



Date: Monday 18 September 2023
 Time: 10:00
 Venue: Room 301, One Pool Street, UCL East

Board of Trustees Minutes

Chair: Mary McHarg, Union Affairs Officer

Members:	P	AP	AB
Ahmad Ismail, Equity & Inclusion Officer (Sabbatical Trustee)	✓		
Aria Xingni Shi, Activities & Engagement Officer (Sabbatical Trustee)	✓		
Beth Beasant, External Trustee (UCL Staff)	✓		
Callie Yoo, Student Trustee (CY)	✓		
Clare Bracey, External Trustee (Non-UCL), Vice-Chair (External)		✓	
Issy Smith, Postgraduate Officer (Sabbatical Trustee), Vice-Chair (Sabbatical)	✓		
Mariya Kachwala, Student Trustee (MK)	✓		
Mary McHarg, Union Affairs Officer (Sabbatical Trustee), Chair	✓		
Petra Barran, External Trustee (UCL Alumni)	✓		
Shaban Chaudhary, Education Officer (Sabbatical Trustee)	✓		
Xin Huang, Student Trustee (XH)			✓

In Attendance:
Carl Salton-Brooks, Director of Student Experience
Deb Nichols, Director of Operations
Dorota Dominiczak, Director of Finance
Joshua Scarlett, Governance & Compliance Manager
Max Keeble, Head of IT & Digital (item 9)
Rebecca McLoughlin, Governance & Administration Coordinator, Minutes
Simon To, Director of Policy, Governance & Advocacy, Secretary

1. Welcome & Introductions

The Chair welcomed all those present to the first meeting of the Trustee Board for 2023-24.

2. Declaration of Interest

There were none.

3. Minutes and matters arising from the meeting on 8 June 2023

The Board approved the minutes from the meeting on 8 June 2023 as a true and accurate record.

APPROVED

4. Minutes and matters arising from the from the decision taken on 20 June 2023

The Board approved the minutes for the decision taken on 20 June 2023 as a true and accurate record.

APPROVED

5. Appointment of Supervising Trustee and Deputy Supervising Trustee

The Director of Policy, Governance & Advocacy stated that the External Trustee (Non-UCL) has agreed to continue in the role of Supervising Trustee. The External Trustee (UCL Staff) has agreed to continue in the role of Deputy Supervising Trustee.

The Board resolved to reappoint the External Trustee (Non-UCL) as Supervising Trustee and the External Trustee (UCL Staff) as Deputy Supervising Trustee, in accordance with the Sabbatical Officers Employment Policy and Procedures.

APPROVED**6. Sabbatical Officer's Report**

The Vice-Chair (Sabbatical) presented the Sabbatical Officers' Priorities and highlighted the overall aims of the Sabbatical team for 2023-24.

RECEIVED**7. Chief Executive's Report**

On behalf of the Chief Executive, the Director of Policy, Governance & Advocacy gave a summary of the Chief Executive's report and highlighted that the Hanger Shop has been doing very well since its recent expansion and has tripled its daily turnover since it has reopened.

The Board discussed the Green Impact Award and noted that the Students' Union have reached the highest level within this award scheme. The Director of Finance added that there will shortly be a project focusing on procurement looking at all the major suppliers that we currently use and their environmental impact.

The Chair highlighted that the Russell Group Students' Unions group is going well, and a productive Summer Residential was held.

RECEIVED**8. Welcome Programme 2023**

The Director of Student Experience outlined the Welcome Programme which will be starting on Monday 25 September with daily events in the main quad. They highlighted that our aim is to introduce new students to the aims and purpose of the Students' Union and our Sabbatical Officers. They noted that the Welcome Fair will be on Saturday 30 September and Sunday 1 October. The Director of Student Experience invited all members to attend any of the events. The Chair highlighted that there will also be events taking place at UCL East.

The Board asked when the culture food fair would be taking place. The Director of Student Experience responded that this is taking place on Tuesday 26 September.

RECEIVED**9. IT & Digital Strategy**

The Head of IT & Digital highlighted that the IT & Digital Strategy is designed to help support decision-making across the next three years, as it continues to improve and expand its services. Incorporating surveys, discussions, and research into the development process, it defines the following strategic vision:

Students' Union UCL uses the best of data, digital and technology to help our members and our staff make more happen in students' lives and communities.

The Head of IT & Digital went on to outline the strategy which presents themes, to guide decision making, and seven work programmes over the next three years. They also noted the potential risks involved.

The Board asked about the possibility of other committee members of clubs and societies be permitted to book rooms through the UCL room booking system as the president and treasurer that has permission. The Director of Student Experience responded that they are in negotiations with UCL regarding this. The Chair noted that other committee members of clubs and societies should be able to book Students' Union spaces although these are very limited.

