

Minutes of the Imperial College Union
Trustee Board
30 October 2014
Meeting room 3, 18.15

Present:

Lay Trustee - Chair	Julia Higgins (JH)
President	Thomas Wheeler (TW)
Council Chair	Paul Beaumont (PB)
Student Trustee	Thomas Lim (TL)
Student Trustee	John Winters (JL)
Student Trustee	Hiba Danish Saleem (HDS)
Lay Trustee	Colin Kerr (CK)
Alumni Trustee	Andy Heeps (AH)
Deputy President (Clubs and Societies)	Abigail du Bruin (ADB)
Deputy President (Education)	Pascal Loose (PL)
Deputy President (Finance & Services)	Alex Savell (AS)
Deputy President (Welfare)	Chris Kaye (CJK)

Permanent Observers

Managing Director	Joe Cooper (JC)
Governance and Administration Manager – Clerk	Rebecca Coxhead (RC)

Apologies:

1. CHAIR’S BUSINESS & APOLOGIES

NOTED:

a) The membership for the Boards Sub Committees are as below:

Finance & Risk	Governance	Appointments & Remuneration
Colin Kerr - Chair	Andy Heeps – Chair	Julia Higgins – Chair
Tom Lim	Paul Beaumont	Chris Kaye
Alex Savell	Hiba Danish Saleem	Tom Lim
Tom Wheeler	Abi de Bruin	Pascal Loose
John Winters	Tom Wheeler	Tom Wheeler

b) Board Members were asked to think carefully and broadly about the various roles they have outside of the Board and how this could impact on their role as a trustee.

- i. The Register of Interest documents captures information but it was agreed that a broader discussion should take place at the next meeting of the Governance Committee and they report back with some suggested guidelines.

ACTION:

- 1. **The Governance committee to consider Conflicts of Interests and Registers of Interests at the next meeting and report back to Board with suggested guidelines.**

2. DECLARATION OF INTEREST

NOTED:

- a) CK declared that College Tutors, of which he is one, are investigating an event that may come to Board.
 - i. There is a distinction between the direction of investigation that the College Tutors and the Board will take.
 - ii. The reputation of College and the Union are intrinsically linked that manner in which the Union deal with incidents must continue to be undertaken in a swift and professional manner.

3. MINUTES OF LAST MEETING – 25 September 2014

NOTED:

- a) The committee agreed to pass the presented minutes, as an accurate reflection of the last meeting.

RESOLVED:

- 1) **To pass the minutes of the last meeting.**

4. MATTERS ARISING

NOTED:

- a) Peridot will be undertaking the Lay Trustee Recruitment up until long listing; the interviews will be conducted by some members of the Board.
 - i. Peridot are drawing together a brief after consulting with some members of Board and College members and they will present back their findings.
- b) It was highlighted that some of the feedback on the text for the Annual Report did not make it in to the final version.
 - i. If a reprint of the document occurs, it was stated that this feedback will be included.
- c) In regards to the Budgeting Mission Statement that the Deputy President (Finance & Services) was actioned to compile the following was discussed:
 - i. The response from Stephen Ball was noted.
 - ii. It was suggested that the response should have gone through complaints procedures.
 - iii. Clubs, Societies & Projects Board is the correct Board for the discussion on the budgeting mission statement.
 - iv. The Board moved to a vote on passing the presented Budgeting Mission statement and it was passed unanimously.

RESOLVED:

- 1) **To accept the following as the Board's Budgeting Mission Statement**
“Extracurricular activities are a fundamental part of the student experience. We fund our student Clubs, Societies and Projects with the aim of providing and enhancing the opportunity for all of our students to engage in activities of interest to them. Participation is our primary goal and, as such, funding should be used to significantly enhance the experience of the largest number of students possible. Alongside this goal we seek always to; support the mental and physical well-being of our membership, build and develop our student community, assist our members in achieving their potential and provide a platform for students to express themselves. We hope that this will allow all students to both enjoy and get the most out of their time here.”

