**UELSU Board of Trustees Minutes: meeting held on 20th July at 5.00 pm in EB.1.39, Docklands Campus**

1. To WELCOME those present and RECEIVE apologies for absence (1 min)

Present: Adrian Patsalos (Chair), Annie Ferreira, Marina Yannakoudakis, Sabuj Mohammad, Yemi Gbajobi, Sharif Ali Ahmed Fattah, Jitesh Mondal, Harpreet Kaur Hansi, Amirah Mohamud.
Apologies received from Helen Powell and James Walker.
In attendance: Bev Crawford (Acting CEO), Denis Shukur (CEO from August 10th).

1. To DECLARE any pecuniary, or other, interests or conflicts of interest in relation to agenda items (2 mins)

N/A

1. To CONFIRM the Minutes of the meeting held on 16th June 2015 (attached) (2 mins)

Minutes APPROVED based on two corrections made.

1. To CONSIDER Matters Arising from the Minutes (8 mins)

a) VP Education commented under Point 8 of the minutes that we it was mentioned that Students Council did have a quorate Extraordinary meeting on December 16th 2014 to approve the campaigns budget for the books/tablets referendum.

b) VP Education commented that the recommendation made at the previous meeting was not for quoracy to be lowered at Leadership. The recommendation made was to amend the quoracy to at least four (4) Executive officers.
Board AGREED to this amendment.

1. To CONSIDER the Management Accounts for May 2015 (attached) (10 mins)

Yemi questioned why the BAM advertising was significantly low.
Acting CEO answered that this was because we had moved that in house.
Chair questioned about deficit in the Freshers Ball and Summer Ball Costs budget.
Acting CEO answered that we will be getting the 20k agreed from the University and it should show in the June management accounts.

1. To RECEIVE Executive Team report (verbal) (10 mins)

VP Education provided the board with the Executive team report. That included the training sessions they had been on as well as those they are planning to attend. Additionally she informed the board about the campaigns they were planning to launch next year which included the Personal Tutoring campaign ‘Know Your Officer, Know Your Tutor’, International Week, Mental Health Awareness, Volunteer Week and awareness about the EU referendum.
Sabuj made a recommendation that the Executive team consider renaming ‘International Week’ to be more inclusive of home students.
ACTION: To consider the recommendation and provide an update at the next meeting.
Marina offered help with any Women’s related events as well as the EU Referendum campaign.
2. To RECEIVE an update on matters arising from the Change Group meetings (10 mins)

At the Change Group the External Trustees had requested a ‘Wish List’ towards the Board from the Executive team. A ‘wish list’ was presented and discussed.
It was AGREED that the Executive team would work closely with the incoming CEO to agree timelines for those requests when he officially takes up his post.

Chair of the Change group provided an update of what was discussed at the change group for those who were not present.
An ‘Options Paper’ that outlined both long term and short term needs that need to be resolved by the Union was presented to the board.
For the short term there were two issues that needed to be resolved as soon as possible. The Acting CEO informed the group that the first issue in the short term section had been resolved.
Regarding the second issue the board discussed the two possible options.

It was AGREED that option 1 was the preferable option.

For the long term that emphasised on a creation of a Strategic plan, Governance review, General Health check (await this year’s Audit) and the Roadmap to Independence.
Regarding the Roadmap to Independence the Chair did ask the Board to read through the Key Indicators that the Board of Governors of UEL might use to gauge the Union’s suitability to be granted greater autonomy and provide comments at the next meeting (document was circulated to Board Members).

1. To AGREE the Committee Calendar for 2015/16 (attached) (5 mins)

A drafted committee calendar was presented to the board.
It was AGREED to move the Board of Trustees and Finance meetings on November 5th to November 10th.

1. To CONSIDER rename of the October elected councillors (verbal) (5mins)

Chair explained that there was confusion regarding the titles of some of the October elected councillors. It was AGREED that the ‘Programme Representatives’ of ACE, HSB, Cass, ADI, Psychology, Business & Law and Social Sciences to be renamed to ‘School Representatives of…’

1. To RECEIVE a report on Student Council attendance 2012/13, 2013/14, 2014/15(attached) (10 mins)

Board noted this document. Executive team was tasked to improve attendance to council meetings.

1. To RECEIVE CEO’s Report (verbal) (10 mins)

Acting CEO thanked the Executive team for working closely with her, especially Imran and Edna who had left us. She confirmed that the in-house training was held in Hatfield, Hertfordshire and that she felt confident about the year ahead.

She looked forward working with the new Executive team, CEO and trustees.

1. To NOTE date of Next meeting

September 1st (TBC)