The Board noted that some of the links on UCL's website signposting to the Students' Union are broken or outdated. The Director of Student Experience asked for any of these pages to be sent onto them and they will speak to UCL. The Head of IT & Digital added they can look into fixing this issue regarding any links to the old website. The Vice-Chair (Sabbatical) noted that UCL are currently reviewing content on their website for these issues, but it will take some time.

The Board asked about how we can ensure that pages added to the website correctly. The Head of IT & Digital responded that we could encourage people to use the same tools and perhaps have a framework in place regarding adding information to the website.

The Board discussed the current search function on the website and how it bring up old information at times. The Head of IT & Digital responded that there is always a conflict as to what you should prioritise in a linear list on the website.

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10. Students' Union UCL Strategy (Refreshed)

On behalf of the Chief Executive, the Director of Governance, Policy & Advocacy outlined the annual refresh to the Union's Strategy.

The Board approved the refreshed Strategy.

RESOLVED

11. Year End Management Accounts 2022-2023 and designation of reserves

The Director of Finance gave an overview of the end of year management accounts for 2022-23. They highlight that the Union has returned a surplus in all its funds of £1,081k, including a restricted grant to support our hardship funds of £662k awarded to the Union in April 2023. Therefore, the unrestricted operating surplus achieved in 2022/23 is just over £400k. This is the best financial result achieved by the Union in many years. This result is better than the original 2022/23 budget and two subsequent forecasts which aimed to deliver a balanced position.

The Director of Finance outlined the proposal that the proportion of the unrestricted surplus achieved in 2022/23 be reinvested in the facilities and spaces occupied by the Union for the benefit of our students and to support increased income for the future. They stated that the Union has several projects and initiatives which can be funded from this surplus with trustees' approval. Once approved, the funds will be ringfenced and 'designated' for specific spending. They asked the Board to consider and formally designate funds for:

- Improvement in our office spaces to accommodate additional staff joining the Union to implement the Student Life Strategy (£153k).
- Replacing the floor in the Mandela Studio (£20k).
- Refurbishing the Gym reception area to include additional retail space (£70k).
- A partial refurbishment of Mully's bar (£50k).
- Contingency for legal costs associated with the Student Central campaign and judicial review (£50k).

The Board asked if the refurbished commercial spaces would generate new revenue and whether this revenue was already included in the 22/23 budget. The Director of Finance confirmed that the Gym reception will have a commercial space generating revenue, which is already reflected in the budget. Any additional revenue generated from Mully's after the refurb is still to be estimated. The Board discussed the need to refresh Mully's to encourage more space usage.

The Board approved the Year End Management Accounts 2022-23 and the designation of reserves.

RESOLVED

12. Board Committees Terms of Reference Review

The Director of Policy, Governance & Advocacy said that in May 2023, the Governance Committee discussed a series of proposed amendments to the Terms of References for the Board's committees.

The Director of Policy, Governance & Advocacy stated that the updated committee terms of reference were appended with the changes tracked. They noted that the format and level of detail had been standardised and highlighted that the most significant change were with reducing the membership size of Finance Committee to an appropriate number that is consistent with the other committees.

The Board asked why the Finance Committee had difficulty with reaching quoracy. The Director of Policy, Governance & Advocacy responded that there were various reasons such as the size and nature of the membership, but the revised composition will hopefully alleviate this.

The Board approved the terms of references for Finance, Governance and Risk & Audit Committees.

RESOLVED

The Board noted that the following appointments remain unchanged:

Finance Committee

- Beth Beasant, External Trustee (UCL Staff)

Governance Committee

- Clare Bracey, External Trustee (Non-UCL)

Remuneration Committee

- Clare Bracey, External Trustee (Non-UCL)
- Petra Barran, External Trustee (UCL Alumni)

The Board noted that the following appointments have been made by the Sabbatical Officer Team:

Finance Committee

Chair: Muhammad Shaban Chaudhary

Two Sabbatical Officers: Mary McHarg, Union Affairs Officer

Aria Xingni Shi, Activities and Engagement Officer

Governance Committee

Chair: Ahmad Ismail, Equity & Inclusion

Two other Sabbatical Officers: Issy Smith, Postgraduate Officer

Muhammad Shaban Chaudhary, Education Officer

Risk & Audit Committee

Two Sabbatical Officers: Ahmad Ismail, Equity & Inclusion
Issy Smith, Postgraduate Officer

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13. Major/Critical Incident Response Plan

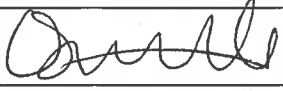
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14. Impact Report 2022/23

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15. Any Other Business

There was none.

Minutes approved as a true and accurate record	
Chair:	I SMITH
Signature:	
Date:	7/12/23