

MINUTES (TB 05/01/14)
Trustee Board
Hendon Campus- Room V103
Wednesday 26th February 2014
13:00-15:00



TRUSTEE BOARD

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

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

Apologies: Jennie Brown, Jiraye Dalphinis, Stevie Wise and Dominic Graham-Hyde.

SA welcomed JA and MF on behalf of the Board as the two newly elected Student Trustees on the Board who will serve a term of two years on the Board as per the constitution. Haris Jang stepped down from being a Student Trustee and member of the Board as he finished his degree and is no longer a student. The Board thanked him for his contribution and wished him well.

1. Minutes of the last Board Meeting (TB 04/01/13)

On page 6 of TB 04/01/13 it was noted the minutes should be edited to reflect the risk register going to the Finance and Risk Committee, not the Board. With this correction, the minutes of the previous meeting of the 18th December 2013 were agreed as a correct record.

2. Matters Arising

- The Finance and Risk and the Banking Investment Subcommittee were in the process of being scheduled in which the risk register template would be approved.
- Update regarding MDXSU becoming a CIO and the KPIs and 5 year strategic themes were covered in item 6.
- The Board queried the ongoing action of the guidelines for published minutes for the Board on the MDXSU website and asked for an update at the next meeting.

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 since the last Board:

- Reached 500 petitions for the anonymous marking campaign. SA has met with Deputy Vice Chancellor Academic to take this forward.
- Continuing campaigning for free hot water on campus. Currently Chartwells charges 80p per cup.
- The University have agreed to redevelop the Forum building making major structural changes. MDXSU will put out the design choice to students through a referendum which will give more ownership.
- Currently NSS completion rate is on par as this time last yet (55%).

The Board suggested looking at statistics from the HE Academy and HEFCE looking at diversity in support of anonymous marking including established precedents from other institutions.

JB sent her apologies and the Board had no questions on her report for SA.

SB stated since the last Board:

- Supporting the campaign against unpaid internships.
- Working with Academic societies to facilitate collaborative working in her schools.
- Met with Dean of Media and Performing Arts to influence the loan store policy for that section of students.

SM reported the following since the last Board:

- Soup kitchen has been set up in Muswell Hill with 30 students volunteering.
- Will be holding a fair for volunteering in the quadrangle inviting external organisations to recruit students.
- Working with MDX Sport for International Woman's day putting events together.

6. Directors report

EM outlined the following from his report:

- People and Culture- looking at a more cultural approach to HR as per the last Board meeting. Informed Lamont Jones Ltd that MDXSU will no longer be using them for ongoing HR advice. AA has had first consultancy session with the NUS HR Unit and is planning an annual People and Culture calendar, a cultural diagnostic and people plan to be presented to a future Board meeting.
- Finance- reforecast presented in agenda item 12.
- Income- as mentioned previously, looking to redevelop a new model of income for Students' Unions. MDXSU will put a paper to NUSSL with the Chief Executive of UWL SU who are in a similar position, asking to scope a piece of work with funding remaining from the enterprise fund paying for a data analyst to research the membership of London SUs. EM will update when the paper has made progress.
- MDXSU have passed the PQQ stage of the merchandise tender which we are bidding for with the University. MDXSU would act as local agent of NUSSL which would open up further options. Merchandise would include clothing, sports kits etc. MDXSU are awaiting the pitch date.
- The University will pay BWB for legal advice on incorporation. BWB will send further information which will be circulated to the Board.

The Board enquired whether the University would be open to buying the 3 year NUS Extra card for all first year students with reference to the point on income. EM concluded it is currently being reviewed as part of the induction process. If this were to go ahead this would result in a 50% increase of income from NUS Extra and would give MDXSU data of all starting in September 2014.

Action: EM to present paper on incorporation once advice from BWB is received.

7. Student Voice Manager report

SW sent her apologies and the Board had no questions on her report for EM.

8. Student Opportunities and Activities Manager report

JS outlined the following from his report:

- Currently there are 70 registered societies with MDXSU which is an increase from last year.
- The Employability panel consisting of internal and external experts met and concluded to differentiate employability initiatives offered by MDXSU from the University. Also received 63 graduate case studies of which 12 graduates will join the panel.
- Pilot for the student skills award is progressing well and currently liaising with NUS on how we can add value and formulate a recognition scheme.
- Will be receiving an allotment on campus to grow food for the soup kitchen. Waiting for results from Green Impact accreditation.

The Board asked about other green societies or infrastructure to support MDXSU's environmental and ethical initiatives. JS mentioned there is a People and Planet Society and Green Community in existence who have both started up and would be more involved in the accreditation and other initiatives next year.

The Board also suggested looking at formal accreditation as part of the recognition scheme to give students a portfolio and a nationally recognised brand.

9. Marketing, Communications and Income Manager report

DGH sent his apologies and the Board had no questions on his report for EM. He mentioned MDXSU would be applying for a Civil Service secondee to work with the team for 6 months on digital delivery.

