



TRUSTEE COUNCIL MEETINGS

Minutes for the Twenty-fourth Trustee Council meeting held on Tuesday the 13th of June in The Olive Garnett Building, Froebel College.

Present Jack De France (JdF), George Cole (GC), Marie Johansen (MJ), Ian Robinson (IR), David Martin (DM), Tessa Willy (TW), Hameed Mozaffari (HM), Joanna Briggs (JB), Chuchu Nwagu (CN) Guy Drury (GD).

In Attendance Matt Wall (MW), Kennedy Small (KS).

1: Apologies Brian Stewart

2: Minutes: Minutes from the last Trustee Meeting were approved by those present.

3: Matters Arising:

Action Point - Matt to circulate the Trustee Meeting dates to Joanna, Chuchu and Guy.

Matt wants to wait for the new staff to be appointed before we put together an Activities Strategy.

The Little Feedback, Big Results meeting drew up 20 action points for the next academic year.

Thanks to Matt and the Student Voice Team for this.

ITEMS FOR DECISION

4: Audited Accounts

Matt Wall

MW – In relation to our current auditors, Knox Cropper, we should consider going out to tender but they are good value for money – although there are no added extras with them.

Other companies charge more but you get more for your money

An audit shouldn't take longer than 4 days and questions were asked as to why it took so long for Knox Cropper to complete our audit.

It was felt that we should give them one last chance and if they can't deliver then we should go out to tender.

David agreed that it would be useful to have a fresh pair of eyes.

The audit started the week commencing the 16th of October 2016 and the audited accounts came back to us on the 27th of October, ready to be signed off on the 7th of November. They claimed they wanted to be thorough but they only brought one person with them.

Matt did mention to them that the Trustee Board were unhappy with the length of time taken to audit the accounts.

Both Jack and David agreed that we should give it a year and then go out to tender, shows good governance.

Action Point – Matt to put forward a proposal for finance meetings outside of the Trustee Meetings

5: SUC Update

Hameed Mozaffari

SUC – 20 Part time Officers and 3 Sabbs implementing policy passed by students. These meetings contain regular updates and task forces, made up of volunteer council members.

They are there to pass the Ideas Policy which sees students suggest ideas online that other students can then vote up if they want to see this particular idea implemented, or vote down if this is not the case.

The up votes need to reach 50% + 1 of 1% of the student population for the idea to be brought to SUC for decision.

Six ideas have been passed this year.

Regular updates on all of these via the task forces.

In addition to these task forces, there are plenty of other discussions such as Flat Rep training and the Sports Tor that our students attend.

There has also been discussions surrounding Officer Conduct as a particular Council member had been involved in numerous incidents throughout the year.

This is where the idea to implement an Officer Code of Conduct came from.

The officers have managed to engage well with the student population and feed back the various results of SUC to the student body.

Policies are reviewed every 3 years.

MW – Matt added that we've come a long way and that's it's been a really good year in terms of SUC.

Just to give a bit of back story to the officer involved in various incidents; this individual was elected in to the role of Froebel College President for the coming academic year but after numerous bans from events he was asked to stand down from his position and therefore there will be a by-election in September for someone to fill this role.

IR – Noted that it was a good idea to set up a behaviour framework in these incidents.

6: Chief Executive Update

Matt Wall

The RSU Awards were a great evening and it brings home the work that the Student Body do in a year.

We received 79% of what we asked for in the Block Grant.

We now have the University equivalent of a pension scheme and there is a big push to get staff involved in this.

Received an NUS award for Diversity – huge credit goes to the team for this and we've seen a massive shift in membership engagement that is now in line with our demographic.

38.1% of our student body turned out to vote in the March elections, this is up 12% from last year and a record for Roehampton.

We've also engaged students with politics outside of the University with our Go Register, Go Vote campaign.

There's been a strong development with the Sabbs leading on the strategic work. Events have gone well this year. Our club night at Clapham Grand has had mixed success and this event has not been as successful as we'd planned for financially.

