

TRUSTEE BOARD

Present: Sayed Alkadiri (Chair), Jennie Brown, Sophie McKay, Sarah Bennett, Jenny Compton-Bishop, Bob Burlton, Phil Pilkington and Shreya Paudel.

In attendance: Ed Marsh (non voting) and Aadam Ali (Clerk).

Apologies: Haris Jang.

1. Minutes of the last Board Meeting (TB 01/01/13)

A correction was made under item 10. A sentence was changed to read as "SP said that this would be a very good approach however confidential business would need to be closely monitored."

With this correction, the minutes of the previous meeting of the 21st August 2013 were agreed as a correct record.

2. Matters Arising

EM reported that the 3,500 students were recruited over the summer and at present there are 3675 students recruited to Middlesex University for 2013, term 1. This is above the expected target and the University is investing more money on student experience. A group of around 250 students were accepted from a background of very low or no UCAS points but the University is planning to do all they can to retain these students- the average UCAS tariff has increased and the spread and range has also increased. A question was asked about whether there was an increase in postgraduate students and if there would be any response from MDXSU with regards to the change in the student population this year. EM said there wasn't but there was a 10% increase in international students and a 10% increase in undergraduate students. In terms of response, there is no empirical data to base a response on but only assumptions e.g. students starting with less UCAS points from new students would probably mean they were unlikely to be from an HE background.

EM's other actions were updated in his report in item 6.

3. Subcommittee reports

There were no subcommittees that took place between this Board and the last.

4. Declarations of any conflicts of interest

No conflicts were declared.

5. Officer Reports

SA outlined the positive response from students from Welcome Week. He is focussed on empowering students in education as a partner in their studies. It was noted since the last Board:

- Working on initiatives to allow students to be able to decide the curriculum and shape the environment of their University experience.
- Working on proposal of having student led space.
- Succeeding in lobbying for a new 'quid counter' in the Forum where items like chips, burgers etc can be bought for £1.00.
- Islamic Society elections were on course in accordance with the roadmap agreed and SA would be the Co-Chair of the Prayer Room Committee alongside Jacqui Boddington, Director of Student Experience.
- MDXSU have secured £15,000 from Chartwells to spend on security for events and societies. SA raised concerns about halal meat being provided on campus by Chartwells including the new Subway outlet. PP noted that at Coventry University, Chartwells guarantee that all food provided is halal. It was also noted that Chartwells is holding an event in next few weeks and are inviting student representatives.

Action: AA to contact the General Manager of Chartwells (Middlesex) regarding the conference.

JB outlined her report for the Board including:

- Campaigns around safety including night bus provision and lighting. Aiming to work with TFL and the police. The Board asked about the location of the nearest night bus, JB confirmed the location being at Hendon Central Underground Station and would like TFL to review this reflecting the increase in students at Hendon.
- Creating links with Law and Business and the Deans. It was asked how often the Officers meet with the Deans, the Sabbatical team confirmed this varied for each school and it was suggested they should meet monthly which would be extremely beneficial especially within the school based governance structure.

SB updated the Board with her report including:

- The University have agreed to tier fund academic societies.
- Six of eight newspaper stands have been agreed with the University, the only two unsuccessful places were defined as being corporate spaces which would interrupt the look and feel.
- Room bookings have allocated 50 rooms per week to use each week for societies.
- Media application for smart phones is under development and will be available shortly.

SM gave her report to the Board including:

- Working with RAG on the climb Kilimanjaro fundraiser and soup kitchen. The recent pub crawl fundraised over £1000 for charity.
- Has been invited to the sports captains' weekend and has plans to work on a joint volunteer recognition scheme.
- Working on a traffic light system on the MDXSU website to make the Officers more accountable.

6. Directors Report

EM outlined a series of activity updates including:

- Banking and investment- at the November Board meeting the current audit will be presented. There are continuing challenges with Barclays- including delays in paying expenses and suppliers dating back 6 weeks previous.
- Recommendations for suggested banking options will be presented at the next Board meeting.
- Current budget and spending is routed through EM however budget and finance training is scheduled for the managers which will expand the budget and spending controls and processes.
- Insurance costs this year are lower and are currently under budget. In previous years MDXSU has overpaid due to inaccurate registers presented to Endsleigh. Insurance has been increased for more active members of societies.
- The University is pleased with MDXSU's results and increased score in the recent NSS. They would like MDXSU to improve again next year.
- Constitutional regulations are governed by the Board and regulation 4 on standing committees state that a nominee of the University Board of Governors should be part of the composition on the Finance

and Risk Committee. SA noted it would be beneficial to have this individual as part of the composition. The Board agreed.

