



TRUSTEE BOARD

Present: Sayed Alkadiri (Chair), Jennie Brown, Sophie McKay, Sarah Bennett, Jenny Compton-Bishop, Bob Burlton and Jiraye Dalphinis.

In attendance: Ed Marsh, Jamie Stratton, Stevie Wise, Peter Greany and Aadam Ali (Clerk).

Apologies: Phil Pilkington, Shreya Paudel and Dominic Graham-Hyde.

1. Minutes of the last Board Meeting (TB 03/01/13)

The minutes of the previous meeting of the 13th November 2013 were agreed as a correct record.

2. Matters Arising

- Chartwells General Manager Jo Walton will inform MDXSU of any regional Chartwells events where student representatives can attend.
- The Board of Governors nominated Martin Loomes (Dean of the school of Science and Technology) to sit on the Appointments Committee in accordance with Regulation 3, section 2 b) of the Constitutional Regulations.
- Deputy Vice-Chancellor Finance, Peter Vermeulen nominated Shreeta Kalraiya (Management Accountant) to sit on the Finance and Risk Committee in accordance with Regulation 3, section 3 c) of the Constitutional Regulations.

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

JB reported since the last Board:

- Liberation assemblies are being set up.
- Communities have been started which The Executive Committee have passed.
- Attended annual mentoring enhancement meetings gaining feedback from students.

SB stated since the last Board:

- Presented policy on officer transparency at the Executive Committee.
- Working closely with the Media Committee.

SM reported the following since the last Board:

- Worked with the MDXmas market and long term goal to have another soup kitchen set up.

- Currently raised £5,000 for RAG
- Attended annual mentoring enhancement meetings with Waqar Ahmed- Deputy Vice-Chancellor Academic.

SA outlined since the last Board:

- Delivered 3 presentations to Middlesex staff on the vision of the world class partnership staff and students.
- Planning various referendums in January to create a democratic buzz on campus.
- Attended the Global Peace and Unity festival where the University won the award for most harmonious and diverse campus which he accepted.

SA welcomed JD to the meeting as a new Student Trustee.

6. Directors report

EM outlined the following from his report:

- Currently re-evaluating the format of the strategic plan and is starting the process for the budget bid.
- Identifying potential areas of growth and improvement for MDXSU with the management team which will form the basis of the budget bid.
- Reached a resolution with Barclays Bank who paid £2000.00 in compensation. Can now focus on alternative banking options.

EM also noted that it has also been a busy period with the organisation of the upcoming elections. As one of the main legal responsibilities of the Board, EM/SW will provide full paper on elections at next Board meeting.

Action: EM/SW to prepare a paper on the elections for the next Board meeting.

7. Student Voice Manager report

SW reported the following:

- A new Student Advisor has been appointed and a new mentoring scheme is being explored as part of the advice centre.
- Student Voice Conferences are continuing and prove to be engaging.
- Student Voice Interns will be engaging with students on what good teaching is defined as at Middlesex and will survey this in January.

8. Student Opportunities and Activities Manager report

JS reported the following:

- Student media is progressing well with an excess of 56 paid members and 80-90 people who write for student newspaper.
- Green impact actions have been completed and are awaiting a pre-audit sustainability report.
- Look at collaborative working with the University on employability to ensure there is no contradiction.
- Exploring options to run a student skills award pilot.

9. Marketing, Communications and Income Manager report

DGH sent his apologies and the Board had no questions on his report for EM.

10. Updated KPI Register

EM presented the risk register and explained there are various KPIs which show as not near completion due to the time of year. Overall he suggested the register is looking achievable and as part of the away day, it would be beneficial for the Board to review the order of the KPIs and strategy for the future.

Action: The Board to review the KPIs and 5 year strategic themes with the Management Team.

11. Updated risk register

EM apologised as the risk register was not completed for the meeting due to the completion of the audit for this meeting. The register will be part of the papers for the next meeting.

Action: EM to send completed and up to date risk register to the Board for the next meeting.

12. HR proposal paper

EM and AA presented the paper on HR provision. Processes were, legalistic, reactive and majority was employment law advice. Currently the organisation is more settled and the paper proposes a shift from HR to look at the culture of organisation and development.

AA noted that:

- Sarah McIntosh NUS' HR Consultant has provided 3 options to either- a) mentor relationship with member of staff, mentor whilst working on specific projects so the proposal is a third option, to have sarah mentor me in terms of working with the union people and culture but at the same time working on specific projects, some of the projects in the hr consultancy proposal, we have things like staff and officers understanding strategic plan, creating more of a learning culture, more focus on employability, improving relationship between different teams and people, some activities that we fed back to sarah, including evaluation staff handbook looking at different appraisal reviewing all job descriptions sarah has proposed an culture diagnostic report, looking at culture side, secondly strategic people plan, third point building internal hr capability within the Su which we don't have much of, sarah has put a proposal for you to consider, sarah is able to offer 12 days of her time or work on specific projects, 12 days for the price of 4500 pounds, which is lower than what we currently pay for more reactive HR.

Questions, is 12 days going to be enough?

