suggested that the organisation look at what the status is and discuss again at the next meeting.

**JE** It is important to bring to the table what we would like to propose and it become a discussion paper so that this project can be moved forward.

**VD** asked if there were any other questions regarding the development of a strategic plan.

**JE** asked **VD** to summarise some any initial KPI's

**VD** noted that although no KPI's had been set yet some exist already i.e. improving the election turn out, others included revenue through the shops and bars, increasing events in the bars and venues. But ultimately no KPI's as yet.

**The board actioned VD to bring KPI's to the next meeting of the board.**

## **9. Charity Commission Complaint**

**VD** introduced the recent e-mail received from the Charity Commission in relation to the complaint made towards the previous ULU President Clare Solomon.

**JA** advised the board that the Commission had asked that ULU acknowledge that the BOT have read the complaint and the guidelines they have sent.

**SRR** noted that the e-mail did not request any action other than the BOT read the guidelines that they have sent.

**JE** it is important that we adhere to the guidelines on campaigning. SRR's report was queried as to the extent to which he is campaigning.

**SRR** noted that the work of one sabbatical officer does not have an effect.

**HK** observed that based on the complaint that the work of one sabbatical officer lead to this issue arising.

**SRR** noted again that the Commission have asked only that the Board read the guidelines and no action has been requested.

**JE** observed that it was disappointing students don't feel they can complain directly to the ULU Board.

**JM** stated that it is just an indicator of ULU's high profile last year.

**VD** noted that there could be a credible threat towards ULU's charitable status in the future if complaints aren't dealt with appropriately.

**MB** suggested it is best that we respond and confirm that we have read the guidelines.

**MB** observed that a lot of the issues were a result of the high profile leadership last year.

**VD** raised the issue of recent complaints made on a marketing of an event in the building. Noting that the event was SRR's event.

**SRR** noted his disappointed that this event was being considered by the board of trustees and asked what the details of the complaint were.

**VD** explained that the complaint was based on the title of the event and it was felt that it was too strongly worded. The student wished to remain anonymous.

**SRR** and **JM** raised the issue that the event is part of policy under ULU Senate and that from time to time ULU may host elements that others are unhappy about.

**JE** – raised concerns that the Board would need to consider the reputational damage that such events could cause to the organisation.

**SRR** stated that ULU must respect what the students members want.

**VD** noted his main concern was for the reputational risk of the organisation.

### **No action to be taken**

## **10. Risk Register**

**JE** stated that the risk register need reviewed and updated to maintain its relevance.

**MB** queried risk 15 on the register – London Student Libel review.

**JE** noted that the libel check for London Student was no longer relevant to the register as the management of this risk had been dealt with.

**JE** Suggested that the managers also contribute to adding any new risks and updating the existing ones.

**JA** – asked the board to submit any items they would like to have added on.

Discussion was had about various risks that are no longer relevant. The deadline for submitting risks for the register was set as 28<sup>th</sup> October.

**SRR** suggested looking at how NUS did the risk register i.e. red, amber, green system. It is a clearer system and would be useful for ULU.

#### **11. Communications Plan**

**JE** outlined the old plan to be used as information, in particular for new sabbaticals with ownership for the President/Vice President. Monitor over the coming year and revise.

**VD** to bring back to future meeting.

#### **12. Appointment of Campaigns Intern**

**JA** provided a verbal update on the recruitment of the position

Interview date 31<sup>st</sup> October

#### **13. Minibus Report and Quotes**

**BOT** accepted to take new lease.

#### **14. Designated Maintenance Reserves**

Discussion had. The Auditors will discuss further at the next meeting.

All OK agreed to set up an additional two reserves;

Buildings

Commercial

#### **15. Dates of 2011/12 Board of Trustee Meetings**

**JA** to send out email with change in dates.

#### **16. Any Other Business**

AGM Need to check dates for December.

**JA** to send out Trustee report to be added into report after the next meeting

#### **College of New Humanities**

**SRR** commented on the new College being part of ULIA which means their students will be able to join as Associate members. Multiple problems. We're not set up to represent the students on welfare etc.

**SRR** actioned to put paper together as to what ULU BOT can do.

**Date of next meeting Tuesday 29<sup>th</sup> November at 16.30**

