



Date: Thursday 6 June 2024

Time: 18.00 – 21.00

Venue: Online

Board of Trustees

Minutes

Chair: Issy Smith, Vice-Chair (Sabbatical)

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

In Attendance:
Anastasija Boikova, Activities & Engagement Officer elect
Carl Salton-Brookes, Director of Student Experience
Darcy Lan, Postgraduate Officer elect
Deb Nichols, Director of Operations
Dorota Dominiczak, Director of Finance
Goksu Danaci, President elect
John Dubber, Chief Executive
Rebecca McLoughlin, Governance & Administration Coordinator, Minutes
Simon To, Director of Policy, Governance & Advocacy, Secretary

1. Welcome & Introductions

The Vice-Chair (Sabbatical) opened the meeting and advised that as the Chair was unable to attend this meeting, they would take up the role of Chair. Apologies were noted as above.

2. Declaration of Interest

No additional conflicts of interest were raised.

3. Minutes and matters arising from the meeting on 15 February 2024

The minutes from the meeting on 15 February 2024 were approved as a true and accurate reflection of the meeting.

APPROVED

4. Ratification of decisions taken outside of a meeting

The Board asked for an update on the progress of the gym refurbishment. The Chief Executive confirmed that the contract is shortly to be awarded for the refurbishment and re-kit of the Bloomsbury Gym and we are currently getting some specialist advice on the installation of new gym flooring. They confirmed that the UCL East shop is closing tomorrow and we are currently looking into the legality of changing the usage of the space from a shop to a mini-gym. The Director of Operations added that we are currently in discussions with UCL's Central Estates Strategy Board (CESB) regarding extra funding for these projects.

The Board ratified the approval of decisions taken outside of the meeting.

APPROVED**5. Sabbatical Officers' Report**

The Vice-Chair (Sabbatical) highlighted some of the key aspects of the report.

RECEIVED**6. Chief Executive's Report**

The Chief Executive presented their report and noted that the recent agreement to take over the supply of all UCL's merchandise is going really well and sales have exceeded our expectations. They highlighted that we have retained our Investors in People Silver Accreditation for 2024-27. The Chief Executive also noted that our Policy team led the launch of the Russell Group Students' Unions Student Manifesto in the House of Lords in May.

The Chief Executive gave a brief update on the protests in the Quad and confirmed that it was not possible to safely set up the necessary structures around the encampment location, meaning that many of the events due to take place in the Quad now cannot go ahead. We have instead planned alternative smaller scale events using alternative locations. The Board asked if there was security in venues outside the main campus such as the Institute Bar and the Director of Student Experience confirmed that we have increased security all across campus.

The Chief Executive confirmed that we are making significant progress with new SU Building. UCL's Estates Management Committee discussed the project and its likely prioritisation in UCL's capital programme. Work on phase 1 design is now underway with decisions on timescales for construction likely to be taken over the next few months. It was noted that the project also still requires full approval by University Management Committee and UCL Council. These groups will consider it once the full design and business case has been completed.

RECEIVED**7. Management Accounts (Quarter 3)**

The Director of Finance presented the management accounts and highlighted that the results up to April show a cumulative surplus of £320k against a forecast surplus of £41k which is a £280k better financial position for the SU. The main contributors to the financial position are good commercial performance, control over overhead expenditures, and significant underspending notes across departments.

RECEIVED**8. Budget 2024-25**

The Director of Finance gave an overview of the 2024/25 budget and confirmed that the process delivered a balanced budget that shows a significant increase in income and expenditure and a small financial surplus of £2.5k to unrestricted funds. They noted that it supports the delivery of the SU Strategy 2023-28 and allows for the anticipated commercial and non-commercial activities in all departments. They highlighted the following:

- The UCL block grant for 2024/25 has increased by 5%.
- The UCL East grant will fund activities and programmes of students living and studying on the East campus.
- The Student Life Strategy grant will significantly increase, funding the expansion of the arts programme, sports activities, cultural events, and volunteering programme and an increased capacity in the support functions.
- The commercial turnover from all our well-established bars and cafes, the gym, the convenience store, and merchandise sales are budgeted to rise.
- We will operate with a level of financial risk attributable to wage and cost inflation, the challenges facing the higher education sector, and the global economy.

The Board noted that the rent from the sports hall in Astor College is a one-off and is not guaranteed to continue.

