

Minutes of the 9th May Trustee Board

Author name & role	Nick Smith , Company Secretary
Paper for	Trustee Board
Date Written	9 th May 2018
Date of Meeting	19 th June 2018
Relevant Aims	The Constitution requires proper record of the meeting to be held.
Relevant Risks	Poor governance
Equality and Diversity	None
Considered by	None
Summary	The paper describes the action and discussions undertaken by the board at their meeting on 9 th May 2018.
Action for meeting	To note



- Meeting of:** Board of Trustees
- Location:** SAW 3rd floor Meeting Room
- Date and Time:** Wednesday 9th May 2018
- Members:** Mahatir Pasha (Chair), Kadija Ahmed, Megan Beddoe, Daniel Cayford, Peter Elliott, Zulum Elumogo, Rohan Sankhla, Anjaali Srinivas, Esohe Uwadiae
- In attendance:** Yemi Gbajobi (Chief Executive), Jane Fitzpatrick, Pavinder Memet, Rhodri Roberts (agenda item 11), Emilie Tapping, Jo Sesay (Secretary)
- Apologies:** Phillip Ershov

Item

1. Apologies were received from Philip Ershov.
2. The Minutes of the Last Meeting were **approved** without amendment
 - a) The minutes described the "neo-fascist society" which should be called the "ethical finance society".
3. The following Matters were arising from the minutes and not on the agenda were raised.
 - a) The School was updating their free speech policy and work on external speakers would be part of that work. The current debate occurring in national politics about Freedom of Speech were unlikely to impact on LSE SU. One member of the School would be the liaison person for imposing restrictions on hateful speakers or others.
 - b) The handover document was in draft and would be circulated later.
 - c) The budget would be discussed at the June Audit Committee for an initial decision of the board. Incoming officers would be invited to the board and this committee was given delegated authority for this decision.

Action: Nick Smith

4. The board **noted** the Chairs Actions taken since the last meeting
 - a) The data sharing agreement with the School has been signed by Mahatir
5. The board **noted** the draft minutes from the Subcommittees

Part B: Standing Items

6. The board **noted** a from the Executive Officers which was for information as accountability of political and representative work was the province of the general meetings. The following was noted.
 - a) DC has been working hard on the de-stress campaign as the School headed towards the exam period.
 - b) EH was submitting reports to end of year university meetings. The School has introduced the free speech policy.
 - c) MB had been trying to improve room bookings for student activities ready for the next academic year. Training for student groups would also be improved.
 - d) MP working on fixing fees for international students.

7. The board **noted** the Chief Executive Report. The following was raised in conversation:
- a) The retail manager role had subsequently been declined since the writing of the paper.
 - b) The gym role had been vacant for 18 months and had been filled previously by casual staff members.
 - c) The staffing report would come to the next meeting. There had been a high number of neutral responses who should be supported to improve. Organisational culture and value was the area with the most positive responses. Staff reward questions were particularly low scoring which was in sync with other SU unions. Pay at LSE was in the higher range across the students' union sector for staff, though Sabbatical Officer pay was higher than at most other unions.
 - d) There was a need to better communicate pay-scales, so staff could understand their pay in relation to others in the organisation, but there were few comparable roles within the organisation. The staff away day on 27th June would seek to better understand these responses and create actions for improvement.
 - e) Learning and Development was an area needing strong improvement. The work supporting managers had proved positive.
 - f) There was no update on the potential legal action from "Kingdom Faith".
8. The board **noted** the LSE SU Management Accounts for March. The following was discussed.
- a) The financial results show that the Union was achieved a surplus of £104k. This compares to a budget surplus to March 2018 of £155k, giving a variance of £51k. The end of year projection is a deficit of £11K below budget to £146K.
 - b) Commercial activity is still struggling and unlikely to improve by the end of the year.
 - c) The grant from the School had been based on an accruals basis rather than a cash basis so. The timetable had changed to be more beneficial for the Union.
 - d) Teams were still pulling together information about the budgets for next year. This has caused a delay in the budget timescale.
 - e) The Graduation Ball was budgeted to breakeven but was likely to require subsidising.
 - f) It was important to clarify whether the £33K active lifestyle funding was forthcoming but this was a legacy project that had not been confirmed before the budget process for the current year.
 - g) The board requested options for how to reduce the end of year deficit. Actions to stop expenditure in areas unlikely to harm charitable activity substantially was already underway. It was not felt possible to make additional cuts to areas such as staffing or student activities.
 - h) Subvention from the School had been cut over the years in a number of areas and the impact over that time was now being seen.
 - i) Changes to the commercial services over the past year were not thought to be of significance to the deficit level. A paper on commercial services should come to the next meeting which considered options for the use of the Tuns.
- Action: JF
- j) The reserves policy should be brought to the audit committee.
9. The board **noted** the updated Risk Register. This was a tabled item but would be scrutinised in depth at the next Audit subcommittee.
- a) This is the first time that heads of departments had been asked to consider strategic risks as well as the Directors which was a positive
 - b) The department level detail meant that several issues were for Trustees to note rather than for consideration as it would require an operational rather than strategic response.
 - c) Areas such as sponsorship and charitable expenditure within societies needed future consideration and would need an appropriate policy structure.