5. MINUTES FROM FINANCE AND RISK COMMITTEE – 16 OCTOBER 2014

RECEIVED: The minutes were presented by CK

NOTED:

- a) It was recommended that Board approve the Annual Accounts and these were passed unanimously.

RESOLVED:

1) To pass the Annual Accounts 13/14

- b) The Deputy President (Finance & Services) has been in regular communication with the organisers of Oil and Gas Forum and is satisfied that the event will be a success.
- c) It was recommended that Board accepts the month One Management Accounts and these were passed unanimously.

RESOLVED:

2) To accept Month One Management Accounts.

- d) It was felt by the Finance & Risk Committee that the recommendations from the Internal Audit were in hand with the Finance Manager and they will be monitoring these throughout the year.
 - i. It was recommended that the Board approve the Internal Audit and it was passed unanimously.

RESOLVED:

3) To approve the Internal Audit Report

- e) Board moved to a vote to pass the presented Finance & Risk Committee minutes and they were passed unanimously.

RESOLVED:

4) To pass the minutes of Finance & Risk Committee of 16 October 2014.

6. ANNUAL REPORT AND LETTER OF REPRESENTATION

RECEIVED: The report was presented by TW and JC

NOTED:

- a) Thanks were given all members of staff for their contributions.
- b) Board moved to a vote to pass the Annual Report and Letter of Representation and it was passed unanimously.

RESOLVED:

1) To pass the Annual Report and Letter of Representation.

RC left at 18.40 and returned at 19.30 for the discussion of Senior Management restructure

7. OFFICER TRUSTEES REPORT

RECEIVED: The report was presented by the Officer Trustees

NOTED:

- a) TW stated that he has concern that College will disregard the Union's research and recommendations in regards the bursary funding.
- b) In regards to Affordable Imperial, it was suggested that a meeting with Senior College staff would get this moving forward rather than just waiting for this to be picked up as a body of work for the college Risk Register.

- c) The Higher Education survey is on track to open when it was scheduled to.
- d) Operation Excellence Committee is a great time commitment for AS but Board recognised the value in his attendance and contribution to the committee.
- e) There needs to be balance between income generation from external companies attending Freshers Fair and the impact of their attendance on Clubs, Societies & Projects. JC and ADB are meeting to discuss this.
- f) AH stated that he was pleased to see the report being presented to the Board and see the updates on the Officer Trustees priorities for their term.

RESOLVED:

- 1) **To accept the presented report.**

8 & 9. MANAGING DIRECTOR REPORT AND OPERATING PLAN

RECEIVED: The report and operating plan were presented by JC

NOTED:

- a) Objectives for Welcome Week were mostly met and early indications show this as very successful.
- b) CK expressed his thanks for the staff teams involved for facilitating the Dri event.

RESOLVED:

- 1) **To accept the presented report and plan.**

10. COUNCIL CHAIR REPORT

RECEIVED: The report was presented by PB

NOTED:

- a) The removing of the functions of the Executive Committee will be discussed further at the next meeting of the Governance Committee.

RESOLVED:

- 1) **To accept the presented report and plan.**

11. ANY OTHER BUSINESS

11.1 MEMBER UNDER 18 WANTING TO JOIN AN IMPERIAL COLLEGE UNION CLUB

NOTED:

- a) A request was received by the Board to make an exception on the Members aged less than eighteen years policy to allow a student aged under 16 to join a club.
- b) It was highlighted that members should not be put in a situation where they are the leading authority over a child and the Union is not in a position to undertake safeguarding programme for all of its members.
- c) There is a potential for reputational risk if the parents of the child take a complaint to the press.
- d) Board were in agreement that they do not feel that management of the risks related to child protection, and taking responsibility for children, should not be part of the requirement of being a student leader of a club or society.
- e) Board were in agreement that the Members Aged Less than 18 policy specifically deals with this eventuality it was not felt appropriate to make an exception in this case.
- f) TW and JC will draft a response to the student's request.

The meeting closed at 20.10

Approved as a correct record at a meeting
of the Trustee Board on _____ 14/15

_____ Chair of the Meeting