



Date: Thursday 23 March 2023
 Time: 18:30
 Venue: Hybrid/South Wing G12 Council Room

Board of Trustees Minutes

Chair: Deniz Akinci, Union Affairs Officer

Members:	P	AP	AB
Beth Beasant, External Trustee (UCL Staff)	✓		
Clare Bracey, External Trustee (Non-UCL), Vice-Chair (External)	✓		
Deniz Akinci, Union Affairs Officer (Sabbatical), Chair	✓		
Dimitris Dimitropoulos, Student Trustee (DD)	✓		
Hamza Ahmed, Education Officer (Sabbatical)		✓	
Maheem Imran, Student Trustee (MI)	✓		
Mary McHarg, Activities & Engagement Officer (Sabbatical)		✓	
Petra Barran, External Trustee (UCL Alumni)		✓	
Rachel Lim, Student Trustee (RL)		✓	
Seyi Osi, Equity & Inclusion Officer (Sabbatical), Vice-Chair	✓		
Umair Mehmood, Welfare & International Officer	✓		
Xin Huang, Student Trustee (XH)		✓	

In Attendance:
Deb Nichols, Director of Operations
Dorota Dominiczak, Director of Finance
John Dubber, Chief Executive
Rebecca McLoughlin, Governance & Administration Coordinator, Minutes
Simon To, Director of Policy, Governance & Advocacy, Secretary

1. Welcome & Introductions

The Chair welcomed all those present.

2. Declaration of Interest

There were none.

3. Minutes and matters arising from the meeting on 9 February 2023

The Board approved the minutes from the meeting on 9 February 2023 as a true and accurate record.

APPROVED

4. Actions and matters arising from the meeting on 9 February 2023

The Chair noted that all the actions had been completed or were in the process of being completed except for the following action which would be deferred until we have moved banks:

After the change has been made, the Chair of the Finance Committee to formally write to Barclays to inform them of our decision to leave based on their poor ethical standards in relation to support for the Fossil Fuel industry.

5. Sabbatical Officers' Report

The Vice-Chair (Sabbatical) summarised the Sabbatical Officers' Reports and highlighted the key things that officers have worked on since the previous Board meeting.

6. Chief Executive's Report

The Chief Executive gave a brief overview of their report and highlighted the following:

- Leadership Race was a great success with the largest student voter turnout in UK for the third year running.
- The Technical University of Kenya's visit to the Students' Union last week went well.
- NUS Referendum will now take place in term 3.
- The Project Board for the new SU building had a recent meeting at Leeds SU to provide an opportunity to visit their large Students' Union building which is situated in the heart of the city.
- Student Central Campaign continues.
- Russell Group Students' Unions Cost of Living Survey recently published.
- UCL won varsity this year and reclaimed the trophy back from Kings College London.

The Board ask about the next steps regarding the Cost of Living Survey and the Director of Policy, Governance & Advocacy responded that the Union will be writing directly to the Education Secretary and have also shared the report with the Department of Education and various politicians. It is also being shared via the other Russell Group Students' Unions.

7. Management Accounts (Quarter 2)

The Director of Finance gave an overview of the Management Accounts for quarter 2. They noted that the January results show a net surplus to unrestricted reserves of £64k versus forecast 1 deficit of £28k and a cumulative surplus achieved in the first six months of £271k. The Director of Finance highlighted that the cafés, bars and The Hanger cumulatively exceeded their sales and contribution targets. However, the East convenience store is impacted by low footfall in the area, and we anticipate a loss from the outlet for this year. They added that the Bloomsbury convenience store is doing well, and its daily turnover doubled on our trading projections.

The Board received the Management Accounts (Quarter 2).

RECEIVED

8. Forecast 2

The Director of Finance stated that forecast 2 shows a surplus to the unrestricted funds of £1k, the same as forecast 1 and 2022/23 budgeted position. This means that we deliver all our commercial services and student activities within the available resources. They noted that Forecast 2 allows for expenditure enabling preparation for the implementation of the Student

Life Strategy and also the costs of the recently announced pay increase of 2% for the Union's permanent staff which was not in the budget.

