

**Meeting Minutes**

| **Description:**  | Trustee Board Meeting |
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| **Date:**  | 12 December 2024 | **Time:**  | 17:00 -19:00 |
| **Chair:**  | Luca Di Mambro-Moor | **Location:**  | Google Meet |
| **Attendees:** | **Voting Members**Gammorah Britton-Gibson **(Students’ Union President)**Luca Di Mambro-Moor **(Education Officer)**Shada Abdalqader **(Campaigns and Activities Officer)**Nour Matar **(Welfare and Liberation Officer)**Kofi Siaw **(External Trustee)**Abigail Mensah **(External Trustee)****Non-voting Members**Ed Nedjari **(CEO)**Rhiannon Suchak **(Head of Memberships)**Oliver Roscoe **(Head of Commercial Operations)**Abigail Atta-Panin **(Finance Manager)** |
| **Apologies** | **Voting Members**Stephen Norton **(External Trustee)**Pradeep Thatai **(External Trustee)**Preety Kaur **(Student Trustee)**  **Non-voting Members**Nyerho Okorefe **(HR & Admin Coordinator)**Amina Mohamed **(Societies Coordinator)** |

| **Ref.**  | **Item**  | **Summary Items**  | **Action Points** |
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|  **1**  | **Welcome and Introductions**  | All attendees were welcomed by the chair. |  |
|  **2** | **Declarations and note any possible conflict of interest**  | No conflicts of interest were noted by the chair.  |  |
|  **3** | **Minutes from last meeting** **● Approval****● Actions Update** | The previous minutes were approved as accurate, and there were no actions for review. |  |
|  **4** | **Declarations for any other business items**  | No other business was received in advance of the meeting.  |  |
|  **6** | **Organisational Updates & CEO Update** | **’The Plan For Jan’ - Evolving Staff Structures**The Chief Executive discussed Plans to improve and evolve staffing structures and responsibilities in collaboration with staff and their line managers. He explained that there was a need to ensure that the Students’ Union was responsive to changes in the University and in the wider HE sector, to ensure that our limited human resource was allocated in a way that delivered efficiency, with a focus on skills alignment and service delivery. He noted that this process would begin in January with line managers undertaking a skills and responsibilities audit of their teams to identify areas in which there are gaps between service user requirements, staff qualifications, and internal structures and procedures. He noted that the Trustee Board will review the outcome of this in advance of changes to staffing structures. Additionally, there were some operational points for review, including the presence of staff on campus to support students.**Governance Review**The CEO noted the need to constantly review governance, after previous changes to the Constitution and Bye-Laws. He noted that the Education Officer, in collaboration with the Policy Officer, had produced a live tracking document for Governance issues to address issues and to allow for continual improvement to ensure the Governance structures meet the needs of the organisation and regulatory environment. The CEO noted that this is an ongoing area of focus with developments to follow.**Student Voice support** The CEO noted that Student Voice was an area where additional staff support was needed, noting that the current Democracy Officer was overburdened with Administrative issues that prevented focus in the areas of strategy & organising, and in supporting our Student Representatives. He noted that proposals will be scrutinised in due course for a new role.**Payroll Outsourcing**The CEO discusses the proposal to outsource payroll, noting that it was causing significant workload issues with the finance team, with the current arrangement of partial outsourcing being unsustainable. The Finance team is in the preliminary stages of procurement options for payroll, with the options to be presented to Trustee Board at a later stage.**Updated Risk Register**The CEO noted that the Risk Register was due for periodic review by the Trustee Board, and welcomed comments offline from Trustees.  | **Education Officer to share the Governance tracking spreadsheet before the next meeting.** |
| **7** | **Welcome Week Report** | The Membership Team manager provided a brief update on Welcome Week, noting a report with a review of the activities undertaken in the week, including points based on the Successes and areas for improvement. |  |
