

MEETING MINUTES

Description:	Trustee Board Meeting		
Date:	24 April 2024	Time:	17.30pm- 19.30pm
Chair:	Victoria Chwa	Location :	Google Meet
Staff present:	<p>Ed Nedjari (CEO) Victoria Chwa (SU President) Beauty Odeyemi (HR Manager) Zainab Turay (Advice Manager) Gammorah Britton-Gibson (Education Officer) Isabelle Tarran (Campaigns and Activities Officer) Nour Matar (Welfare and Liberation Officer) Nyerho Okorefe (HR & Admin Coordinator) Stephen Norton (External Trustee) Luca Di Mambro-Moor (Student Trustee) Abigail Mensah (Student Trustee)</p>		
Apologies:	Pradeep Thatai (External Trustee) Abigail Atta-Panin (Finance Manager)		

Minutes

Ref.	Item	Summary Points	Action
1	Welcome and Introductions	The chairperson welcomed everyone to the meeting.	
2	Declarations and note any possible conflict of interest	The Chairperson said there are no declarations.	
3	Minutes from last meeting <ul style="list-style-type: none"> ● Approval ● Actions Update 	Chairperson asked if there were any actions to approve and trustees said no.	
4	Declarations for any other business items	No other business.	
	Organisational Update		
5	Student Union Elections Report	<p>The Student's Voice Coordinator spoke about the last student union elections. They spoke about the number of nominations which was lower this year, however, there were more candidates who ran but fewer people withdrew. The reasoning for this is known this year, they nominated themselves for other roles, they changed their minds or they did not get the manifesto on time.</p> <p>All the full-time officer roles have been filled, and there are three candidates for the liberation roles. There will be a by-</p>	

		<p>election in September to fill the empty positions.</p> <p>The Student’s Voice Coordinator discussed Comms plans for the election. The plans involved developing a sibling brand to include physical imagery around campus for the nomination and voting periods to raise awareness of the campaigns.</p> <p>Students had not been engaged in nominations but the SU President created a handover video for students and it was a huge success. There were also personalised emails for clubs and societies leaders and the team also created engaging content for the elections, this reached about 63,000 students.</p> <p>There was a relaxed setting for the candidates questioning, it was called candidates snack and chat. Other students were able to mingle with the candidates and ask questions. There were manifesto leaflets for students to look through.</p> <p>A recommendation for next year is to have the college assist in promotions. There should also be more staff stalls in IHB and other buildings. Lastly, the leaflets should have fewer points and a brief summary of the manifesto.</p>	
6	CEO Update	<p>The CEO spoke about the newly elected Sabbs and wants more of the trustees’ involvement in their training and induction. Their training will also be focused on the Charity Commission, and the plans the University comes up with to ensure they are fully prepared for their new role.</p>	

		<p>There will be a meeting with the Estates department. One point of discussion will be their communication with the SU, especially in regards to the Easter closure of the RHB building.</p> <p>There will be more staffing and recruitment, as well as change in structures and people's roles because the Student Engagement Officer will be working part-time from January.</p> <p>For summer project, there needs to be an audit of the governance structure, governance, documentation and policies.</p>	
7	Charity Commission's Checklist	<p>The SU President created a report which was then uploaded to the Charity Commission's website. The report was also sent to the Council secretary and the Head of Legal for the College. They are waiting for updates from the Commission.</p>	
	Implementation of the resolutions		
8	Sabbatical Officer Updates	<p>The SU has been supporting the family of the late student who passed due to an incident. A full refund of their fees has been given to the family, the SU is trying to get their rent and deposit back to the family. A reading corner on the ground floor in the SU will be named after them, a plaque and a poem which the student wrote will be put up as the student enjoyed creative writing poetry.</p> <p>Transformation programme update: There has been a 45 days' period of consultation between the college and the academic staff union, as a result of the redundancies the</p>	

		<p>college wants to undertake. This is to last till early May, as the deadline for the college to send out the Conditions and Markets Authority (CMA) letters to students is also early May.</p> <p>There is a project which involves analysing students' rights as complainants with the OIA. The SU has received a lot of questions on legal claims from students who also need advice. The project aims to identify what regulations are in place to ensure the college provides timely information. The information will be used to decide if it is right for the SU to be at the forefront in a group legal claim. If students want to do a group claim, the SU can assist in coordinating but will not make decisions for students.</p> <p>NUS Conference update: The Sabbs has begun a formal complaint against the NUS. This year's conferences were disorganized, inaccessible for disabled students, and failed to address racism. Many of the agreements reached were deemed out of scope for the motion. The Democratic Procedure Committee (DPC) declined to attend the policy dropping sessions because they had been working all week. These were part of what the Sabbs faced and were unable to give feedback or hold anyone accountable.</p>	
9	Any other business	<p>There will be a new Transformation Project Management role temporarily for about six to nine months. The role holder will support the Sabbs by giving them guidance and information to make accurate decisions on the transformation project and to have knowledge about the university's actions. The person will be the middleman between</p>	

		the University, their staff and the SU officer team. The person will also support the advice team with any casework related to the transformation project. The outgoing SU President will be resuming the role.	
10	End the meeting		