The Board asked if we should be building a larger surplus if we are intending to move into a new building. The Chief Executive replied that we have completed an outline of our projections and this is being taken to UCL. They added that we will be looking to increase our grant, and increase our commercial opportunities as we need capital to grow. Hopefully the new building will also bring in more income.

The Board discussed the need for a financial strategy and how this could prepare us for the new building.

The Board asked when the money from our reserves for the gym refurbishment will be recuperated. The Chief Executive noted that any surplus this year will go back into our reserves. They added that we are also waiting for a response on our CESB bid for funding.

The Board resolved to approve the Budget for 2024-25.

RESOLVED

9. Student Life Strategy Progress & Year 2

The Director of Student Experience gave an update on the progress against the Student Life Strategy and outlined the highlights from this year including reaching the target for increased engagement.

The Board asked if there were any financial losses from cancelling the Summer Ball. The Director of Student Experience confirmed that there has been losses but we are hoping to jointly recover these with UCL.

The Board asked for clarification on what support the student networks will be getting next year. The Director of Policy, Governance & Advocacy responded that they are looking at having a

support infrastructure by September. We have secured funding in the budget for this, but we are also trying to get further funding from UCL to support this.

The Director of Student Experience gave an overview of the work associated with the Student Life Strategy for next year. They outlined the four impact themes and highlighted the priorities for 2024/25. They asked the Board for their comments.

The Board commented on how well the Campus Run at UCL East went this year and how this can be developed every year.

The Board asked about the Focus Sports Delivery model and why tennis was chosen. The Director of Student Experience responded that tennis was initially picked as it is a low-cost sport and we have local facilities that we can use. They noted that if this model works, it will be expanded.

The External Trustee (UCL Staff) asked about the Departmental Hubs and which departments were being included as they are currently working on the professional services side to ensure departments are providing consistency in their interactions with students. The Director of Student Experience confirmed that they are Engineering, Dentistry and the School of Management. They asked the External Trustee (UCL Staff) if they would be interested in sitting on the Steering Group for this and they confirmed that they or a member of their team would be interested. The Director of Student Experience said that they would get in touch with them regarding this.

ACTION: The Director of Student Experience to get in touch with the External Trustee (UCL Staff) regarding sitting on the Steering Group for Departmental Hubs.

The Board discussed the biggest challenge for Arts which is the access to space and noted that we are currently in talks regarding the Bloomsbury Theatre space.

RECEIVED**10. Capital Projects (CESB developments)**

The Board noted that Gordon Café is not currently included in the CESB bids as we could only submit a certain number of bids.

RECEIVED**11. Review of Register of Interests****RECEIVED****12. Sustainable SUs Charter****RECEIVED****13. Risk Management Policy****RECEIVED**

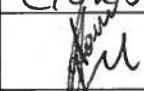
Board of Trustees	TB2303M
14. Report from Disciplinary Pool	RECEIVED
15. Report from Supervising Trustee	RECEIVED
16. Returning Officer's Reports 2023-24	RECEIVED
17. Data Protection Report	RECEIVED
18. Health & Safety Report & Annual Review	RECEIVED
19. Complaints Report	RECEIVED
20. Board Effectiveness Survey Results	RECEIVED
21. Revisions to the Governing Documents	RECEIVED
22. Board Schedule and Business Cycle 2024-25	RECEIVED
23. Union Policy Update	RECEIVED
24. Social Media Policy	RECEIVED
25. Reports from Committees (FC2303M, GC2302M, FC2304M)	RECEIVED

26. Any Other Business

The Equity & Inclusion Officer asked what was happening around the Community Guidelines. The Director of Student Experience said that they would get the Head of Intercultural Engagement to contact them about this.

ACTION: The Director of Student Experience to ask the Head of Intercultural Engagement to get in touch with the Equity & Inclusion Officer regarding the Community Guidelines.

As it would be the last Board meeting for the External Trustee (UCL Alumni), Student Trustee (CY) and Student Trustee (MK), the Chair thanked them for all their time and commitment to the Board. The Chair also thanked the current Sabbatical Trustees who will be leaving in July.

Minutes approved as a true and accurate record	
Chair:	Goksu Danaci
Signature:	
Date:	09/10/24

Action Note	
The Director of Student Experience to get in touch with the External Trustee (UCL Staff) regarding sitting on the Steering Group for Departmental Hubs.	Director of Student Experience
The Director of Student Experience to ask the Head of Intercultural Engagement to get in touch with the Equity & Inclusion Officer regarding the Community Guidelines.	Director of Student Experience