MINUTES OF THE MEETING OF THE UELSU BOARD OF TRUSTEES HELD ON 25 JULY 2013 IN THE EB.1.39 AT THE UNIVERSITY OF EAST LONDON

1. Present: Friday Obodo (Chair), Edna Chirwa, Mariam Irshad, Lee Rogers, Ali Akgunes, Daniel de Sosa (from item 6)

In attendance: Yousuf Joondan, Beverly Crawford, Mark Grayling (Clerk to the Board).

The Chair thanked the CEO for helping him prepare for the meeting.

1. Apologies for absence: James Walker, Joseph Osborne, Sarah Adams. Concern was expressed about Michail Koufalitakis absence from the meeting and his sudden departure from the campus, earlier in the day, without tendering his apologies.
2. Declarations of interest
3. Members present DECLARED no pecuniary interests or conflicts of interest in relation to any of the agenda items.
4. It was NOTED that Friday had completed a declaration of interest form and was registered with the Charity Commission from his previous appointment to the Board. A declaration of interest form from Mariam Irshad was RECEIVED. It was NOTED that declaration of interest forms from Edna Chirwa, Daniel de Sosa, Michail Koufalitakis and Joseph Osborne remain outstanding and that biographical details are awaited from all new Board members in order to allow them to be registered as Trustees with the Charity Commission.
5. Ali Akgunes was reappointed to the Board for a three-year term to 31 August 2016; proposed by Lee Rogers, seconded by Edna Chirwa and carried nem con. It was NOTED that Ali would give long notice should he fulfil his plan to emigrate to Canada in 2014.
6. Minutes of the previous meeting

The Minutes of the Meeting held on 23 April were APPROVED and signed as a true and correct record. There were no Matters Arising from the Minutes.

1. Appointment to Committees of the Board

Members were (re)appointed as follows, proposed by Lee Rogers, seconded by Ali Akgunes and AGREED nem con.

1. Appointments & Remuneration: Sarah Adams and Ali Akgunes (in addition to David Lancaster-Douglas HR representative appointed by the University of East London), leaving one vacancy for an external trustee.
2. Audit: Lee Rodgers and Sarah Adams in addition to the President, Linda Acquaye (appointed by the University of East London) and Pat Billingham (a member of the UEL Audit Committee).
3. Evaluation, Ethics and Standards Committee: Lee Rogers and James Walker addition to The President, Charlotte Taylor (appointed by NUS) and Sarah Kassam (as an appointee of the University of East London). There remains a vacancy to be filled by a Full Time Officer, to be advised.
4. Finance Committee: Ray Wilkinson and Sarah Adams in addition to the President and Keith Willett (appointed by the University of East London).
5. Strategic Planning: It was AGREED to refer this item to the Full Time Officer team to advise on terms of reference for an ad-hoc committee.
6. Committees of the Board
7. The notes from Leadership Team meetings held on 18 April 2013, 16 May, 30 May and 27 June were RECEIVED. Under specific items:

7/3:8, it was NOTED that the problems associated with Chartwells were regarded as legacy issues by the FTO team,

18/4:5, the increase in the funding from UEL was NOTED with satisfaction,

25/7:8, changes to the UEL attendance policy to separate lateness from absence were NOTED

It was AGREED that members of the FTO team should present the notes from Leadership Team meetings at future meetings.

1. The notes from Audit Committee meeting held on 21 March 2013 were RECEIVED.
2. The Minutes of the Audit Committee meetings held on 29 May and 2 July were RECEIVED. It was NOTED that the recommendations made in the BDO Internal Audit report were technical rather than about organisational culture but that both needed to be addressed in order to make the Union’s democratic meetings work properly.
3. The Minutes of the Finance Committee meeting held on 5 June were RECEIVED. It was NOTED that the proceeds from selling back the shares in NUS Services Ltd. would be shown as a balance sheet transaction rather than a windfall in the income/expenditure account.
4. The Minutes of the Evaluation, Ethics & Standards Committee meetings held on 23 April and 11 June were RECEIVED. The Board emphasised the need for greater levels of student involvement in the initiatives covered.
5. Management Accounts

The June management accounts were RECEIVED.

1. Report from the NUS External Trustees Conference

Lee Rogers reported on an excellent event and the references made to a three year Union plan. Notwithstanding that a Constitutional change would be required, it was AGREED that the FTO team should look at the merits of increasing the number of external trustees with the possible addition of a community trustee along with the need for greater diversity amongst the external cohort.

1. Chief Executive Officer’s report

The CEO’s report was RECEIVED. In response to a question from Mariam Irshad, the CEO explained that SUSS was a staff pension scheme, now closed, for which the Union had a legal obligation to continue funding.

1. Schedule of dates for 2013/14

The draft schedule was AGREED along with a date for the Annual General Meeting on 27 November 2013.

1. Meeting dates for 2013/14

The following schedule was AGREED nem con:

4 September: Board Development Day to look at FTO plans, the NUS Board Development Report, the student lifestyle survey and longer term strategy.

23 October: Evaluation, Ethics & Standards and Finance (to consider 2012/13 annual accounts and needing to start at 4.30 pm) Committees

21 November: Audit Committee (to agree internal audit ToRs for 2014) and Board (to sign off 2012/13 annual accounts)

17 December: Appointments & Remuneration and Finance Committees (to receive first draft budget/grant bid for 2014/15)

29 January: Evaluation, Ethics & Standards Committee and Board

25 February: Finance Committee

25 March: Audit Committee and Board

30 April: Finance and Evaluation, Ethics & Standards Committees

20 May: Board

24 June: Finance and Audit Committees

29 July: Board (new FTOs)

Signed as a true and correct record……………………………………………………….

Date…………………………………………………………………………………………….

MG/BoT/mg