- d) Institutional memory needed to be a consideration and staff support for officers within a committee.
- e) The register had been submitted electronically and Trustees were able to comment on specific risks through that.

Action: Trustees

10. The board **approved** the schedule of policies requiring update for the year ahead. The following was raised in discussion.
- a) Different heads of departments would look at their individual policies and update this policy register.
 - b) Trustees would be able to input additional policies via email to Yemi Gbajobi.

Action: Trustees

11. The board **noted** a short presentation on the 2018 elections.
- a) The Michaelmas term saw an increase in turnout. There was a 10.8% decrease in turnout in Lent which was believed as a result of adverse weather and the lecturer strikes.
 - b) Overall turnout was representative of LSE students gender including those who did not define within a male / female binary.
 - c) Data was incomplete for ethnicity and level of study as students opt out from submitting this data. Ethnicity of voters was representative but postgraduate students were underrepresented in both PG research and teaching students.
 - d) UK residents were more likely to vote than students with other fee statuses. Combined with the ethnicity statistics there were specific student groups identified who the Union needed to reach out to.
 - e) There was a high number of candidates for all elections and there was a marked increase on previous years. Candidates who did not identify as male were underrepresented. Lent term candidates were less likely to define as a person of colour.
 - f) Additional feedback from students had been gathered this year beyond simply candidates and election staff.
 - g) Further questions should be directed to Rhodri (via the Company Secretary)

Action: Trustees

12. The board **noted** the newly developed LSE Strategic Plan. The following was raised in discussion.
- a) The Union should be aligning its strategies and aspirations to those with the school where possible.
 - b) Sabbatical Officers would be submitting their considerations into the strategic plan and incoming officers should also be encouraged to engage with this.
 - c) This could be circulated by email once drafted for further comments by Trustees.

Action: Emilie Tapping

13. The board **approved** the policy on lettings
- a) This was combined with a change in emphasis on commercial staff being creative in selling bookings to external organisations. The priority would still be for student run events.

14. The board **approved** the recommendation from the Audit Committee on the "Saucy" event night.
- a) There was a need to be pro-active on communications about the board's decision and plans for the event. Student staff had received training on how to act professionally within their staff role rather than as students.

15. The board **noted** the update on the SUSS Pension scheme following the AGM on the 2nd May 2018.

- a) There was a minimal increase for students' unions of £13M additional pension contribution but this could be as high as £50M.
- b) The next evaluation was expected in 2020 (the last evaluation was 5%).
- c) The LSE Finance department were concerned with the SUSS pension scheme's future and had requested further information. Their pensions staff member would look at the issue for the students' union.
- d) The CEO should write to SUSS to assess how likely Students' Unions were to meet their SUSS repayments.

The board **approved** the recommendations outlined in the paper.

- a) The board noted that while there was a high legal.
 - b) SUSS should be encouraged talk to UUK.
16. The board **approved** the plan for a Skills, Knowledge & Diversity Audit
 17. The board **approved** the dates for the year ahead with the exception that the November meeting should move to Thursday 22nd November.
 - a) The start time should move to 2pm-5pm. If student members of the board?
 - b) Subcommittees should be scheduled to meet 10 days before the board and both should be held on the same day.
 18. The board **noted** the agenda for the next meeting which was moved to 20th June 2018.
 19. There was no other Emergency Business

DATE OF NEXT MEETING: 20th June 2018