**St George’s Students’ Union**

**Trustee Board Minutes**

**Public Minutes of the 1st Trustee Board Meeting 2015-16**

**19th October 2015**

**1. Present**

|  |  |  |
| --- | --- | --- |
| Steven Gilbert | SG | President (Chair of the Board of Trustees) |
| Kat Telford | KT | VP Education and Welfare |
| Alice Walker Earwicker | AWE | VP Finance & Student Activities |
| Ruth Varney | RV | General Secretary (Clerk to the Board of Trustees) |
| Deborah Bowman | DB | Dean of Students |
| Michael John | MJ | Student Trustee |
| Martin Gannon | MG | Student Trustee |
| Tanisha Amin | TA | Student Trustee |
| Ian Spires | IS | Lay Trustee |
| Kea Horvers | KH | Lay Trustee |
| Mark Lubbock | ML | Lay Trustee |
| Roger Horton | RH | Lay Trustee |
| Dheemal Patel | DP | Ex-President Trustee |
| John McDonagh | JMD | Interim Financial Manager |

**2. Apologies:**

|  |  |  |
| --- | --- | --- |
| Judith Ibison | JI | Deputy Dean for Students |

**3. Minutes from previous meeting**

Roger Horton was added to those present.

The amended minutes were PASSED.

**4. Finance Update (Paper A)**

JMD gave a summary including an introduction of who he is and the staffing situation of the financial sector of the SU. JMD explains what is needed to clear the backlog from previous years and how to set up a sustainable system for the coming year(s)

**Action Point: AWE, JMD, SG, JI, DB – priority meeting to address whether another member of staff is needed to get the accounts/Agresso up to date.**

**5. Staffing and operational implications & risks**

No commercial update due to financial and commercial managers being off sick.

We had an emergency meeting to consider this situation.

The shop was discussed at length. Due to current overstretching of the staff in the shop, it was passed at SRC/PAG that the SU can hire an interim Shop Manager to manage the shop in the commercial manager’s absence.

**Action Point: Form a plan for the shop to be implemented for Stuarts return.**

**6. Zone Reports**

**a. Events Zone (Paper B)**

SG gave a verbal summary of his Events Zone report.

Raised the concern that many fewer (70 less) first years bought wristbands which means we have less money to spend for the rest of the year.

MJ: We have been conscious that external events have been advertised more heavily online.

MG: We seem to miss the party as the other companies are there first.

ML: Are they using the SGSU logo?

SG: No they are using the St George’s logo.

ML: The university may have something to say about that.

RV: Can we start our group earlier and use a ticking over group which means the group is as big as possible?

MG: How are we dealing with advertisement of the Tram?

SG: There has been a few slip through but we are on it. It is an unwinnable war as our SU isn’t in the same league as these big venues.

KT: They have been leaving flyers on university space which the library has been noticing.

IS: Speak with cleaning, security & estates to reduce this.

MJ: Is it worth using the boards on HW2 better? There are more students using the bar and through this we can push ourselves.

ML: Are we using our groups to the best ability?

SG: We are we think! We are slower sending out emails to new students because it has to go through admissions and so we have to get everything together to start with and then wait for the admissions department to send it out.

DB: We could start in June with ‘non specific’ events.

MG: Can we increase the online advertising – set aside a budget for this?

Passed.

**b. Student Participation Zone (Paper C)**

AWE gave a verbal summary of her Student Participation Zone report.

Highlights include the Fresher’s Fayre, Minibuses and Treasurer training.

The office manager handover was done poorly which we are working on getting up to speed which should help in the future.

KH: The 4 societies who appealed their budgets? Did they just want more money?

AWE: Mainly yes. Or for the money to be redistributed.

DP: What has been happening with the boards on HW2?

AWE: There are large boards on HW2 have been there since 2009-2010 owned by Popcorn Ltd. They have been using them and updating them but not been sending us invoices. We have back charged them for the last year and a half.

IS: Stuart knew of them 4 years ago. Maybe speak to Lorainne to look out an old contract?

ML: Can anything happen without Stuart?

