| **Description:** | Trustee Board Meeting |
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| **Date:** | 30 October 2024 | **Time:** | 17.30pm- 19.30pm |
| **Chair:** | Gammorah Britton-Gibson | **Location:** | Google Meet |
| **Staff present:** | Ed Nedjari **(CEO)**Gammorah Britton-Gibson **(SU President)**Rhiannon Suchak **(Head of Memberships)**Oliver Roscoe **(Head of Commercial Operations)**Danielle Sevenoaks **(Communications Manager)**Abigail Atta-Panin **(Finance Manager)**Zainab Turay **(Advice Manager)**Victoria Chwa **(Strategic Adviser)**Luca Di Mambro-Moor **(Education Officer)**Shada Abdalqader **(Campaigns and Activities Officer)**Nour Matar **(Welfare and Liberation Officer)**Nyerho Okorefe **(HR & Admin Coordinator)**Stephen Norton **(External Trustee)**Kofi Siaw **(External Trustee)**Abigail Mensah **(External Trustee)** |
| **Apologies:** | Pradeep Thatai **(External Trustee)** |

**Minutes**

| **Ref.** | **Item** | **Summary Points** | **Action** |
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| **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****● Approval****● Actions Update** | There was a lack of minutes from the last meeting due to a lack of a note taker. There was, however, an executive summary of the last meeting online. Chairperson asked if there were any actions to approve and there were none. |  |
| **4** | **Declarations for any other business items** | No other business. |  |
| **5** | **CEO Update** | ED discusses the new interim academic registrar and director of student success, Andy Winter, who has worked with many student unions. AW serves as the SU’s primary connection to the university. There have been numerous departures of high-profile staff members at the university and also new staff, without anyone replacing them.Staffing: The advice team is now fully staffed after a long period. There will be conversations about roles that are needed in the SU, for example, housing advice role as there have been a lot of inquiries about housing. ED mentions the need to create other streams of income asides the grant received from the university. |  |
| **6** | **Comms Team Report** | DS highlighted how the Comms Team has been able to increase their numbers and this has helped to improve their digital numbers, despite students’ numbers being lower this year.In September, there were over 6300 individual visits to the GSU website. A large number of students were from the UK, while the rest were from the Netherlands, Finland and the USA. In September, which was Welcome Week, there were about 11,000 social media users visiting the website, a 90 percent increase from the previous month. They were mainly from Asia and Berlin.There was a lot of work done for the welcome emails which became successful and there is a need for better in-person marketing. |  |
| **7** | **Membership Update** | RS discussed the success of Welcome Week, even though the number of students were slightly lower. Freshers fair was successful, and with this experience, there are bigger and better ideas for the next one, there will be more promotion of the SU. There was also massive engagement during the International Students’ meetup. There was recruitment for Student Reps. There will be elections for the liberation officer roles, student trustee roles and Union Chair role.The Global Ethnic Majority motion was passed. The motion outlines how there should be a change in phrasing from BME, which stands for black, minority ethnic or BAME, to start using global ethnic majority or Gem, which is in line with government guidance. The idea is to recognize the fact that Black and Brown people were the majority of the world, like the ethnic majority, rather than in a minority group. |  |
| **8** | **Sabbatical Officer Updates** | LM mentioned how the Transformation Programme led to a lot of issues including a strike. There was a rise in issues faced by students at the start of the academic year. These included enrolment issues, late timetable release and the down size of the student hubs from three to one. There is an attempt by the university to rekindle the relationship with the SU. There have been meetings with some senior management team and these communication channels are being used to advocate for the issues students have.There have been a lot of campaigns and an area of concern is for disabled students. The team is looking to improve the systems for the disabled students to give them more autonomy which will help them participate better and graduate.SA has been working with the Sports and Societies’ Coordinators and providing support to the students. They have worked to make it more inclusive and encouraged students to create new societies and sports clubs. NM mentioned the Gara Fund has been launched and discussed the plans for all the funds and scholarship. NM has met up part-time officers and part-time liberation officers and aims to have at least two meetups planned for each liberation network.LM rounded up by giving an update about recruitment in the University. It was down by 12% which is not great. The University’s finances for this year looks unstable, and they assured the team that they will not make additional cuts.GB spoke about the vague plans the university has after the Transformation Project closes.  |  |
| **9** | **Commercial Update** | OR mentioned a drop in students attendance due to students not buying advance tickets.A new role was introduced for Duha as the Commercial Operations Manager, to support the bar and cafe operations. OR spoke about creating a new role which would be essential in Duha’s success in this new role. OR discussed the performance of the bar, shop, and cafe, highlighting areas of improvement and challenges. Ongoing projects to improve external promoter engagement and venue branding were also discussed.OR discussed the performance of the bar, shop, and cafe, highlighting areas of improvement and challenges. Ongoing projects to improve external promoter engagement and venue branding were also discussed. These were a venue rebrand, working with the Comms team to have a new brand and to place a sign on the building’s exterior, which is still outstanding as it requires planning permission. |  |
| **10** | **Finance Update** | The Finance Team is preparing for an audit, and plan to switch the company used for the audit, as there was a lack of communications and lots of delays with the one used. It will be a huge cost, so there are talks with a Finance director to see how the cost fits in the budget. AA mentioned that they are looking to get rid of cash take ins, as this would be a great way to move forward. The Education Officer suspected that the Charity Commission wanted to visit because of the delayed audit. They reached out to the audit company to ascertain what caused the delay. |  |
| **11** | **Advice Update** | ZT mentioned that the Advice team has been busy since Welcome Week as a lot of students were inquiring about enrollment and when their course wass starting, if there were any issues with their transcripts, some cases being resolved were regarding visas, and some post grad students still have not received their results.  |  |
|  | **Update** | EN spoke about the outcome from the investigation into the union chair. There was an investigation into improper conduct and the Union chair was therefore removed. There was an opportunity for the Union chair to appeal, they appealed but there was no other information or evidence submitted, so the student Union's decision was upheld. The union chair will remain removed, which is why there are elections for the role. |  |
| **12** | **End the meeting** |  |  |