

S.U. Trustees Meeting Minutes

Time:	16:00-18:00
Date:	06/12/17
Chair:	Nisha Philipps
Location:	559
Exec Present:	<ul style="list-style-type: none"> • Hamish Anderson – Academic Affairs Officer [HA] • Blanca Serrano – Academic Affairs Officer [BS] • Comfort Enoch-Moye – POC Officer [CE] • Tawsin Ahmed – Anti-Racism Officer [TA] • Lavinya Stennett – Working Class Students' Officer [LS] • Valeria Racu – Working Class Students' Officer [VR] • Fran Floris – Women's Officer [FF] • Robyn Waite – Postgraduate Research Officer [RW] • Anna Gretton – Environment Officer [AG] • Pauline Ankunda – Entertainment Officer [PA] • Hani Diriye – Entertainment Officer [HD] • Jess Kumwongpin-Barnes – Trans & Gender Identity Officer [JK] • Max Gleissner – Campaigns Officer [MG] • Daryan Omer – Campaigns Officer [DO] • Jonny Morrison - - Accommodation Officer [JM] • Amy Rose Joce – Mature Students' Officer [AJ] • Katouche Goll – Disabled Students & Carers' Officer [KG] • Rachel Hau-Yu Tam – Postgraduate Taught Officer [HT] • Nisha Philipps – Co-President Democracy & Education [NP] • Dimitri Cautain – Co-President Welfare & Campaigns [DC]
Others Present:	<ul style="list-style-type: none"> • Peter Baran – General Manager of the Students' Union [PB] • Hannah Short – Governance and Communications Coordinator [HS]
Apologies:	<ul style="list-style-type: none"> • Danny Edwards – Sports Officer [DE] • Mehdi Baraka – Co-President Activities & Events [MB] • Halimo Hussain – Co-President Equality & Liberation [HH] • Sophie Bennett – Sports Officer [SB]

Agenda	Who	Discussion/Action
1. How this meeting will work	NP	NP outlined key differences to exec meetings, including trustee roles & how viewpoint focuses on success of the Union as a whole vs. specific roles
2. Meeting minutes from last meeting	HS	Change name to Nizam - ratified apart from this → upload to soasunion.org website
3. Finance report	PB	<p>Looked over budgets PB handed round finance committee report for trustees 06/12/17 → update on finances & how spending has happened so far</p> <ul style="list-style-type: none"> Spent roughly 53% of annual budget, normal for this point of the year Points of interest e.g. campaigns spend has been more than normal, suggested possibly might be a good idea to ring-fence more for 'Education' related spending e.g. for Student Rep Training £650 leftover from Freshers (despite spending more than normal this year) Will put in a bid* to the school for more funding related to sports <p>*Bids involve explaining developing situations & why there may be a need for more funding PB is the one who puts forward these bids → we should do this as the finance committee RT, MG, DO volunteered to be part of the finance committee, in addition to PB, Khaled Ziada & Sabbs</p> <p>Looked over capital spending budgeting → these are one-off costs, which will come out of our 'reserve' budget (saved specifically for this purpose)</p> <ul style="list-style-type: none"> Explained situation last year related to costs incurred through water damage (which cost the school £60,000 - they are asking for £16,000 from the Union) → most recently it hasn't been brought up, so hoping it will just go away PB explained context of bee garden - school allowing S.U. to build bee garden only after lots of back & forth, and then there was this leak & resulting water damage <p>MG outlined that school uses bee garden/ sustainability stuff for marketing, so out of order to then bill us AJ pointed out that the school was showing goodwill to allow the bee garden to go ahead, so we should also consider the importance of maintaining a good relationship with them</p> <p>Looked over 'Cash at Bank & at Hand'</p> <ul style="list-style-type: none"> Enough is Enough & Saturday School don't appear in accounts yet - though both are over budget (mainly due to administrative issues caused by school, and the resulting requirement for extra staff)