| **8** | **Management Accounts** | The Finance Manager presented the management accounts including a mid-term re-forecasting. The Commercial Manager expressed that there were some discrepancies between the Management Accounts and the departmental Commercial Finances, that were to be sorted outside of the meeting.The Finance Manager discussed the audit, explaining that the offer received from Crowe was higher than expected, and that she was considering returning to Goodman Jones as the offer was cheaper and they offered more support in which documents ought to be provided. The Education Officer voiced an objection on the return to Goodman Jones due to the late receipt of the Audit for the financial year ending July 2023, and that the proposed mitigations were not adequate.It was agreed that the matter would be reviewed outside of the meeting and reported back to Trustees.  | **The CEO and Finance Manager were to discuss alternative Audit options and present alternative offers to Trustees before the next scheduled meeting**  |
|  **9** | **Voice Report - DSC, Forums and feedback** | A brief update was tabled by the chair due to the Democracy Officer’s absence from the meeting, noting a report sent by the Democracy Officer of the areas of work undertaken by the Student Voice representatives. |  |
| **10** | **Motions Checklist & Charity Governance Review** | As part of our continual review of Governance, the Memberships Manager noted the creation of a new checklist for motions received by the SU. The document is intended to provide guidance to the Union Chair and staff team on deciding whether to proceed with motions, ensuring that said motions are compliant with legislative and regulatory requirements, as well as in alignment with our Charitable Aims. The checklist assesses areas of Reputational, Legal, and Financial Risks. The Membership Manage called for a discussion from trustees on the checklist, with the trustees satisfied that it provided an important governance guardrail, noting that factual accuracy of motions was a useful addition to the checklist. Trustees discussed the criteria for what might merit factual accuracy. The Membership Manager noted a Governance Audit form was sent out with the agenda papers. This document was produced by the Charity Commission for trustees to assess the effectiveness of their Charity’s governance structures and Trustee Boards. The Membership Manager asked for trustees to complete the document and return it by the next Trustee Board meeting, focusing on their relevant areas of expertise, noting that constructive criticism would be welcome.  | **Trustees to complete and return Governance Audit form by next Trustee Board Meeting.** |
| **11** | **Commercial Current’s Position** | The Commercial Manager provided an update on the SU’s Commercial Operations, noting that the Bar had outperformed its budget, with increased engagement from students and after the introduction of a new model for Venue Hire which included a rebrand. Other departments were also performing within the budget, resulting in an overall surplus for operations.He noted that the Commercial team would be required to re-forecast for the next year due to changes to the London Living Wage and National Insurance contributions. It was noted that new staff had been recruited as Head Venue Technician and Cafe Coordinator, as well as additional student staff to support operations, with the Head of Security also being in-sourced to provide a more efficient and tailored security offering. |  |
| **12** | **Sabbatical Officer Update** | The Education Officer provided an update on the University’s broad financial and recruitment position, noting that there were sectoral challenges that were being felt particularly acutely at Goldsmiths. They noted positive signs from the University on initiatives to tackle Retention and Recruitment, and noted positive engagement with the University on a number of issues, including updates to various regulations and policies. They noted that the SU had been involved in a number of projects that the Uni are progressing with, which gives vital input for students in issues that affect the educational experience.They noted that while there were positive signs with strategic issues, nonetheless scrutiny of the issues would be needed. They further noted that there were some unaddressed operational issues that would be addressed with the Uni in the new term.The Welfare and Liberation Officer provided updates about a number of events that were run by the Liberation groups over the Autumn term, with an initial plan for 12 events for the Spring term. She discussed casework that highlighted Operational issues that needed addressing, with the intention to pick this up after the winter break. She also commented on some Campaigns that had been run by the Campaigns and Activity officer over the course of the term.The President further commented on the operational issues and provided her perspective on the challenges facing the University, noting the need to ensure that students and their experience remain at the forefront of our activities.  |  |
| **13** | **Any other** **business items** | No other business was raised by the Trustees. |  |
| **14** | **End of meeting** | **The meeting was closed at 18:30.** |  |