10. Updated KPI Register

EM presented the KPI register. Reported in terms of the traffic light indicators, there was a significant increase in green indicators. KPIs that would need more to achieve were to have 1500 students in skills and networking 2,500 students engaged in extra curricular activities. This would be mitigated by societies that had not officially registered all members with MDXSU and some numbers on the register may need reassessment.

The Board noted that if the KPI register would be used to review the performance of the organisation, it would need to be reviewed more precisely in terms of content. The Board asked for the following changes to be made:

- In aim 1, the name of the KPI concerning skills 'outside the course' should be changed to 'outside the classroom'.
- In aim 2, target of 50 graduate case studies should be updated and coded correctly on the register. JS said this was due to the time delay between the register being sent out and the meeting.
- The KPI regarding committee structures should be changed to green.

11. Management Accounts for month 7 (January)

PG presented the management accounts:

- The Trustees set a break even budget at start of year with a £1,000.00 surplus. After 7 months, a surplus of £2,000.00 has been achieved explained in section 4. There are some unbudgeted costs which have

contributed to this such as irrecoverable VAT and some associated with welcome week activity income from the University being released evenly over the year.

- Other smaller variances within the budget present due to difficulty to dating costs based on troubles of not having accurate historical data and information. The reforecast with present an opportunity to refresh the estimates and a lot of the variances which need to be contextualised in terms of revenue.
- The reforecast part of the management accounts is present including the line called exceptional costs which relates to residual cost from turnaround process from reserves. This is £28,000.00 at the start of the year absorbing the £6,000.00 within current costs, which will end the year break even.

The Board made the following comments:

- The Board commented a note on the pensions should be included in the commentary.
- SA clarified the £31,000.00 for societies budgeted will be scrutinised by the societies funding for funding applications however it is looking like there may be a saving at the end of the year.
- The Board commented that after recent conventions on presentation, expenses are recorded as negatives so that an expense is bigger and more negative of a budget making it a negative variance. The other Board members agreed that this should be included in the presentation of the accounts.

The Board approved the management accounts.

Action: PG and EM to ensure expenses are recorded as negatives in the presentation of the accounts.

12. Budget reforecast discussion

EM presented the budget reforecast which was present on the management accounts. Some of the money was disproportionately allocated and at this time of year, historical data can be looked at to reforecast more accurate figures and can assess whether we have over or under spent. There are some savings shown in over budgeting for insurance and overspending for irrecoverable VAT. There is now a clearer reflection which bides well for budget process next year. The budget is still looking to be breakeven at the end of the year, savings have been added to the budgets to the end of year awards and extension to the part time Student Advisor contract as mentioned in the Student Voice Manager report. The Board had no further questions and expressed the usefulness of this exercise.

The Board approved the budget reforecast.

13. AOB

SA presented an urgent item for approval by the Board. The Returning Officer for the upcoming elections needs approval. According to process, this would be the Executive Committee however this is untenable and open to conflict due to the majority of the members on the Committee running in the elections. NUS suggested Amy Davies, Executive Office Manager at to return MDXSU's elections. According to the Constitution, an Appeals Officer needs to be nominated by the University and approved. They have nominated Sue Bailey, Deputy Academic Registrar who was the appeals officer for last year's elections.

The Board approved the returning officer however, they noted the Executive Committee should refer decisions up to the Board in future according to the governance structures. The Board also approved Sue Bailey as the Appeals Officer and to act as the final point of appeals in accordance with the 1994 Education Act.

The Board asked if they would receive the Returning Officer's report, EM replied that they would.

JA was nominated to be on the Finance and Risk Committee and Banking Investment Subcommittee as the Student Trustee member on both replacing Haris Jang. The Board approved JA's membership on both of these committees.

Action: The Board to receive a report from the Returning Officer on the elections once completed

Updates on actions from Board meeting of 18 December 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	Yes	Committee has met and the minutes and options are part of the papers for this meeting as part of agenda item 3.
To look at options and present a paper to the Board on becoming a Charitable Incorporated Organisation.	EM	Yes	Paper submitted for the Board's discussion and approval at this meeting.
Draft guidelines for the Board on criteria on information disclosed in minutes of Board meetings visible online.	SA and EM	Yes	Action completed and mentioned in the President's Report.
The Board to review the KPIs and 5 year strategic themes with the Management Team.	EM	Yes	Taking place during the strategic session after this meeting.
EM to send completed and up to date risk register to the Finance and Risk Committee.	EM and AA	Yes	Register approved by the committee and will be populated for the next committee meeting.
Actions from Board meeting of 26 February 2014			
EM to present paper on incorporation once advice from BWB is received.	EM	Yes	Paper presented at this meeting.
PG and EM to ensure expenses are recorded as negatives in the presentation of the accounts.	PG and EM	Yes	Change has been made to the accounts.
The Board to receive a report from the Returning Officer on the elections once completed.	SW	Yes	Included in Student Voice Manager report.