The Summer Ball broke even, but it was a tough year in terms of ticket sales.

We are expanding our events provision to include non-alcoholic events.

We have 28 new societies this year and have acquired the rooms in the Olive Garnett building as part of our drive to provide more workable spaces for these societies.

RAG and Volunteering have had mixed success.

Growhampton/The Hive are a couple of challenging areas on restricted funding.

We are currently working at creating them a bigger presence on campus and finding different ways for students to engage with them.

The Hive struggles to turnover a significant surplus and we are looking into this (staffing/overheads). It was also thought that the change in semester dates and longer assessment periods as a result meant that trading suffered.

The Student Union is to receive an excellence award from NUS.

Comms has had a really successful year and Student Media is now completely Student led.

The Part-Time internship model is in the long term proposal as senate money has been secured allowing this to happen.

The Reception area is moving downstairs into what is currently the Student Life Office. Hopefully this will create more footfall and a better customer service.

We have received a huge amount of funding with the view to putting this into diversifying our services.

There is also plans for Block Grant increases in future years and support for Growhampton goes hand in hand with The Hive. There is exciting times ahead.

DM – Doesn't think it's fair that Matt writes the Trustee Report and that we need to flag our excellence award as a selling point. He also asked why the Summer Ball made a loss.

MW – Felt it was the way the new semester dates fell and that we struggled to find artists of the same calibre as we had the previous year.

CN – Chuchu also noted that it was the start of Ramadan on the day of the Summer Ball so this would've affected a significant percentage of our students and maybe meant they wouldn't have attended.

TW – Worried that this could be a trend and asked if we felt the event was getting less popular.

It was felt by those present that this wasn't the case and that it was simply difficult to follow on from last year.

IR – Is the headline act really a big enough deal as to affect ticket sales?

JdF – Feels that 10% of those who buy tickets buy them based on the headline act.

MJ – There have also been significant increases in the costs of artists and everything is going up year on year.

MW – By having the Summer Ball on the Bank Holiday weekend we are also competing with a number of festivals that are also on that weekend and therefore they take a lot of the artists we were looking to book.

HM – Were the online ticket sales successful?

MW – It's always nice to see a buzz around campus with the release of physical tickets, however, it was beneficial to have these tickets online as well.

MJ – Noted that the weather didn't help on the release day as the queue for tickets was mainly outside.

GC – Heard no negative comments surrounding the Ball, but all this is something to keep in mind for next year.

IR – Mentioned it would be handy to know the plans for spending and whether a proposal could be put together.

MW – Mentioned that the strategic plan hadn't changed from the previous meeting, apart from a part time post in the academic department.

JdF – Looking at creating a robust staff structure.

IR – Need to take advantage of your good relationship with the University and maybe put forward a business plan. Is the mentoring scheme still happening?

JdF – We will be assigning this to a full time member of staff and it will be back with renewed vigour for the new academic year.

DM – Have you considered the gender pay gap?

MW – We will look at this under the equal opportunities header. The impact review is being undertaken by the Comms department and by August we'll be able to bring this to the table.

Timeline for Governance Review

Matt is cautious about starting this before the appointment of the Membership Services Manager.

DM – Asked if Matt thought he could do this or whether he'd consider bringing in a consultant

IR – Noted that both he and Guy do this as a part time job so would be more than happy to work together on this. He also asked if the University had asked for a 5

year plan and Ken noted that the University incorporated us in 2010, a long time before Matt started.

7: Operating Plan

Matt Wall

Matt asked those present to offer suggestions to it but showed those present a print out of the strategic priorities going forward.

We are looking at how our student media is delivered and we hope to have student led media channels.

The events programme won't be complete but it will be ready for September.

SUC and Trustee meetings are available online.

£140,000 has been assigned for the renovation of reception.

We're more culturally aware through volunteering opportunities and we have better accountability of everything we do.

We'll have a presence in the Whitelands reception area.

MJ – Looking at the ways we collect our feedback

IR – Analyse feedback and identify where you are within certain groups. The traffic light system on the form is good but try to be clearer on what success looks like in 2020. Interested to know where we are on this.