There are larger that are using 12 days and they seem to be getting what they need out of it, we won't know until we get into it how much required, get the sense our stuff is quite outdated and when we get into it we will see how much work is needed, bigger units with more staff are using the 12 day package

I think as well with the mentoring, even though she will come in for the 12 days. I'll be able to do work outside of those days and bring them to her so there should be more time, its whenever we need it
If we have used up all of the 12 days how much will it be for one day?

600 pounds

Whilst it might not be we need extra days we would require advice but not sure on the scale, we would look at have a budget

Three points first is a picky point on the document on page 2, listed captivates, the paragraph has been lowered, I'm sure what it meant is the officer supports it, the appraisal is not actually carried out. As long as were all clear

Third point, but at some point i was hoping we might be able to find a job title for aaam that doesn't take him forever to write down

13. Management Accounts for month 4 (October)

PG:

Really handover to peter more or less straight away, forecast till January, the thing that strikes me if i were sat in your position there is lots of ups and downs, budgeting issue more than an accounting issue. Over to you peter.

Management accounts- will change to the management accounts- lots of ups and downs, budget initially to move into other places- pg
Income doesn't include figure of 30k from the accounts, from freshers activity- haven't brought 30k additional income into further activity, update from last meeting, backs statements weren't being received and impaired ability to report, and info from uni, moving forward-
Budget managers receiving training- receiving feedback, not in here yet and income relationship to sponsorships, expecting from 32-35 k and will reduce budget by 40k, following last trustees meeting- 55k and 15 k savings being achieved and staff costs from the research line, that's all he was going to update on the narrative he has included.

BB rather than wqs on accounts- review early in the new year for discussion with the board in feb, into line with the account, completely do hit that achievement- full income count in reforecast jan action- wrong to take action numbers are there but not in right places at present but will be in jan- set aside money from audit and irrecoverable vat- and variances going the other way which will offset, with the caveat that there are no huge material concerns to worry about but will deal with the potential negatives-

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Action: EM and PG to prepare a completed budget reforecast for the next Board meeting.

14. Auditors report

The:

Auditors report, most turbulent and highlight of transition- still been far less painful- and less turbulent. PG said actions, pg 10 on annual report in response to a comment- provided context of 44 deficit, comments included that it's with redundancy cost (Check Peter's thing)

Also see finance actions from last year

Nat liability, nat deficit of xxx reduce deficit or contributions. One issue to get a steer, end of letter of rep, 2 outstanding loans to former student officers, and former trustees, will be useful to get a steer from the board, and any lengths to go through. JB asked costs-

SA size of amount and who they were can't take a loan and not repay. Should instruct ed to do what's possible, now staff at uni can easily get money back from him- Michelle, student, they're not very far from our reach, JB agrees, BB agrees some efforts should be made. Redundancy payments made- tax things- good to note next time agreements for redundancy, should be a lesson to be learned and noted that we let those people know. Delay was getting to the bottom of those issues. Now use a more written down interest. On office loans SA said, useful to find out what processes were in place then and if written somewhere. EM said it was something that happened, and officers have a loan but rather an advance. Page 2- date of appointment is wrong BB said- annual report, BB thanked Peter for updated. BB said note 14... see tape can't find on revenue account, state of financial activity, any ref to where the note reference appears, where the contribution appears on page 15, note 6 to 12, there isn't any ref to note 14-> PG said 2-5 BB said there is 6 to 12 on page 16- where is the pointer to note 14

PG said there isn't one on note 14 is a disclosure note as the amounts don't explicitly feature as numbers on the primary statements- no cross check of numbers- BB said okay

BB said data in 14 not much different, paragraph on page 10- EM said we'll take away and correct on that page-

SA in terms of recommendations of the letter, PG knows discrepancy between two notes, one refers to the cash repayments being made and a payment plan and the other amounts – perhaps we should explain and make it explicit.

EM had commitments from SUSS, next year will be larger, EM said seek assistance with the institution. PG 50 percent on recent contribution, up to 60 something ED said. Officers will change names on the paper. PG said to minimize the trustees are happy to approve account in terms of those changes and there is a discussion to have at a different board a different board for the next year and tender or another auditor-property of AGM to decide, look to board to make recommendations.

Action: SA and JB to sign off the audit on behalf of the Board after changes have been incorporated.

15. Trustee Board membership

SA noted that JD was the second of four elected Student Trustees to sit on the Board this year and two more Student Trustees will be elected and will be invited to attend the next Board meeting in February.

16. AOB

SA raised a point on the constitution and complaint processes involving staff by members. Asked if this is currently in the staff handbook or set up in writing. EM said it is set out in the handbook however policies currently need updating which the Board will need to approve.

Updates on actions from Board meeting of 13 November 2013			
Action	Who	Completed	Comments
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 18 December 2013			
EM/SW to prepare a paper on the elections for the next Board meeting.	EM and SW		
The Board to review the KPIs and 5 year strategic themes with the Management Team.	EM		
EM to send completed and up to date risk register to the Board for the next meeting.	EM and AA		
EM and PG to prepare a completed budget reforecast for the next Board meeting.	EM and PG		
SA and JB to sign off the audit on behalf of the Board after changes have been incorporated.	SA and JB		