**UELSU Board of Trustees: meeting to be held on 21st April 2015 at 5.00 pm in EB.1.40, Docklands Campus**

1. Present: Imran (Chair), Adrian, Helen, Edna, Amirah, James, Sabuj, Jitesh

Apologies: Marina

It was noted that Siddharth Rahi has left the University and the Board of Trustees.

1. No pecuniary, or other, interests or conflicts of interest were DECLARED.
2. The Minutes of the meeting held on 24th November 2014 were CONFIRMED.
3. Matters Arising from the Minutes:

11. It was questioned why the version of the Constitution on the website has not been updated with changes agreed by the Board, including the use of the term ‘Executive’ rather than Sabbatical Officers, and the changes around the Deputy Returning Officer. ACTION: Bev to arrange this.

12. The new draft Strategic Plan will be worked on once the new CEO is in post.

1. Committees of the Board:
2. The notes from the Leadership Team meetings held on 27/10/2014, 17/11/2014, 01/12/2014, 15/12/2014, 26/01/2015, 09/02/2015 were RECEIVED.

It was NOTED that there had been a delay in the training of Part-time Officers due to finding availability in their calendars.

The separate budgets for different officers was questioned. Adrian explained that this was to help enable our liberation officers to better resource their campaigns. It was AGREED to have one combined budget for Officer Campaigns.

The Officer Trustees would like to have access to the University’s CELCAT room booking system, as some University colleagues were not in agreement with the proposal.

Website editing training had not taken place as their was difficulty in finding an available date to deliver the training. ACTION: Bev to rearrange.

1. The Minutes of the Finance Committee meetings held on 23/10/2014, 12/03/2015 were RECEIVED.

Sabuj questioned whether there was money for Part-time Officers to run events. The Chair clarified that the Campaigns and Activities budgets are available to them.

1. The Management Accounts for December 2014, January and February 2015 were RECEIVED and CONSIDERED.

Adrian asked to know how much money was in the Union’s reserves. Bev indicated that the Union’s current reserves are listed in the Management accounts. ACTION: Bev to calculate the exact figure required to run the Union on reserves for 40 days.

James asked how budgets are reallocated during the financial year and asked for a process to be established by the Finance Committee. ACTION: To be discussed at the next meeting of Finance Committee for a proposal to come to the next Board of Trustees meeting.

1. The Chair updated the Board on the progress with the recruitment of the new CEO is ongoing. Applications close on Tuesday 21st April. 12 applications have been received with 17 pending on the University’s application system. The University have agreed to the new CEO being employed by UEL and seconded to UELSU. ACTION: The secondment agreement to be circulated to the Board.
2. To discuss the Interim and Director of Change Proposal

* NUS Proposal circulated regarding potential interim appointments in the light of permanent CEO post still remaining unfilled.
* Summary of procedures adopted for 2015 elections presented, including UEL’s adoption of the role of Deputy Returning Officer and additional support enlisted from NUS and the University of West London.  NUS declare elections fair despite some student protest.
* In light of the elections and NUS involvement, NUS recommend that interim CEO post is urgently required.
* Further to discussion, it is agreed that an Interim CEO is to be appointed and paid for by UEL with a central aim of managing UELSU staff members and preparing for new academic year
* AGREED: 2 appointments to ensue: Interim CEO and Director of Change.

1. Union Governance

* Governance has made a recommendation to review all job descriptions  and job titles that might have been altered without approval
* Trustee Board RECOMMENDS that this issue be taken up the new full-time CEO on appointment as part of their initial review of roles and responsibilities of the SU permanent staff.
* The Interim CEO will be responsible for governance of the SU and at this juncture Bev will stand down.  The Board thanked Bev for her efforts here to date.

1. Civic Engagement and Radio Department

* The Board listened to a call by Union Representatives for a re-opening of the Volunteering Department and that it now be re-badged as Civic Engagement and be based in Knowledge Dock with its key remit being the development of the radio project.
* A proposal was raised for the appointment of a radio intern working under the Civic Engagement and Radio Co-ordinator
* It was proposed that an events intern be replaced by an event team who will be remunerated from a central fund of £3k.
* A budget of £5k was recommended for student led projects under the guidance of the Civic Engagement and Radio Co-ordinator.
* The board ACCEPTED these proposals.

1. The School Representative Scheme was discussed. It was AGREED to elect School Representatives instead of appointing them and not paying them.
2. The Board RECEIVED and AGREED a paper on membership of the Board’s Sub-Committees with the following joining the respective committee:

Appointments & Remuneration Committee – James, Sabuj to join.

Audit Committee – Sabuj to join.

Evaluation, Ethics & Standards Committee – James to leave, Sabuj to replace.

Finance Committee – James to join.

James left the meeting at this point and quoracy was lost.

1. The CEO’s report was RECEIVED.

The Chair wished to thank Bev for all her work as the Acting CEO.

1. The Executive Team report was RECEIVED.
2. The date of the next meeting was AGREED as Tuesday 16th June, 5-7pm.