

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

**Minutes of the 7th meeting of the RSU Transition Committee held on 8
November 2019 in the Chancellor's Meeting Room, Grove House, Froebel
College**

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

In attendance: Mark Gillespie

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Jonathan Chien, Baljit Kaur

RSUTC07.1 Welcomes, introductions, apologies, and conflicts of interest

The Chair noted apologies.

RSUTC07.2 Minutes of the 6th meeting of the RSU Transition Committee

Confirmed: The minutes of the 6th meeting of the RSU Transition Committee held
on 25 October 2019 (Paper RSUTC07/01).

Noted: The matters arising from the previous minutes (Paper RSUTC07/02).

That once the Scheme of Delegated Authority was confirmed, a paper
outlining the options for Trustee Board sub-committees would be
brought to a future meeting.

Action: Union's Interim CEO

RSUTC07.3 Review update on financial management and action plan

Received: An updated action plan (Paper RSUTC07/03).

Noted: That the Service Level Agreement (SLA) had been signed off and was
now operational. It was therefore agreed that the Union's Interim CEO
would contact KGC to discuss closing the action off on the action plan
and forwarding the SLA.

Action: Union's Interim CEO

RSUTC07.4 *RESERVED*

RSUTC07.5 Memorandum of Understanding (MoU)

Received: The draft Memorandum of Understanding (Paper RSUTC07/04).

Noted That at item 2.2 it stated one month's notice was required to terminate
the agreement. It was suggested that the notice period should be

extended to three months.

That the Vice-President, Welfare & Community would forward the wording on the 'student voice' to the University Secretary & Registrar.

That the Union would consider the reporting regulations in the Financial Memorandum at schedule 1 of the MoU and send any comments to the University's Legal Officer.

Action: Union, Legal Officer

RSUTC07.6 The appointment of new auditors

Received: A verbal update on the appointment of new auditors from the Union's Interim CEO.

It was confirmed that the invitation to tender was ready to be published and applicants would be given a 15 day response time. The panel for assessing the tenders would consist of the Union's Interim CEO, the RSU President, and Jonathan Chien from the University's Finance Department.

The Committee discussed the process in place for assessing tenders, and it was agreed that the Union would liaise with the Finance department to ensure that the correct processes were being followed. The Terms of Reference would also be checked to confirm whether the appointment needed to be approved by the Trustee Board or the RSUTC.

Action: Union's Interim CEO, Deputy University Secretary

RSUTC07.7 Appointment of new trustees

Received: A verbal update on progress on the appointment of new trustees from the Union's Interim CEO.

Noted: That the alumnus had accepted the interim position on the board. The appointment would make the board quorate.

The Union's Interim CEO would explore the next steps for recruiting permanent board members and draft a process document. Students would need to vote on any appointment, but this could be done electronically.

Action: Union's Interim CEO

RSUTC07.8 *RESERVED*

RSUTC07.9 Wonkhe article: Opportunity blocked – how student opportunities and SUs relate to student life, belongings and outcomes

The Committee considered the article. The integral role the RSU play in supporting students was noted, as students were most likely to turn to friends in times of crisis.

RSUTC07.10 Any Other Business

It was reported that in their role as President of the Law Society, a Roehampton student had secured a financial sponsorship for the society from BPP Law School to sponsor an event.

Date of next meeting: 22 November 2019

*Elaine Lentell
Secretariat
November 2019*

Actions - University of Roehampton RSUTC07, 8 November 2019				
Minute	Item	Action	Owner	Update
RSUTC07.2	Matters arising from the minutes: draft scheme of delegated authority	Consider the structure and purpose of the Trustee Board sub-committees once the SDA has been confirmed, and bring a paper outlining some options to the next meeting	Union's Interim CEO	22 November 2019
RSUTC07.3	Review update on financial management and turnaround plan	Contact the University's internal auditors (KCG), to discuss closing off the action for the Service Level Agreement and forwarding it to KCG, now that it has been approved and implemented	Union's Interim CEO	Verbal update to be given at meeting
RSUTC07.6	Memorandum of Understanding (MoU)	Consider extending the notice period required to terminate the agreement from one month to three Forward the wording on 'student voices' to the University Secretary and Registrar Consider the reporting regulations in the financial part of the MoU and forward any feedback to the Legal Office	University Legal Officer Vice-President, Welfare & Community Union's Interim CEO, Union	6 December 2019 6 December 2019 6 December 2019
RSUTC07.6	The appointment of new auditors	Liaise with the Finance department to ensure that the correct processes on assessing tenders were being followed Check the Terms of Reference to confirm whether the appointment needs to be approved by the Trustee Board or the RSUTC	Union's Interim CEO Deputy University Secretary	22 November 2019 22 November 2019

RSUTC07.7	Appointment of new trustees	Explore the next steps for recruiting permanent board members and draft a process document	Union's Interim CEO	6 December 2019
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