



- Minutes of:** Board of Trustees
- Location:** Saw Swee Hock Building and Zoom
- Date and Time:** 4pm 17<sup>th</sup> February 2022
- Members:** Robyn McAlpine (Chair), Wil Barber, Edward Hall, Faiso Kadiye, Iye're Laditi (items 1-10), ShuYi Lee, Vaibhav Sharma, Josie Stephens
- Apologies:** Aquib Umar
- In attendance:** James Hann (CEO), Ricardo Visinho (RV) (Items 1-17), Nick Smith (Secretary).
- From Democracy Society Pandora:** Pandora Ellis, Geoff Kennedy, Simon Pek, Mel Stevens

	Item
1.	<p>The board noted a presentation by the Democracy Society on the Democratic Review.</p> <ul style="list-style-type: none"> <li>a) 24 students randomly selected, but representative, students will discuss "How can we reimagine and strengthen democracy at LSESU" as part of a series of democracy summits.</li> <li>b) The problems encountered by the Union over the previous years – such as low engagement in General Meetings, the role of the postgraduate officer and how part time officers can be engaged.</li> <li>c) A research and evaluation project would take place as part of the review to explore how the process worked. This would be used to inform future democratic initiatives at LSE SU as well as other students' unions and universities.</li> <li>d) 3,000 students had been contacted to volunteer for the work which would take up 3 days work and be financial remunerated. 24 would be selected but there would be an open access survey as well as a series of focus groups.</li> <li>e) The outcomes of the review would come to the April 27<sup>th</sup> Board Meeting.</li> </ul>
2.	<p>Josie Stephens noted that as they were unwell Robyn McAlpine would chair. RM <b>welcomed</b> members and noted apologies. There were no requests for additional items of business.</p>
3.	<p>There were no Conflicts of Interest to declare</p>
4.	<p>The board <b>approved</b> the Minutes of the November Board Meeting</p>
5.	<p>The board <b>noted</b> the draft Minutes from the subcommittees</p>
6.	<p>JS had <b>approved</b> the contract for the AU Ball since the last meeting.</p>
7.	<p>There were no update items from the Company Secretary</p>
8.	<p>The board <b>noted</b> the Chief Executive Report.</p> <ul style="list-style-type: none"> <li>a) The opening of the Marshall building had been a real success and students were satisfied with the process.</li> <li>b) Events such as the visits from the Israeli ambassador may be impacted by the Higher Education (Freedom of Speech) Bill. There was a process to highlight high risk events before they came and FK and JH were working with LSE on the implications for the Bill.</li> </ul>

	<p>c) The size of discrepancy in the bar was around £20,000. A consultant was investigating the processes that LSE SU had, but it was known that one till system had not been connected to the main finance system. The report would be completed in the next few weeks.</p>
9.	<p>The board <b>noted</b> a set of updates from officers. The following was noted:</p> <ol style="list-style-type: none"> <li>Online assessments during January had been secured by RM. She was also in the stages of completing a report on consent at LSE and lobbying the School on a more flexible approach to postgraduate resits.</li> <li>EH had been selected to be part of a working group that would decide which groups LSE could market the School to. He'd also been working on a campaigns toolkit.</li> <li>JS had been building links with alumni as part of a drive to support students in employability. She was working on the implications of the UCU strike.</li> <li>The democracy review was taking up most of FK's time but was also a major part of the consent report. She was also working on Freedom of Speech debates.</li> <li>Careers opportunities for postgraduates was a key focus for VS.</li> <li>The sabbatical team were lobbying for online assessment in July. It was noted that some departments were hesitant to having remote assessment.</li> </ol>
10.	<p>The board <b>noted</b> the December management accounts. The following was noted.</p> <ol style="list-style-type: none"> <li>The unrestricted funds were around £1,000 less than the budget. Catering income was poor. The gym income had recently picked up after the opening of the Marshall Building. Income from events was well above expectations.</li> </ol>
11.	<p>The board <b>approved</b> a reforecast budget.</p> <ol style="list-style-type: none"> <li>This was a reforecast from the June budget. There had been an inflationary increase in the block grant, different trading patterns and the new gym facilities open since this point.</li> <li>This budget was an expected deficit of £36,000 to be taken from the reserves. This would still leave the reserves above the £300k level.</li> <li>The Denning Café was the most volatile of the income streams. It was not getting a high amount of footfall especially under hybrid working.</li> <li>The management accounts to future board meetings should identify any possible changes.</li> </ol>
12.	<p>The board <b>approved</b> expenditure from the annual fund as recommended by the Audit Subcommittee.</p> <ol style="list-style-type: none"> <li>£53,100 would be used for the following <ul style="list-style-type: none"> <li>£41k on Democracy Review</li> <li>£8k on Lay Trustee recruitment</li> <li>£2k on promoting lent elections</li> <li>£1.5K on Marshall building communications</li> </ul> </li> <li>Any underspend or leftover money in the annual fund would be moved to general funds and the fund closed.</li> </ol>
13.	<p>The board <b>approved</b> a catering tender process.</p> <ol style="list-style-type: none"> <li>EH, JS and SL had reviewed the tenders.</li> </ol>
14.	<p>The board <b>approved</b> a risk policy</p>
15.	<p>The board <b>approved</b> a risk register.</p> <ol style="list-style-type: none"> <li>High risks from the Audit &amp; Risk Sub-committee would come to the Trustee Board in future.</li> </ol>
16.	<p>The board <b>noted</b> the values being considered by staff.</p>
17.	<p>The board <b>noted</b> an elections report on the Michaelmas Term elections.</p> <ol style="list-style-type: none"> <li>The Michaelmas Term election had been declared valid by the Returning Officer.</li> </ol>

	b) The decision to move the count to the day after the results was delegated to the Democracy Committee but the Trustee Board recommended this approach.
18.	The board delegated the approval of a tender for trustee recruitment to JS and FK.

**DATE OF NEXT MEETING:**

- 27<sup>th</sup> April 2022
- 21<sup>st</sup> June 2022 (followed by a social)