

# City University Students' Union Trustee Board Meeting

30<sup>th</sup> March 2010 @ 6.00pm Students' Union Main Office

## MINUTES

| Name of Member                                | Present | Apologies |
|---|---------|-----------|
| Anthony Worrall (Chair)                       | ✓       |           |
| Nikhil Raj Cumlajee (President)               | ✓       |           |
| Khaleda Boshir (Vice President Education)     | ✓       |           |
| Markus Mikely (Vice President Communications) | ✓       |           |
| Mark Robson (Member)                          |         | ✓         |
| Malcolm Cross (Member)                        |         | ✓         |
| Gaurav Kalia (Member)                         |         | ✓         |

| In Attendance                               |
|---|
| Aidan McDonald (Secretary)                  |
| Donna Niccolls (Administrator/receptionist) |
| Colin Dore (Accounting Services)            |
| 3 Members of the Exec Committee             |

### Part One – Preliminary Administration Items

#### 1 **Welcome and apologies**

Apologies received from Mark Robson, Malcolm Cross and Gaurav Kalia

#### 2 **Minutes of the previous meeting**

Accuracy of the minutes approved

No issues arising from the minutes

### Part Two – Items for Information and/or Discussion

#### 3 **A welcome to members of the Executive Committee and a presentation from President on the future development of the Students' Union**

NC gave a presentation on the new governance structure of the Students' Union. It will include new committees such as a Halls, Faith and Values, Student Activities and Entertainments Committees. The new structure will ensure more student representation and engagement within the Students' Union. AW expressed concerns about the work load for the students involved on the various committees. MM explained that the majority of the role will just be about communicating information to and from other students.

Full time officer role descriptions will change and their role will be more embedded with the staff member who is responsible for carry out some of the task related to their role. Example the Vice President for Education will work more closely with the Advocacy Manager and will not have to consult with the General Manager as often.

A new post for a Student Activities co-ordinator is set out in the new governance structure but this will be dependant on receiving funding from the University

#### 4. **Progress on the Summer 2009 objectives**

Which objective had been achieved and which tasks were still outstanding was explained by AM. All categories had success and failures.

5. **Update on the sabbatical contract**

AM explained the details of the new Full Time Officers contract and what it will mean for the newly elected students. Current officers have been given a chance to read and approve the new contract.

6. **Finance Report**

Complying with the new Charity Governance regulations has meant changes to the way that the figures are now recorded. Each section must now show exactly what it will cost to deliver each action. Transparency will be more possible, the trustees will be able to have a clearer picture of the budgets and spending. Overspends and readjustment of the SU budget accounts was explained and discussed the funding issues for next year. AM, NC and MM explained the values of the changes to the exec members. An explanation of the changes will be written and sent to Exec for approval

7. **Governance update**

June 2011 will be the latest date that the SU can complete the registration to become compliant with the new regulations. NCVO has produced guideline which the SU will follow. NUS has set up a new trustee academy for new officers which will be attended by the newly elected sabbatical team. New policies are required to complete the registration which AM is working on such as a Whistle blowing policy and Purchasing Terms and conditions.

8. **Purchasing terms and conditions**

AM has updated the new Terms and conditions for purchasing agreements legally required so the SU can trade under as a separate entity from the University

9 **Standing Reports**

No reports received from. AM explained that a review is being conducted to evaluate the effectiveness of the various sub-committees

- (i) Finance Sub Committee
- (ii) Clubs and Societies Committee
- (iii) Student Development Groups
- (iv) Disciplinary Committee

10 **Date of next meeting**

Date for next meeting will be in approximately 6 weeks time to be agreed via email

11 **Any other business**

No other matters arose

