

**UNIVERSITY OF ROEHAMPTON**  
**ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE**

**Minutes of the 19<sup>th</sup> meeting of the RSU Transition Committee held on  
21 August 2020 remotely via Zoom**

Present: Farrah Black (Chair), Reggie Blennerhassett, Lauryn Fleming,  
Nicolo Sodaro, George Turner

In attendance: Lee Bird, Megan Evans, Mark Gillespie, Siobhan Kelly, Eleanor  
Wheal

Notes: Elaine Lentell

Apologies: Jonathan Chien, Bal Kaur

**RSUTC19.1 Welcomes, introductions, apologies, and conflicts of interest**

Apologies were noted, and the newly appointed external trustees and Clerk to the Board, who were attending in an observation capacity, were welcomed to the meeting.

**RSUTC19.2 Minutes of the 18<sup>th</sup> meeting of the RSU Transition Committee**

Approved: The minutes of the 18<sup>th</sup> meeting of the RSU Transition Committee held on 24 July 2020 (Paper RSUTC19/1).

Noted: The matters arising from the previous minutes (Paper RSUTC19/2).

It was reported that the accounts for 2018/19 had been signed off and registered with the Charities Commission and Companies House.

**RSUTC19.3 Coronavirus (COVID-19) update**

Received A verbal update from the Union's CEO.

Noted: That measures had been put in place for a safe return to campus. There would be a staggered return and staff would continue to work both at home and on campus, with risk assessments carried out on each member of staff to assess their individual needs.

In line with current restrictions, the Hive would operate with two staff members and only admit two customers at a time. If there was a need to increase the number of staff the Union would consult with the University's Health & Safety team.

The Union was also liaising with the University's Return to Campus group.

#### **RSUTC19.4 Update on RSUTC handover arrangements**

Received: A paper outlining governance handover arrangements from the RSU Transition Committee to the Trustee Board (Paper RSUTC19/3).

Noted: That the Trustee Board would meet on 25 September to address any outstanding actions, and consider and approve continuous/ emerging business items, subject to the ratification of the RSUTC.

It was **agreed** that the Union's management accounts would be submitted to the Finance and Estate Committee four times a year, the next meeting being scheduled for Wednesday 30 September 2020.

**Action: Union's CEO**

#### **RSUTC19.5 Updated RSU annual Cycle of Business for 2020/21**

The Committee agreed that the Union's annual cycle of business for 2020/21 (Paper RSUTC19/4) would be considered further and that an updated version would be presented at the next meeting in October.

**Action: Union's CEO**

#### **RSUTC19.6 Interim Strategic Plan for 2020/21**

Received: The Union's Interim Strategic Plan for 2020-21 (Paper RSUTC19/5).

Noted: That the purpose of the plan was to inform the Union's direction throughout the 2020/21 academic year.

The Union had worked in tandem with the University on comms to students on what to expect when they come to Roehampton in September.

That the proposed mission statement should be reviewed to underscore that it was the University's responsibility to deliver the student experience, rather than placing the onus on the Union.

The following actions were agreed:

- Discuss the mission statement further with the external trustees and obtain feedback from the student body outside of the committee.

**Action: Union's CEO**

#### **RSUTC19.7 Update on ongoing investigation **CONFIDENTIAL****

Received: A verbal update on the investigation from the Union's CEO.

Noted: That the fees incurred if legal action were to be progressed would be significant, although the National Union of Students (NUS) had indicated that they would potentially provide some support in the form of a loan.

That the Union's CEO hoped to have a conversation with the police within the next few weeks and present an evidential package to them, as well as seek clarification on how long the CPS would likely take to make a decision on the case<sup>1</sup>.

### **RSUTC19.8 Any Other Business**

- 19.8.1 External Audit timetable. It was suggested that the auditors carry out some onsite work in October/November 2020. A plan detailing the work involved will be presented at the next meeting in October.
- 19.8.2 That Zurich Insurance had been approached about the Union submitting a claim for loss of business during lockdown, and that a test case was currently under review. The Union and Jonathan Chien in the University's Finance Department would liaise with the loss adjuster and itemise the losses.

Date of next meeting: 30 October 2020 (TBC)

*Elaine Lentell  
Secretariat  
August 2020*

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<sup>1</sup> Reggie Blennerhassett left the meeting

### Actions - University of Roehampton RSUTC19, 21 August 2020

Minute	Item	Action	Owner	Due
RSUTC19.4	Update on RSUTC handover arrangements	Submit the Union's management accounts to the Finance and Estate Committee four times a year	Union's CEO	October 2020
RSUTC19.5	Updated RSU annual Cycle of Business for 2020/21	Consider the cycle further and bring an updated version to the next meeting	Union's CEO	October 2020
RSUTC19.6	Interim Strategic Plan for 2020/21	Discuss the mission statement with the external trustees and obtain feedback from the student body outside of the committee	Union's CEO	October 2020
RSUTC19.8.1	AOB: External Audit timetable	Bring a plan detailing the work involved (when Auditors carry out onsite work in October/November 2020) to the next meeting	Union's CEO	October 2020