

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

**Minutes of the 1<sup>st</sup> meeting of the RSU Transition Committee held on 16 August 2019 in the Senior Common Room, Grove House, Froebel College**

Present: Daniel O'Donoghue (Chair), Mark Ellul, Levi Mbiya, George Turner, George Walker

In attendance: Jonathan Chien, Mark Gillespie

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Baljit Kaur

**RSUTC01.1 Welcomes, introductions, apologies, and conflicts of interest**

The Chair welcomed all those present to the first meeting of the RSU Transition Committee (RSUTC) and apologies were noted.

Mark Ellul and George Turner declared conflicts of interest as previously noted under Item 6.1 in the minutes of a meeting of the Board of Trustees of Roehampton Students' Union, held on 1 August 2019.

**RSUTC01.2 Review update on financial management and action plan**

Received: The 'RSU Action Plan from University Commissioned Audit' (Paper RSUTC01/01).

Noted: That the Union had begun to implement financial processes as outlined in the action plan and in line with the University's Finance Regulations and administration.

That the remaining reconciliation work was in the process of being completed.

With regard to the service level agreement between the Union and the University's Finance department, it was confirmed that this was currently with the University's Deputy Director of Finance, but that the Union's Interim CEO would circulate a draft outside of the committee.

That a fortnightly report from the RSUTC would be sent to the Chair of the University's Audit Committee.

The 2017-18 accounts. That these had been signed off and were with the auditors, and were awaiting agreement by the University before being registered with Companies House.

Budget setting process for 2019-20. That the Union had a budget drafted by the previous CEO based on the 2018-19 budget. The committee agreed that the following steps would need to be taken:

- Draft 2019-20 budget to be brought to the next meeting of the RSUTC on 29 August 2019.
- Submit the draft budget, including a plan on how the block grant will be allocated, to VCAG by 17 September (24 September at the latest) for approval.
- Submit the agreed 2019-20 budget to the University's Deputy Director of Finance by 30 September 2019, before final sign-off at the Finance and Estates Committee on 2 October 2019.
- Submit an updated version of the action plan to the Union's Board of Trustees.

**Actions: Union's Interim CEO, University's Finance Department**

**RSUTC01.3 *RESERVED***

**RSUTC01.4 Committee's terms of reference, standard agenda, and reporting**

Received: A paper outlining the committee's terms of reference, standard agenda and reporting procedure (Paper RSUTC01/3).

Noted: That it would be helpful to create a standard agenda setting out regular committee business.

Reporting. That the minutes from the RSUTC meetings would be published on the University website, subject to the omission of confidential items.

That it may be helpful to wait until the statement summarising the Union's present situation was circulated to Union staff and feedback received, to gauge whether staff wished to discuss the plans in more detail. It was suggested that the report (Paper RSUTC01/1 above) could be summarised before it was circulated.

It was agreed that the Interim CEO would update the committee on staff reaction at the next meeting.

**Action: Union's Interim CEO**

**RSUTC01.5 Appointment of new trustees**

The committee discussed the appointment of new Trustees, as it was reported that following the resignations of three lay trustees, Guy Drury, Tessa Willey and Ian Robinson, three vacancies had arisen.

It was noted that the role of the trustee and skills required/skills gaps evident in the current board composition needed to be clearly defined before recruitment took place. It was further noted that the induction process was key for both elected and appointed trustees.

It was recommended that an external recruitment firm be employed to source suitable candidates, and also to consider University alumni. To this end it was agreed that research would be carried out on the recruitment process, and that the Union would look to appoint an interim external trustee as a priority, to ensure that the board was quorate.

**Action: Union**

**RSUTC01.6 RESERVED**

**RSUTC01.7 Any Other Business**

It was agreed that the RSUTC meetings should be reported to the Union's Trustee Board, as certain decisions can only be made by the board and they require oversight of the RSUTC's direction.

It was therefore agreed that the current Trustee Board should be added as sub item.

**Action: University Secretariat**

Date of next meeting: 29 August 2019

*Elaine Lentell  
Secretariat  
August 2019*

## Actions - University of Roehampton RSUTC01, 16 August 2019

Minute	Item	Action	Owner	Due
RSUTC01.2	Review update on financial management and action plan	Circulate the draft service level agreement between the Union and the University's Finance department outside of the committee	Union's Interim CEO	29 August 2019
		Bring draft 2019-20 budget to the next meeting of the RSUTC	Union's Interim CEO/UoR Assistant Accountant	29 August 2019
		Submit the draft budget, and include a plan on how the block grant will be allocated, to VCAG for approval	Union's Interim CEO	17 September 2019
		Submit the agreed 2019-20 budget to the University's Deputy Director of Finance before final sign-off at the Finance and Estates Committee on 2 October 2019	Union's Interim CEO	30 September 2019
		Submit an updated version of the action plan to the Union's Board of Trustees	Union's Interim CEO	29 August 2019
RSUTC01.4	Committee's ToRs, standard agenda, and reporting	Update the committee on staff reaction to the Union's statement at the next meeting	Union's Interim CEO	29 August 2019
RSUTC01.5	Appointment of new trustees	Carry out research on the recruitment process for external trustees	Union	Ongoing
RSUTC01.7	Any other business	Report the proceedings of the RSUTC to the Union's Trustee Board	University Secretariat	Ongoing