| **Description:** | Trustee Board Meeting |
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| **Date:** | 7th February 2024 | **Time:** | 17.30pm- 19.30pm |
| **Chair:** | Victoria Chwa | **Location:** | Google Meet |
| **Staff present:** | **Ed Nedjari (CEO)****Rhiannon Suchak (Student Engagement Manager)****Beauty Odeyemi (HR Manager)****Danielle Sevenoaks (Communications Manager)****Abigail Atta-Panin (Finance Manager)**Zainab Turay (Advice Manager)Saner Gursel (Commercial Operations Manager)**Gammorah Britton-Gibson (Education Officer)****Victoria Chwa (SU President)****Isabelle Tarran (Campaigns and Activities Officer)****Nour Matar (Welfare and Liberation Officer)**Stephen Norton (External Trustee)Kofi Siaw (External Trustee)Pradeep Thatai (External Trustee)Elsabet Genti (Student Trustee)Luca Di Mambro-Moor(Student Trustee)Abigail Mensah (External Trustee) |
| **Apologies:** |  |

**Minutes**

| **Ref.** | **Item** | **Summary Points** | **Action** |
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| **1** | **Welcome and Introductions** | The chairperson welcomed everyone and asked everyone to introduce themselves. |  |
| **2** | **Declarations and note any****possible conflict of interest** | There were no declarations. |  |
| **3** | **Minutes from last meeting****and subcomittees****● Approval****● Actions Update** | There were no actions to approve. |  |
| **4** | **Declarations for any other** **business items** |  |  |
|  | **Organisational Updates** |  |  |
| **5** | **Grant Requirements / response** | The CEO stated that there was no update about the grant. The team did not want a situation where there would be a long wait. The CEO had requested that the SU President meet the Finance Director to discuss how much will be given to the SU, and if it was less than usual, there needed to be conversations about what should be done and where more money could be obtained. The Finance team noted that they were not certain when the money would be provided and were unsure about the precise amount. |  |
| **6** | **Mid Year KPI check-in**  | The check-in was for the Managers. The HR Manager discussed how one of the KPIs was to enhance GSU’s employer brand and become an attractive employer. The steps taken have been to improve the application form, gather information on obtaining the Investors in People Certificate and an anti-racism training has been held. Another KPI was to ensure the training staff receive are effective. Some staff have had personal training to suit their roles, and there has been training for line managers. The last thing is to improve the usage of the HR systems and this is in progress. The Finance Manager stated that the KPI they have is to create efficiencies and automate financial processes. Another goal is to provide staff with the tools to understand how their roles interact with finance. They also aim to identify areas for improvement in budget variances and VAT codes, and provide a finance handbook to provide information efficiently.The Commercial Events Manager has been working on increasing the frequency of events, especially live events. They have tried to contact local promoters to negotiate pay structures so that ways can be worked out to get new live events and create more activities in the space available. They are also trying to create a balance between the events and student’s activities. They are also relying heavily on the event staff who have been extremely helpful.The Communications’ Manager stated that there was a focus on building the brand’s reputation and networking with other brands and Student Unions. They also mentioned how people have had an interest in the SU’s stickers.The Student’s Engagement Officer mentioned how they aimed to focus on student voice mechanism through student reps and advocating for students needs in academia and increasing engagement in elections. There has been engagement from students in the democratic processes such as attending committees, student forums and four motions have been passed. The Policy Adviser has been working hard to keep everyone up to date on different policies, especially memberships. The Commercial Operations Manager stated how the focus has been on social media engagement but it has been difficult as students do not notice what is on posters or the TV, and the University has not allowed advertisements in many places. They stated that retail and the café have been doing quite well compared to the previous year.The Deputy Commercial Operations Manager  |  |
| **7** | **4 day week trial** | The trial which was between mid-December to January 15th, had Managers organising themselves and ensuring team participation without any issues. The final trial will be in the summer, so there is the hope that there would be more information about any changes to be implemented as staff would have had the benefit for a year and would be able to provide a comprehensive feedback. |  |
| **8** | **Management accounts and financial information** | The Finance Manager stated that they are working towards having a more structured monthly review of the management accounts to identify variances and improve budgeting processes. They spoke about the makeover for the nursery and how there has been an increase in income from the nursery. There have been conversations around ways to increase revenue for the bars and shop such as a potential name change and using Dice as a supplier. The CEO stated that there have been some IT issues which have prevented the finance team from being completely automated. |  |
| **9** | **Chief Exec Report** | The CEO spoke about legal challenges, specifically a data subject access request.The CEO discussed the large sum of money (£40,000) that was originally students' rent money, but was written off by the university and offered to students for hardship. There are plans to establish a more structured process for helping students in need, including a grant program and different types of sign-offs.The CEO mentioned an increase in instances of students behaving poorly, including assaulting staff and causing trouble. They note that this behaviour is not just limited to their own union but is a widespread issue. |  |
| **10** | **Comms plan/outline** | The Communications Manager spoke about the government’s restrictions on freedom of speech through the bills that have been passed last year. They are trying to see how the bills affect the SU, as the SU is also a charity as well. They are trying to navigate government-mandated restrictions on political speech on social media for charities. They plan to have a structure/guidelines in place for students and societies to communicate around the bills. |  |
|  | **Sabb Updates** | The Education Officer stated that students submitted two motions to be urgently voted on: One is The Government’s anti BDS bill. They want the SU to stand clearly and uphold the right of public institutions to make ethical investment decisions especially in regards to Palestine. The second motion is solidarity with Palestine. They want the University to de-invest from companies complicit in the genocide. The policy adviser decided that the motion should go to a general meeting so that all students can vote on it. The general meeting will be done if there are no objections and an external trustee will take minutes.There is a Transformation program underway at Goldsmith's, including cost savings, departmental restructuring, and revaluation of courses, this is due to be implemented in September 2024. The Sabbs and the University Administration are negotiating the details of a restructuring plan, with a focus on student protection measures.The SU President and the Campaigns and Activities Officer are working on feeding back to the College's student protection programme and have given feedback to the College.The Campaigns and Activities Officer discussed how there has been pressure on the university, by the Students’ Union, to re-evaluate the choices they make and fulfil demands to protect students by making students boycott the National Student Survey (NSS) which the University heavily relies on and creating their own feedback mechanism. They also discussed how a motion was passed to make the SU elections more democratic.The Liberation Officer mentioned how there have been discussions about activating the Liberation Officer part-time roles and making them paid roles; and also plans for networking events and a digital archive project for the SU. |  |

**Action Items**

| **Ref.** | **Action Item** | **Action / Decision** | **Action By** | **Due Date** |
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