| **Description:** | Trustee Board | | |
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| **Date:** | 20th October 2021 | **Time:** | 17.30-19.30 |
| **Chair:** | Sara Bafo | **Location:** | Google meet |
| **Staff present:** | Sara Bafo (SU President)  Ed Nedjari (CEO)  Lisa Ronson (Finance Manager)  Fowsia Kadiye (Education Officer)  Hafsa Haji (Welfare and Liberation Officer)  Niquella Simpson-West (Campaigns and Activities Officer)  Pradeep Thatai (External Trustee)  George-Hakon Benson (Student Trustee)  Grace Acheampong (Minutes) | | |
| **Apologies:** | Stephen Norton(External Trustee)  Saranyaa Goel (Student Trustee)  Eireann Attridge(External Trustee)  Wala Osman ( Hr Manager )  Irfan Zaman (Head of Membership) | | |
| **Agenda** | [Agenda Items and last meeting minutes](https://drive.google.com/drive/u/0/my-drive) | | |

**Minutes**

| **Ref.** | **Item** | **Summary Points** | **Action** |
| --- | --- | --- | --- |
| **1** | **Welcome and Introductions** | Chairperson asked everyone to introduce themselves and informed us Emily is no longer a trustee.    She asked if everyone was fine with the minutes from the last meeting.    Everyone was in attendance apart from the apologies listed |  |
| **2** | **Declarations and note any possible conflict of interest** | Student Trustee mentioned a possible conflict of interest due to their employment as peer facilitator with the SU. |  |
| **3** | **Minutes from last meeting and subcommittees**   * **Approval** * **Actions update** | Chairperson asked if everyone approves it, trustees approved. |  |
| **4** | **Declarations for any other business items** | No other business |  |
| **5** | **Membership services KPI and the way forward** | Head of membership was not present |  |
| **6** | **Organisational KPI’s** | The chief exec asked if there were any questions on his update letter, without going over the document again due to time.  The update letter covers:   * Restructure * Incorporation * Academic Representation * Advice * University Dysfunctionality * Racial Justice- Cultural Review * HR * Planning 2021-2022 * Welcome Week * Commercial * Boards and Subcommittees   KPI’s have been created to help us know where we are, and where we are going. Last year similar action was made but didn't go as planned. CEO explains the KPIs will hopefully enable us to get to the end of the year and keep the organisation on track.  New organisational structure and objectives have been put in place, as they are needed to move the organisation forward. He apologizes for sending it out without showing the Sabbatical Officers first.  He also mentioned the advantage the university has to do things differently compared to other universities.  CEO and Head of Membership will be working with officers to ensure they’re involved in the organisational KPI’s . He also mentioned about engagement with students and finding out their views on the Student Union.  He asked if there were any questions on the update and KPI’s/ organisational structure.  Trustees agreed that this structure is important as it is better to deal with things earlier than later.  The CEO mentioned having the strategies in stages and not leaving things last minute, such as knowing when they will engage with students; as they have placements and other commitments and might not be available to provide feedback.  The chairperson agreed on how important engagement with students is, as some don't know what sabbatical officers do or the services that the SU provides.  Changing the bar prices is an example of the SU using the feedback they received from students, and ensuring drinks are more affordable.  Student trustee added that if the intention is to involve students, then it needs to happen before April/May as they won't be on campus or might be hard to communicate with.  CEO also mentioned that indeed that would be late as months are required to pick up all the students' feedback and work towards it.  Chairperson said organising, planning and implementing are required to succeed with the vision we have. |  |
| **7** | **Policies** | The chairperson asked if the policies are approved, and the trustees approved them.    The CEO explained why we need the policies and how they will benefit staff. The policies were not in place, and they have now been added to the organization.  He also added that training and development for staff is important as it will only improve our skills and help the organisation. Although there are not enough funds to hire staff, there are funds to help the development of the current employees.  The policies help us as an organisation to know what we should do and what we shouldnt do. This will ensure managers follow up the development of their staff.  Chairperson mentioned UNISON is overcapacity and the policies will provide us with support when we need it. They also mentioned that we need to build a relationship as documents are approved by the trustee but must be agreed by UNISON.  Policies are there for staff to receive support when needed, and have written documents to use as reference. | Launch policies to staff |