AWE: We have a new contract signed and so this is not an immediate problem. The problem lies in the back charges which are not time controlled. Also if a contract is found, Michelle can ring them.

Passed.

**c. Representation Zone (Paper D)**

KT gave a verbal summary of her Representation Zone report.

Senate, Fresher’s ball and sexual health have been focuses.

MG: The final years have been quite conscious that the SU are usually apolitical but would like to see a stance on junior doctor contracts.

KT: We are concentrating on supporting and informing. Especially in my role I wouldn’t want to take a position in case it would prevent some students from coming to talk to me.

SG: We can take a stance but we need to ensure it is that of the student body. I have been meeting with the MedGroup presidents regularly.

KH: How would you get the opinion of the student body?

SG: We would send out a single question survey monkey with Stance A, B or don’t mind.

KT: I am not comfortable in only representing the majority.

MG: The university are pulling away from making a stance and putting onus onto the SU.

MJ: Could we put out a post saying this number of people are for this?

DB: We have heard voices from both sides of the story. You need to know why you want to make a stance. The SU serves a group much bigger than just medics.

SG: We would want to facilitate and support rather than make statements.

DB: I think we need to consider people who feel pressured in to an opinion and protesting.

MJ: Can we take this to SU Council/Senate?

KT: We took it to Senate and the request is to provide information, communicate what the SU have been doing about it and give links to further information.

KH: Who is organising the protests etc?

MG: There is a group of students which have been supported but not endorsed by the Student’s Union.

KT: It is all very well to communicate to the students, but course specific update groups are not suitable for this.

MJ: We should ask the BMA reps to get more involved and support the students with our backing.

KH: What does ‘fit to sit’ mean?

KT: By attending an assessment you have said that you are fit to take that assessment and you can no longer claim afterwards that you were unwell. We are looking at increasing the awareness of this and the extenuating circumstances procedures.

**d. Communications Zone (Paper E)**

RV gave a verbal summary of her Communications Zone report.

Highlights include new societies and room bookings.

Passed.

**7. Risk Register (Paper F) – Reserved Business**

**8. Financial Improvement Plan (Paper G) – Reserved Business**

**9. RLSC/Space Strategy Committee Update - Reserved Business**

**10. Appointment of the Fifth Lay Trustee**

As agreed at the last Trustee board we are opening applications for a trustee with financial expertise.

Michelle has produced a document based on something historical that will be used as an application to become a lay trustee.

MG: What is the process of application?

SG: There is an interview with myself, DB, a couple of other trustees & JMD form the panel.

**11. Retiring and Approving Trustees**

Do we have this committee’s approval to retire Chris Raby, Natasha Lee, Lucy O’Reilly, Nathan Eagar, Michael Lee and Tom Arjomandi as trustees of St George’s Student’s Union.

**For: 12 Against: 0 Abstain: 0**

Do we have this committee’s approval to appoint Steven Gilbert, Kat Telford, Alice Walker-Earwicker, Ruth Varney, Michael John, Tanisha Amin and Martin Gannon as trustees of St George’s Student’s Union.

**For: 12 Against: 0 Abstain: 0**

**12. Trustee Approval of Bank Signatories**

Do we have this committee’s approval to add Steven Gilbert, Alice Walker-Earwicker, Elizabeth Neal and John McDonagh as A signatories and Stuart Pothecary, Kat Telford and Ruth Varney as B signatories to the bank account of St George’s Student’s Union?

MJ: What are the differences between A and B signatories?

AWE: 2 ‘A’s or an ‘A’ and a ‘B’ signatory can sign off large payments, but 2 ‘B’s cannot.

**For: 12 Against: 0 Abstain: 0**

**13. Barclays.net Trustee Information Update - AWE**

Please may all members of the trustee board fill in the supplied form ASAP with personal details and return to be abiding by Barclays requirements for Charity commission boards.

**14. Other Reserved Business**

**15. AOB**

AWE: There will be a drinks reception for the finance department held by the SU to build bridges and improve working relationships on the 26th November 2015. You are all invited.