GC – Bench markers for satisfaction are different for groups of students.

MW – So far we've had 230 responses on our survey we published and we're just waiting for more responses before we analyse the feedback.

CN – Were BAME students considered in the strategy?

MW – Our BAME engagement has grown massively and it should fall into this framework.

DM – Also mentioned linking this to risk register as it's difficult to read. A summery would be better to bring this all together.

Matt asked if any further comments on this could be emailed to him. This document isn't available to all staff but it is available to the managers so they have an idea of where the SU is going.

8: Events Policy

George Cole

GC – Looking specifically into the consent, alcohol and drug awareness aspects of this document.

The current document was written a long time ago and will need revising with the Sabbs, Matt and Steve, our Events Manager.

The tabled copy is still a draft and people can add their feedback to this. The new document will be ready for the start of the academic year in September.

George noted that he has seen a difference in student behaviour at events and that for the first time in as long as anyone can remember, the banned list has spanned two pages.

IR – which events would be included in this document? Would it be just the SU run events or would it take into account Student led events too?

GC – George answered that it would apply to our events where alcohol was present.

MW – We want to be as transparent as we can about this to our students and formalise what the University do on alcohol awareness.

Operationally we have one rule, but it is sometimes down to the discretion of the staff working at the event. Matt also noted that it is illegal to serve someone who is deemed too drunk to be at the event

JdF – We don't have to justify why we remove people from our events

MW – We don't run the bar at our on campus events and it's down to our Bar Manager, Alison Brooks who delegates responsibility to our Events Manager.

MW – Useful document as funding has increased.

Essential that the Trustees meet with the University staff and this could be arranged after August.

IR – What's the agreement on data protection?

MW – There's a new data protection act coming into effect in 2018.

DM – The problem with the SU in 2003 was that it was overstaffed so David is cautious of that happening again.

9: Management Accounts

Ken Small

The projected income is where we thought it would be and there has been a significant change with the addition of the pension scheme. Everyone is automatically enrolled and you can decide whether you'd like to opt out. The University is paying in 5%.

There is concern with The Hive – we are £12,000 short of the projected income. Merchandise and clothing is also a little bit less.

We have a surplus of £2,000 at the end of the financial year.

If we had a bigger surplus then the University might not have given us more money.

Costs are going up in several areas.

GC – A summary of these accounts would be useful as it's a difficult document to follow so a summary alongside this would be useful.

DM – Don't lose sight of why we're here. We need to identify 3-5 key reasons for peaks and troughs and that it's hard to see how the Hive is performing from this document. We need to have the salaries attributed to understand how profitable it really is. It would also be useful to have an Executive summary of trading services/performance targets etc.

KS – He'd prepare this separately.

Our Block Grant has increased to £552,000 and we also have additional money coming in from elsewhere.

We have reduced restricted funding and there's now an extra £100,000 on payroll costs.

GD – Asked if anything in the £225,000 was restricted and it was answered that it was not due to this being part of the Block Grant.

There will be an allocation of the Block Grant internally to certain departments.

HM – Asked what the Governance and Professional fees covered.

MW – This is to provide for Trustees that need to travel or if they are having to stay over for certain events. This needs to be made more transparent.

GC – Wanted more clarification about the Bar agreement.

MW – Bar money used to fall under sponsorship money but now this has been split and it's been put into events/entertainments.

KS – We are now receiving much more money from the bar.

MJ – If this document is going to the University then let's build it in the way they want to see it.

CN – Does this document allow for any revisions?

MW – Yes, the Trustee Board can have a say in this. It's also important to note that we have 3 months of reserves so we could operate at full capacity for 3 months with this.

DM – Staffing costs need to be broken down, be cautious with this.

KS – Hive staff – one funded by the Student Green Fund, but this funding has run out, one full-time member and the rest are part time staff.

At this point the meeting had run over time and those present were asked to email Matt or Ken with other questions they had.

Date of Next Meeting – 29th of August 2017