MINUTES OF THE MEETING OF THE UELSU BOARD OF TRUSTEES HELD ON 20 NOVEMBER 2012 IN THE ESDS MEETING ROOM

1. Present: Sabuj Mohammad (Chair), Ali Akgunes, Lee Rogers, Ray Wilkinson, Denise Iwuoha (until partway through item 8), Friday Obodo, Hani Assi, Imran Hossain, Stacy Hall (until partway through item 8), James Walker and Sarah Adams (from item 7(c))

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

1. Apologies for absence: n/a
2. New members

The Chair introduced James Walker to the Board who then withdrew from the meeting during which time the Search Committee reported recommended that Sarah Adams and James be invited to become trustees. It was AGREED to appoint Sarah to serve until November 2015 and James until May 2015. James then rejoined the meeting.

1. Declarations of interest

Members present DECLARED no pecuniary interests or conflicts of interest in relation to any of the agenda items.

1. Minutes of the previous meeting

The Minutes of the Meeting held on 13 September 2012 were APPROVED and signed as a true and correct record.

1. Matters Arising from the Minutes

13/9:7 It was NOTED that the Associated Membership scheme would be rolled out from the start of Semester B; fees have been set at £12 or £20 to include an NUS Extra card.

1. Management Accounts

The October Management Accounts were RECEIVED and the new format summary page welcomed.

1. It was NOTED that budget adjustments would be necessary to accommodate maternity cover for Nishaant Kumar from January 2013.
2. It was AGREED that the year had started well but that it was too early to be certain of trend for the year.

1. Committees of the Board
2. The notes from Leadership Team meetings held on 4 October and 1 November were RECEIVED. The Full Time Officers were encouraged to go for quick wins and bring items such as the problems of parking for students at Galleons reach to be resolved along with single sign-on for elections. It was NOTED that a meeting would take place to prepare for Semester B elections before the end of Semester A.
3. The Minutes of the Audit Committee meeting held on 31 October were RECEIVED. It was observed that automatic enrolment to the Union should allay any data-protection concerns in relation to using student data for single sign-on for Union elections.
4. The Minutes of the Finance Committee meeting held on 31 October were RECEIVED. It was AGREED to seek a rewording of minute 5 (27/6:5(c)) to specify that the treatment of the NUS Affiliation Fee has been changed from being shown as a debtor to a monthly instalment to accurately reflect the payment schedule in the current year.
5. The audited accounts for 2011/12 were APPROVED, per the recommendations of both the Audit and Finance Committees, for presentation at the AGM on 28 November.
6. Report from the General Meeting held on 16 October

The Chair reported that the scheduled meeting on 10 October had been inquorate and so reconvened on 16 October. It was NOTED that a policy to withhold the names of individuals and/or societies in relation to the booking of rooms in UEL, in opposition to the Prevent initiative, means that Union societies is not able to bring guest speakers on to campus for the time being. It was anticipated that this situation would be addressed at the next General Meeting in February.

1. Chief Executive Officer’s report

The CEO’s report was RECEIVED and a number of items were highlighted.

1. It was NOTED that the legal vehicle of Charitable Incorporated Organisation would be available from Spring 2013.
2. It was NOTED that a half-year review for the Full Time Officers had been booked to take place on 14 January 2013.
3. It was AGREED that the Full Time Officers should liaise with the Deans of the UEL Schools to get resolution to the major problems arising from the introduction of the electronic iteration of the University’s attendance monitoring policy.
4. It was NOTED that a strategic planning working group was due to meet on 22 November.
5. It was NOTED that Mark Grayling and Pat Billingham (Audit Committee) would meet with Ruth Ireland of BDO, on 27 November, to plan the use of the days allocated to the Union as part of the UEL internal audit contract
6. It was NOTED that an outline paper would be considered by the Leadership Team to explore options for the Union website after the arrangement with BAM ends in May 2013.
7. It was AGREED that in the event of the AGM being inquorate, on 28 November, it should be reconvened in conjunction with the General Meeting in February 2013, rather than one week later, to fulfil the obligations described in the Union Constitution.
8. It was NOTED that progress had been made in securing single sign-on for Union elections ahead of Semester B.
9. Appointments to Committees of the Board were AGREED as follows:
10. Leadership Team: Sabuj Mohammad, Denise Iwuoha, Imran Hossain, Hani Assi, Stacy Hall plus Mark Grayling (CEO, Chair), Bev Crawford (Senior Finance Officer), Lisa Thomas (Advice Services Manager) and Yousuf Joondan Student (Voice & Activities Manager).
11. Appointments and Remuneration Committee (first meeting due on 18 December): Ray Wilkinson, David Lancaster-Douglas (HR representative appointed by UEL), Sarah Adams and Ali Akgunes.
12. Audit Committee (next meeting 21 February 2013): Sabuj Mohammad, Linda Acquaye (appointed by UEL, acting Chair), Pat Billingham (appointed by the UEL Audit Committee) and Lee Rogers.
13. Evaluation, Ethics and Standards Committee (first meeting due on 15 January 2013): Stacy Hall, Sabuj Mohammad, Lee Rodgers, Charlotte Taylor (appointed by NUS), Sara Kassam (appointed by UEL) and James Walker.
14. Finance Committee (next meeting 18 December 2012): Ray Wilkinson (Chair), Sabuj Mohammad, Keith Willett (appointed by UEL) and Sarah Adams.
15. The appended paper on Societies was NOTED.
16. The Board congratulated Bev Crawford and Yousuf Joondan on achieving their ILM Level 3 qualifications. It was NOTED and welcomed that Lisa Thomas had embarked on a similar course and that Yousuf Joondan had registered for a leadership development programme with NUS.
17. A report on the Union by the NUS Strategic Support Unit

The diagnostic report was NOTED and various aspects of the document were discussed and considered. This included:

* The need for a communications strategy
* The offer of resources and further support from NUS

 It was AGREED that

1. The report should be fully analysed and all the actual recommendations identified with a view to developing an action plan. ACTION: CEO.
2. Engagement with members should be considered as a means to an end with the positive contribution to the student experience at UEL the ultimate goal.
3. The Union should concentrate on “bread and butter” issues.
4. The Union has many alumni who could be called upon to assist with advice and expertise.
5. A special meeting should be convened in the first half of January 2013 to further consider the document and to develop the action plan. ACTION: CEO
6. The next regular meeting on 21 February 2013 was CONFIRMED. Ray Wilkinson gave notice of his apologies for absence on that date.

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

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

MG/BoT/mg

28 November 2012