

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

Minutes of the 2nd meeting of the RSU Transition Committee held on 29 August 2019 in the Chancellor's Meeting Room, Grove House, Froebel College

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

In attendance: Jonathan Chien, Mark Gillespie

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Baljit Kaur, George Turner

RSUTC02.1 Welcomes, introductions, apologies, and conflicts of interest

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

RSUTC02.2 Minutes of the 1st meeting of the RSU Transition Committee

Confirmed: The minutes of the 1st meeting of the RSU Transition Committee held on 16 August 2019 (Paper RSUTC02/01).

RSUTC02.3 Review update on financial management and action plan

Received: An updated action plan (Paper RSUTC02/02).

Noted: That Agresso had been set up for the Union's Interim CEO and budget holders.

That the Service Level Agreement (SLA) between the Union and the University's Finance department had been circulated prior to the meeting. It was further noted that the Union's Board of Trustees was happy to approve the SLA, as the recommendations made were reflected in the document.

The committee approved the draft SLA and agreed that the Union's Interim CEO should forward it to the University's PVC & Director of Finance and Deputy Director of Finance to finalise the agreement.

That it was advisable to appoint new auditors, and to this end the committee agreed that the Union should map out the process for doing so. It was further agreed that the matter would be discussed in more detail at the next meeting with the PVC and Director of Finance.

That the appointment of auditors would need to be approved at the Union's AGM. Given the difficulties in ensuring that the AGM is quorate, it was suggested that the appointment could be approved via

circulation. It was further noted that the Board of Trustees had the authority to approve an appointment if necessary.

Actions: Union's Interim CEO

RSUTC02.4 Draft 2019-20 budget and turnaround plan

Received: The draft 2019-20 budget and turnaround plan (Paper RSUTC02/03).

Noted: Turnaround Plan: that the plan covered a period of 6-9 months, and tied in to both the budget and block grant proposal. It was agreed that further commentary on how the plan linked into the budget was needed.

Draft 2019-20 budget: that there was still scope to review areas of the budget, and that there was an opportunity to diversify events scheduled for 2019-20 if necessary.

That there was more work to do on clarifying what the figures meant. It was advised that the Union's achievements facilitated by the budget, and how they directly benefitted students, should be highlighted. There also needed to be a narrative around the associated risks on what would happen if the Union was not able to carry out initiatives planned for 2019-20.

That the Union consider areas where costs could be shared with the University or covered under University costs.

That in previous years the Union's CEO and Student President had presented an overview of the budget at VCAG, with Sabbatical Officers presenting individual items. The committee agreed that it would be helpful for all sabs to be present, but that only the Interim CEO and President need present the budget.

It was agreed that the draft 2019-20 budget would be circulated outside of the Committee a couple of days' before the next meeting on 13 September.

Actions: Union's Interim CEO, Union

RSUTC02.5 The 'Roehampton Students' Union Governance, Leadership and Management Structure' report

Received: The above report (Paper RSUTC02/04).

Noted: It was noted for the record that the Union's Interim CEO had met with the University Secretary and Registrar and RSU President to clarify the scope of the CEO role, and it was therefore agreed that it would not be necessary for the Interim CEO to leave the meeting for certain items.

That a number of recommendations made by the report were in the process of being implemented, and that these had been reflected in the turnaround plan.

That the report would be a standing item and the document used for reference purposes.

That the draft Memorandum of Understanding would undergo further review before the end of September, in liason with the Head of Legal, and would be considered further at the next meeting.

Actions: University Secretary and Registrar, Head of Legal

RSUTC02.6 Appointment of new trustees

Received: A verbal update on the process for appointing new trustees from the Union's Interim CEO.

Noted: That the Union would evaluate the cost of instructing an external recruitment firm to source suitable candidates for the external trustee roles, along with the level of skills required.

That the Union consider approaching a couple of recruitment firms specialising in HE non-executive roles and obtain quotes. The committee agreed that it would be preferable to employ an external firm rather than the NUS to source a new trustee, as this should result in a broader pool of candidates.

However, it was advised that an interim lay trustee could be sourced via the NUS in the meantime, to ensure that the Board of Trustees was quorate. Alternatively, the Union may know of somebody suitable that could be approached.

To this end it was agreed that the Union would discuss the matter further outside of the committee, carry out research on the recruitment process, and provide an update at the next meeting.

It was questioned whether the Trustee Board's current composition was fit for purpose going forward, and it was suggested that the board could have a University representative on the board as an attendee.

Actions: Union's Interim CEO, Union

RSUTC02.7 Update on staff feedback on the RSU statement

The Union's Interim CEO confirmed that the statement was emailed to staff on 17 August, and that a follow-up meeting had been held to discuss matters further.

Noted: That the staff appreciated being updated, and welcomed the RSU Transition Committee being set up. However, concern was expressed over possible restructuring, although it would not be known until the block grant is approved whether restructuring will be necessary.

That further staff engagement would take place over the coming months, with monthly catch-up meetings scheduled and the existing weekly meetings also being used for updates.

RSUTC02.8 RESERVED

Date of next meeting: 13 September 2019

*Elaine Lentell
Secretariat
August 2019*

Actions - University of Roehampton RSUTC02, 29 August 2019

Minute	Item	Action	Owner	Due
RSUTC02.3	Review update on financial management and action plan	Forward the draft Service Level Agreement to the University's PVC & Director of Finance and Deputy Director of Finance to finalise	Union's Interim CEO	13 September 2019
		Map out the process for appointing new auditors	Union's Interim CEO/ Union	Ongoing
RSTUC02.4	Draft 2019-20 budget and turnaround plan	Circulated the draft budget outside of the Committee a couple of days' before the next meeting	Union's Interim CEO	13 September 2019
RSUTC02.5	Discussion of RSU's Governance, Leadership and Management Structure Review report	Review the draft Memorandum of Understanding, and consider the document further at a future meeting	University Secretary & Registrar/ Head of Legal	27 September 2019
RSUTC02.6	Appointment of new trustees	Carry out research on the recruitment process for appointing new trustees, and provide an update at the next meeting. Source an interim external trustee via the NUS in the meantime, to ensure that the Board of Trustees was quorate. Alternatively, make an approach to someone considered suitable.	Union's Interim CEO/ Union	13 September 2019