- At the previous Board meeting, it was agreed to sell back MDXSU's NUSSL shares. The quota of 90% of overall Unions choosing to sell back shares has not yet been reached to trigger the buy back of all shares. At present, the affiliation fee to NUS remains the same.
- Officer's campaign priorities have been mapped onto working groups. The full list of priorities and working groups will be presented at the next Board meeting.

Action: AA to contact Teresa Kelly for a nominee from the Board of Governors to sit on the Finance and Risk Committee.

7. Recruitment Update

EM presented the Board with an update on recruitment and mentioned the strategic importance is with the student intern delivery model. The SU are on the right track with the scheme and there is an appetite for students to fill the roles and support the Voice and Opportunities departments.

8. Welcome Week Update

EM reported the key update is the number of students in attendance for the events which feed into the KPI process, which have been reached successfully. EM extended his thanks to the staff and officer team who helped make Welcome Week the successes that it was. He also thanked the University with their help, support and resources in aiding our ambitious targets. He also formally thanked Peter Vermeulen, Jacqui Boddington and Katie Bell.

9. Elections Paper

EM presented that, democratically the organisation is in a transitional period as the Democracy and Involvement Committee has not fully formed yet pending bye-elections but is quorate. Options were presented to the Board to approve as follows:

- Option 1- The Board retains oversight of the election process and delegates power to the Returning Officer according to regulation 6 of the constitutional regulations and further discussion of delegation of powers to the Democracy and Involvement Committee can be held at the next Board meeting.
- Option 2- The Board delegates power for oversight of the elections to the current Democracy and Involvement Committee. This would remove ownership of the elections process from the Board and would pass this onto the correct constitutional committee, although not fully formed.

The Board considered the options and during the discussion it was noted that:

- Option 1 would allow a smoother transition than option 2 which would feel more rushed.
- There has been no induction or training for the Democracy and Involvement Committee.
- The Board can delegate authority but has overall responsibility for elections under the Education Act 1994. If option 1 was approved, there should be some training and induction with the Democracy and Involvement Committee engaging them in the current elections in some way in preparation for future elections.
- The suggestion of an NUS Returning Officer would be ideal in terms of experience.
- The Deputy Returning Officer will hear appeals. EM was questioned about the suggestion of this person being a member of University staff. He responded saying under the Education Act, candidates have a right of appeal to the University anyway which would dovetail the two appeal processes.
- The Board felt that the role title Deputy Returning Office would not be appropriate for someone hearing appeals and suggested changing the role title to Appeals Officer.

The Board approved option 1 and delegated their oversight to a future named Returning Officer. In addition they instructed for a meeting to be convened with the current members of the Democracy and Involvement Committee including initial training and induction.

10. Updated KPI Register

EM presented an updated KPI register to the Board for information purposes and wanted the Board to see the breakdown of each indicator with each manager's initials. The Board requested that the formatting should be better in future and when printed should fit one side of A3.

Action: AA to change formatting of KPI register.

13. AOB

SP praised the Welcome Week programme and the efforts of staff and officers in pulling it off. SA thanked his predecessors for their hard work in setting it up.

Updates on actions from Board meeting of 21 August 2013			
Action	Who	Completed	Comments
Update the Board on student numbers at the next meeting	EM	Yes	
Include an agenda item for Officer Reports for further meetings	AA	Yes	Will be part of the agenda template
Query with Counter Culture about changing the format of the accounts	EM	Yes	No further action required
Investment sub-committee comprising of BB, JB and HJ (EM to advise) to research a tender of banks and investment accounts and circulate to the Board in accordance with MDXSU's financial regulations	AA	No	Pending completion of the audit
To look at options and present a paper to the Board on becoming a Charitable Incorporated Organisation	EM	Ongoing- current solicitors are not specialised for charities and have very little information on becoming a CIO	
Draft guidelines for the Board on criteria on information disclosed in minutes of Board meetings visible online	EM and SA	Ongoing	
Actions from Board meeting of 16 October 2013			
Contact the General Manager of Chartwells (Middlesex) regarding information on the Chartwells conference and attendance	AA	Actioned	Verbal update at this meeting
Contact Teresa Kelly for a nominee from the Board of Governors to sit on the Finance and Risk Committee	AA	Actioned	Verbal update at this meeting
Change formatting of KPI register	AA	Actioned	Register viewable as part of the papers and on agenda for this meeting
EM to speak to involved staff and process the approved backpay through payroll	EM	Actioned	Update in the Director's report for this meeting