	<p>NS outlined Saturday School project & desire for it in the future to be fully funded in other ways</p> <p>Looked over Bar & Shop</p> <p>Bar</p> <p>→ turnover increased due to card machine installation, however also experienced a dip during installation because of closure on certain days</p> <p>→ income from bar increasing</p> <p>Perhaps need to think about increase of late night drunkenness due to card machine introduction</p> <p>PA suggested introducing training for bar staff in relation to drunkenness</p> <p>RW does the UK have a 'smart serve' equivalent? Demonstrating you have received relevant training</p> <p>PB licensees do, but not the bar staff</p> <p>HA are there any S.U. policies related to not serving people who are too drunk?</p> <p>PB no we don't. It's against the law to serve overly drunk people, but not sure how much this is enforced.</p> <p>BS could be good to highlight health implications for students</p> <p>PB perhaps we could do something for dry January</p> <p>MG would be good to do something in line with Enough is Enough campaign to include bar staff & to design relevant training that would support issues encountered in bar</p> <p>AJ security guards are SIA-trained. Should we support day-time drinking? Is it appropriate at your place of education....a wider issue to be discussed...</p> <p>PA there are many other student bars in the surrounding area, students can easily go there instead. The issue seems to be more with the fact that students are actually wanting to drink at that time.</p> <p>ACTION POINT: Think about welfare training related to drunkenness in the bar</p> <p>Shop</p> <p>→ weren't expecting large increases</p> <ul style="list-style-type: none"> • Gone up very slightly • There will be various pressures arising on the back of Brexit (food price etc. vs. not wanting to raise prices) • Theft less of an issue than previously, though it still occurs <p>DC outlined the process related to bringing catering services in-house (not just the canteen - but regarding what people feel about what needs are not being met by the school & how to use spaces most effectively)</p> <ul style="list-style-type: none"> • SOAS has hired a consultant called Myles <p>→ he has met with individual students, a student group, PB & DC, UNISON, reps from current catering services</p>
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		<p>→ Designing a questionnaire to send out to students related to catering</p> <ul style="list-style-type: none"> • School will probably send out an update soon <p>→ there is a consultation coming up</p> <p>ACTION POINT: People who have put themselves forward for Finance Committee (MG, DO & RT), please email PB PB to include a provision in capital spend related to projector & parasols DC to help a group focus on bar-related concern - interested trustees/ exec members should contact PB</p> <p>--</p> <p>2 minute break & pizza mayhem Point raised about needing to provide gluten free options</p>
4. Review annual accounts 2016/17	PB	<p>PB outlined the fact that the accounts exist so that trustees can verify what PB says is true</p> <p>→ Reviewed annual accounts</p>
5. Review risk register	PB	<p>Reviewed risk register of risks to the Union</p> <ul style="list-style-type: none"> • Retired certain points • Made suggestions <p>ACTION POINT: If anyone wants to suggest risks, send them to NP</p>
6. Update & review strategic priorities	NP, DC & MB	<p>MG perhaps we could link strategic priorities & access agreement AJ made a suggestion about tutorial selection to be included within plans BS flagged up that this issue has been raised - apparently this was piloted last year and failed spectacularly due to IT issues → we should raise this issue again VR would be good to develop an online tool to help swappers DO outlined issues involved in switching courses - got completely taken off the system</p> <p>ACTION POINT: NP to write up current plans and projects being undertaken by S.U. & how they link to strategic priorities NP, VR, DC, RW, LS to take tutorial swapping issue forward → take forward to exec meeting</p>
7. Response to charity commission letter	PB	<p>NP gave context of charity commission letter → Letter is the result of follow-up letter that came in February related to gender segregation etc. AJ the commission is also to double check what charities are up to, so it's a way to regulate charities - to ensure reliability of charities</p>



		<p>PB (previously the Union was just regulated by SOAS) - but whether or not charities commission is the right body to oversee the union is another question</p> <p>→ Passed around copies of the letter</p> <p>Sections of letter to respond to:</p> <ol style="list-style-type: none"> 1. IC & PB to respond to this 2. NP outlined that society president training will cover this, DC outlined that we prioritise freedom of speech. IC pointed out that room booking form includes section that relates to controversial speakers 5. Perhaps we could say that we trust our members on this front - i.e. to flag this up if it is an issue. Also 99% of our events are not gender segregated 6. Enough is Enough campaign, SLiCE funding, (fighting) anti-semitism-related programs, → could include lots of the different things we are doing, as this is worded ambiguously 9. Official trustees position on Prevent has not changed → 12 events were monitored/ looked at by Prevent last year <p>HA suggested having a strong policy on Prevent - discussed policy on canary statement AJ can we formulate a response demonstrating our acknowledgement of their letter/ points NP outlined relevance of this particular letter to wider Prevent policies, so response in this case must be considered in the wider context. Part of this will feed into future campaigns & work with other Unions facing similar issues. Also interested in practice vs. policy - i.e. what we can actually do. DC these letters will also be sent to the joint parliamentary committee on human rights - to outline charities commission lack of regard for human rights in this case MG suggested looking to Oxford for their Prevent policy</p>
8. Update on legal issues		→ Postponed
9. Charity governance code		→ Postponed
10. AOB	ALL	No time for this