The Director of Finance outlined areas that are struggling to achieve their targets and areas that are overachieving and noted that they have adjusted these targets accordingly.

The Chief Executive noted that in the summer of 2022, the trustees approved £144k for the showers and changing rooms refurbishment. Following the recent review of the project's scope, the trustees are asked to increase the designation for the improvement works in the gym by a further £100k to cover increased costs following surveys of the necessary works by UCL and additional likely costs for installing air conditioning in the changing rooms and a replacement of lockers. The costings are still being finalised by UCL, but we understand that this increased amount is likely to be close to the final costings.

The Board asked how the Union would manage if there were any further unforeseen costs. The Chief Executive responded that the Union had a contingency fund which has been used to cover the 2% pay increase for permanent staff. They confirmed that they did not foresee any other unforeseen costs but if this happened the Union would have to look at cutting expenditure or having a budget deficit. They noted that Union does have reserves which we could access if needed. The Director of Finance added that we are waiting on possible additional income from the Sports Ground and potential additional income from investments.

The Board asked how the Union usually budgets for staff pay increases. The Chief Executive confirmed that usually pay increases are decided nationally and are implemented on 1 August but due to the cost of living crisis and strikes, the increase has been agreed out of cycle and brought forward to 1 February.

The Director of Finance confirmed that the Finance Committee had recommended Forecast 2 to the Board for approval.

The Board resolved to approve Forecast 2.

RESOLVED

9. Ground Floor Redevelopment Business Case

The Director of Operations confirmed that The Hanger has seen a huge increase in sales in the last few years and has outgrown its current space. They outlined the proposal which involves moving the current pizza outlet to the George Fahra Café to enable an expansion of The Hanger. The expansion would include extra storage for merchandise, a changing room and larger shop area so more merchandise can be on display. Stone Willy's Pizza would be moved to the George Fahra Café which is closely located to The Huntley and Mully's Bar which should increase trade for the George Fahra Café. The Director of Operations noted that the expansion of the shop would mean an increase in the amount and range of merchandise sold. They stated that the investment required to facilitate these works is around £215k which would be taken from our free reserves.

The Director of Operations noted that the Finance Committee had recommended the proposal to the Board for approval.

The Board resolved to approve the Ground Floor Redevelopment Business Case and the necessary release of funds from the reserves to meet the costs of the project.

RESOLVED**10. Presentation: Democratic Structure & Process**

The Chair asked the members present to split into groups and bring back ideas on the three questions below. The suggestions were as follows:

- What is the best part of our Democratic Structure?
 - High voter turnout
 - Sound democratic structure that works
 - Good social media engagement
 - Broad student engagement
 - Zones and Union Executive offer a 2-tier assessment of all policies, so they receive a thorough assessment
- Areas that could be improved
 - Accountability of Officers
 - Officer surgeries on Campus
 - Lack of a President which would enable increased external influence
 - Too many officer positions which make elections confusing and reduce participation in the Sabbatical elections
 - More ways to explain how the Union spends the surplus from its commercial activities, e.g. coffee cups stating where students' money is being spent
 - Once a term fair for policy zone members and sabbs on campus
- Good practice observed at other Unions
 - City Union have a 2-day conference at the start of the year for policy zone members to receive training on key issues affecting their work and discuss their priorities for the year ahead

The Chief Executive suggested that this exercise would be good to be completed with other groups such as Union Executive and then collate responses. The Chair confirmed that they would do this.

ACTION: The Chair to gain feedback from other Union groups regarding our democratic structures and processes.

11. Marshgate Café Update**RECEIVED****12. Union Operating Plan Progress Report****RECEIVED****13. Review of Register of Interests**

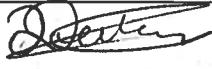
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14. Report from the Meeting of Finance Committee on 21 March 2023

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15. Any Other Business

The Director of Policy, Governance & Advocacy confirmed that the Annual Board Effectiveness Survey would be circulated to the Board members tomorrow. They asked all Board members to complete the survey by Monday 17 April 2023.

Minutes approved as a true and accurate record	
Chair:	Deniz Akinci
Signature:	
Date:	08/06/23

