



LONDON metropolitan university  
students' union

**Trustees Board Minutes 06/11/2014**

**Attendance:**

Trustees: Obie Opara (Chair), Marco Brunone, Amanda Marillier, Nicole Mitchell, Jim Dickinson, Peter Ptashko, Omer Kocpinar  
In attendance: Mark Crowhurst, Alistair McKay (Minutes), Richard Billinghamurst  
Apologies: Rob Hull, Bianca Giunta

Item	Title	Comment & Action	Action
1	Minutes, matters arising and actions		Approved
2	Reports GM Report	<p>It has been a good start to term Over 1,400 showed an interest in joining societies, we are still working on conversion and final numbers are likely to be a fraction of this We have 17 new societies starting The staffing review is now complete The office feels more like an SU with more students involved</p>	
	Finance Report	It is early in the financial year but we are ahead of where we would expect to be	
	Audit	<p>Handover to Richard Billinghamurst from Knox Cropper There are two changes from accounts previously presented relating to prepayment of insurance charges and reallocation of sabbatical pay</p> <p>Pension statements are to be finalised, subject to information on the local government pension scheme from the university</p> <p>The accounts are prepared in line with current legislation and the audit was completed to the auditors satisfaction with no significant issues Helps doing payment through university</p> <p>Cash at bank 67k Current assets stand at 5,321</p> <p>We need to consider our reserves policy MC states this need to reflect our position and suggests a simple short and straight forward statement</p>	MC to prepare draft reserves policy for next meeting
		Audited accounts approved for acceptance ate AGM	Approved

3	Student Support	<p>Appointments within expectation of 5 working days  Emails were a little behind but this has now been rectified so emails answered within 3 working days  Survival Guide produced and working with CELT on academic campaigns  PP asks if 5 days from first contact or from response  MC confirms from response but in reality appointments usually within 2 days of response</p>	
4	HeadStart/Moving Up	<p>Over 500 students attended the programme  Feedback on the events was excellent  Statistics show that people enrolled from these programmes than the populations in general</p>	
5	Governance	<p>The vacancy for alumni trustee is proving to be a difficult to fill</p> <p>PP asks if time barred  MC says it not in the governing documents but the skills matrix specifies three years  PP says we need to change tact and headhunt  JD asks if has to alumni  MC confirms yes</p> <p>Articles are signed off</p> <p>University sec would like Bye Laws to be checked for consistency by Vizards  JD says happy to go to Vizards if university will pay  NUS would not do this, doesn't know why we need to  MC will reflect view to university sec  PP says could possibly do pro bono through contacts</p> <p>Company Secretary  We have parted company with xxxxx  Xxxxxxx  Knox Cropper have indicated they will file accounts  MC to make director changes</p>	<p>MC and OO to revisit with University colleagues</p> <p>MC to raise issues with University Secretary and report to next meeting</p> <p>Agreed to continue without Company Secretary</p>

6	Policy	<p>H&amp;S and E&amp;D policies</p> <p>Communications plan is an interim document, further development will be required and it will form the centre point for development in key strategic areas</p> <p>PP asks if we can have activity plan to sit alongside comms plan, would be the next step MC agrees this would be good</p> <p>JD thinks papers are good for stage one of quality student unions Would like to see plans for E&amp;D, H&amp;S and be considered by Trustees Board on annual basis</p> <p>JD suggests a “themed “ approach to trustees in the future on key strategic areas</p>	<p>E&amp;D approved H&amp;S approved</p> <p>Comms Plan approved</p> <p>MC to develop a themed approach to Trustees for next meeting</p>
7	NSS	<p>Lowest ratings are from CASS, best results at Holloway We believe Hub based Officer and activity will improve this A lot of responses are neutral count against us but are easier to improve More of a presence on campus should help this</p> <p>PP says positive if you take out undecided, this is good following the last few years Thinks we could do a bit of internal campaigning to reach more students</p> <p>JD agrees with PP as some SU's at bottom due to active dislike SU's who have climbed have done so by converting people who are neutral rather than negatives As well as looking at faculties it is worth digging in to demographics to see if there is a pattern Almost every SU finds real pockets of dissatisfaction in some courses A lot of negativity about the institution as a whole which reflects on Union score</p> <p>JD asks if do weekly/regular emails to students OO says does monthly email JD says some research says weekly emails have more impact Shorter, sharper emails MC says can help resource this and ties in with social media</p>	<p>Student engagement week before NSS agreed</p> <p>MC to investigate for next meeting</p> <p>To make regular emails and updates feature of new Communications role in January</p>

8	Officer Pay	<p>JD - There are a number of factors involved, officers are not supposed to profit from office however it is difficult to operate as volunteer role so SU governing documents allow for payments. However there is a conflict of interest in Trustees setting remunerations therefore practical approach is to compare with similar SUs and London Living Wage</p> <p>MC has taken JD comments and converted to LMU scales By linking to an LMU scale the discussion should not need to take place again Taking the approach suggested this would give be point 8 of scale £21,780 on par with Greenwich, Goldsmiths, University of the Arts In terms of the budget it does have effect but due to intern recruitment being delayed this can be offset provided the amounts are not backdated</p> <p>It does, however, limit options for the future as a three officer model was agreed for 2014 /15 the increased costs would limit the scope for review and narrow options if Trustees wished to retain a 4 officer model.</p> <p>PP asks sabbs to offer views OO says officers have proved to be competent enough to manage the Union and they deserve it NM says it's about survival, not personal gain they are all committed to students MB says Nicole said it well, London is expensive XXX rent, XXX food, XXX travel just leaves XXX for a month AM says they deserve it as passionate about students</p> <p>PP agrees most passionate he has heard sabbs and would like to see this in other areas</p> <p>JD says when SU write annual submission to do video about things which have been done, provides arguments about why everybody should want to be a sabb University should see how sabs have represented students</p> <p>Would like to see gentle push on the independence of the SU from the university</p>	Officer pay agreed at point 8 from November 1 <sup>st</sup> 2014
10	Credit Union	<p>MB says previous plan had been to set up with a single credit union but now he would like to promote credit unions in general, going out to credit unions and looking to develop a special package for London Met students</p> <p>Currently developing a survey about financial problems students come across Credit unions help with advice, how to save, ethical banking Pilot with Student Ambassadors, StARs, Hub Committee members Be part of CSR wider idea Would like to see Union grow with CSR</p> <p>PP thinks good but should also look at funding circles</p>	

