



Minutes of:	Board of Trustees
Location:	Via Zoom
Date and Time:	4pm 6 th April 2022
Members:	Josie Stephens, (Chair), Edward Hall, Faiso Kadiye, Iye're Laditi, Robyn McAlpine, Edouard Panciulo, Mohammad Umar
Apologies:	Wil Barber, ShuYi Lee,
In attendance:	James Hann (CEO), Johnnie Padilla (item 11), Ricardo Visinho (RV), Nick Smith (Secretary).

	Item
1.	The chair welcomed members and the board noted apologies and an additional item of business
2.	There were no Conflicts of Interest to declare
3.	The board approved the Minutes of the February Board Meeting without amendment
4.	The board noted the draft Minutes from the subcommittees
5.	The board noted that the Chair had approved the rent for the Saw See Hock building.
6.	There were no update items from the Company Secretary
7.	<p>The board noted the Chief Executive Report. The following was raised in discussion</p> <ul style="list-style-type: none"> a) Elections had been very successful and new officers had been elected. b) Final recommendations were being drawn up for the democracy review. The 27th April Board meeting would be the point where the final proposals were agreed. c) There had been a minor data breach that was not a reportable event. The data policy was due for update.
8.	<p>The board noted an update from officers</p> <ul style="list-style-type: none"> a) The Consent Ed work had been led by officers and had been very well received. b) Supporting lower social economic students had been a key piece of work for FK as well as the democracy review work. c) EH was promoting low level, relaxed events throughout the exams period. A campaigns group toolkit was being developed for the Summer and plans were in place for welcome week 2022. d) Postgraduate exam deferrals would be reviewed by the School following an intervention by RM e) JS had been working with Ukrainian students and student groups who wished to support them. £35,000 additional finance had been secured for the hardship fund. She had also trying to work with both School management and UCU.
9.	The board noted the February management accounts
10.	<p>The board approved changes to the staffing Handbook for consultation.</p> <ul style="list-style-type: none"> a) Staff would be consulted over the Summer period and then it would return to the June Board meeting. b) The format of the guide would be to refer staff to relevant sections when needed.

11.	<p>The board approved an action plan on the Three Tuns. The following was noted</p> <ul style="list-style-type: none"> a) A number of issues had occurred in part due to changes in staffing and also because of additional demand on the bars and new events being trialled. b) There had been irreconcilable finances through the tills because of mistakes by staff which would be resolved by better training. The process for recording card payments through the technology present was also poor. c) Stock discrepancies were present because of information not being properly recorded on wastage. There had been a cultural reset on the fraudulent giving away of drinks by staff. d) The staffing structure had been an issue in part because staff members were undertaking more than one task such as setting up events. This was being reviewed. e) Targets were all on track with some delayed by a few days.
12.	<p>The board approved a set of Board dates and schedule of business</p> <ul style="list-style-type: none"> a) It was agreed that the subcommittees would be primarily remote b) The board meetings with socials (June and November) should be in person. The others should be discussed with Trustees elect.
13.	The board noted a draft agenda for the next meeting
14.	<p>There was one item of additional business</p> <ul style="list-style-type: none"> a) The outcomes of the democracy review would be agreed at the 27th April Board Meeting. b) These could be presented at the May Student Members Meeting to introduce the structures but not for approval. Formal approval alongside the byelaws could then be presented at the June Student Members Meeting. The decision of political management rested with the Officers.
15.	There was a Trustees only discussion

DATE OF NEXT MEETING:

- 21st June 2022 (followed by a social)