| **8** | **Finance update** | Finance manager shared their powerpoint and explained the slides. 2020/21 year ends with a £227,000 surplus due to government help (CJRS £213,000), commercial management (closed venues on 5th November 2020) and lack of expenditure due to no students on campus.  We reached our target of £300,000 in reserve(three month worth of emergency salary cost, in case we need to close our organisation).  Financial outlook for 2022  The university has cut our budget for 2021/2022by £225,000 over this year and next. No increase in grants should be expected from the university over the next three years.  Budgets will be monitored closely to ensure efficiency, and management accounts reviewed monthly.  We need to strengthen our relationship with the local community and look at other ways of funding.  Commercial and Media has helped with our funding, as they have been performing well. Other resources need to be found for our financial stability as we cannot rely on commercial activities, due to our services being on low price for the students.  Housekeeping:   * Scheme of delegation for trustees to approve. (powerpoint with expenditure limits and those in charge of signing it off).   The Finance Manager asked if the trustees could approve it and they agreed.     * The Finance Manager mentioned Paypal for international payments as we won’t be charged to make international transactions.   (for trustees to approve)  Trustee was asked if he could sign the paypal form and he agreed on signing it.  The finance manager attempted to apply for some new credit cards via the Co-op bank, however the applications were declined.She explained that she will be putting in applications with other banks as well.  Credit cards are also needed for some departments as some companies prefer straight payments instead of invoices. She will apply for cards and request the trustees to sign them off.  CEO thanked her for how she has been organising the finance department and her work over the past months especially during lockdown.  The trustees mentioned and agreed with the Finance manager that although we might have money, it needs to be saved and kept for when an emergency arises, such as Covid. | For Approval by trustees |
| **9** | **Sabbatical Officers Update** | Officers explained their powerpoint presentation.  Campaigns& Activities Officer presented her main points:   * **Disability:** Improve physical access into campus buildings via ramps and working lifts and making RASAs more functional. * **Mental Health:** Create and maintain a functioning network where students can connect and support each other and partnering with the College's Wellbeing service to give students a better understanding of what they can access and improve the University's reporting. * **Student Communities:** Improve facilities on campus for student groups and sports teams and push for the college to channel funding into student engagement. * **Staff Competency:** Ensure all staff/student leaders receive mandatory Against Sexual Violence training, and Anti-Racism Training.   She asked if there are questions and the student trustee recommended that a new staff member has been trained on providing support to the disability department and can be of help.  Officer agreed and thanked him for the suggestion.  Education Officer   * Continue the decolonisation and liberation work to make Goldsmiths College an anti-racist environment for students of colour, this includes decolonising the curriculum and implementation of the GARA demands. * Ensure the Student Voice system at Goldsmiths is improved to enable students to have their voice heard through accessible representative structures. * Implement lecture recording as a consistent practice across Goldsmiths College   Chairperson asked if there were any questions and she added the officers have been doing a great job.  Finance manager added that it is great that the Sabbatical officers are also thinking of how things will be, once they leave and how their work will be carried on.  Welfare and Liberation Officer   * Working closely with the disability services to ensure that getting support is much more streamlined and accessible e.g Extenuating circumstances/RASA applications * I plan to campaign on resisting the marketisation structures set to devalue the ethos of free and liberated education, * for an apartheid-free campus, work on the BDS campaign * to protect Against Sexual Violence funding, to work on Goldsmiths Anti-Racist Action demands   Chair officer thanked her for her work and asked if the trustees had any questions, then shared her points.  President   * Establish better community outreach and involvement with the local community. Set up a Political Education Centre to enable grassroots community groups to organise. * Fight the Prevent agenda nationally to challenge the way Prevent targets and surveils Muslim students in Higher Education. * Lead a Governance and Culture review of Goldsmiths SU to better enable students to shape and engage with the decision making and priorities of the SU. * Implement the rest of the GARA demands   CEO agreed things have been different coming to the campus with the trustees, officers and staff team. The organisation believes they can support the officers more especially during meetings with the University.  Finance Manager and chairperson mentioned the HR manager and Head of Membership being a great addition to the organisation, and how helpful they have been to the officers with their skills, as they have both worked in Student Unions before. |  |

**Action Items**

| **Ref.** | **Action Item** | **Action / Decision** | **Action By** | **Due Date** |
| --- | --- | --- | --- | --- |
|  | Housekeeping | For trustee approval- scheme of delegation to be updated  paypal account for international payments | Trustees | ASAP |
|  | Policies | For HR Manager to launch to staff | HR Manager |  |