

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

**Minutes of the 13th meeting of the RSU Transition Committee held on
28 February 2020 in the Chancellor's Meeting Room, Grove House, Froebel
College**

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

In attendance: Mark Gillespie, Josh Goddard ^{for item 13.9}, Bal Kaur

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Jonathan Chien, Mark Ellul, George Walker

RSUTC13.1 Welcomes, introductions, apologies, and conflicts of interest

Apologies were noted.

RSUTC13.2 Minutes of the 12th meeting of the RSU Transition Committee

Approved: The minutes of the 12th meeting of the RSU Transition Committee held on 31 January 2020 (Paper RSUTC13/1).

Noted: The matters arising from the previous minutes (Paper RSUTC13/2).

RSUTC13.3 Review update on financial management and action plan

Received: An audit strategy memorandum from the new Internal Auditors and supporting documents (Paper RSUTC13/3).

Noted: That KCG would revert back to the Union in June 2020 with some more recommendations.

That a team from the Union's newly appointed auditors, Goodman Jones, had been on site to review the Union's accounts and financial processes, and had given a qualified opinion. It was therefore expected that they would provide some recommendations to address this. Goodman Jones were content with the processes now put in place.

That was Union was confident that the cash balances recorded for its societies were now accurate.

RSUTC13.4 Progress update on Turnaround Plan **CONFIDENTIAL**

Received: An updated action register as at 31 January 2020 and the RSU strategic review 2020 document (Paper RSUTC13/4).

Noted: That the aim was to have the actions listed on the register under 'preparation for strategic review' in place by summer 2020.

That the Union had been invited to participate in the University's annual business planning. There was not expected to be a significant change to the Union's current structure.

That one of the review's priorities would be to target students who would not traditionally engage with the Union.

RSUTC13.5 Update on appointment of new trustees

Received: The External Trustee recruitment pack (Paper RSUTC13/5).

Noted: That the deadline for applications was Friday 6 March 2020. So far eight expressions of interest had been received from applicants from a wide variety of backgrounds.

To date there had been thirteen applications received for the Clerk to Committees vacancy, including two strong ones.

The following actions were agreed:

- Liaise with the Business School Advisory Board to see whether they can suggest any potential board members.
- Once the deadline has passed, circulate the expressions of interest to the Committee for feedback.
- Once agreed, invite the shortlisted applicants for an interview.
- Consider the University nominee and what skills would be useful for the Trustee Board.

Action: Chair

RSUTC13.6 Update on ongoing investigation **CONFIDENTIAL**

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

Noted: That although the deadline had passed, there had still been no formal response from the ex-employee's solicitors.

That a quote had been obtained for a two-hour conference call with a barrister for £3,500.

That before instructing a barrister the Union's insurance policy should be checked to see whether it would cover any costs. It was therefore agreed that the policy should be forwarded to the University Finance Department for review by the Insurance Officer.

Action: Union's CEO

RSUTC13.7 Update on RSU elections

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

Noted: The Union was on track with preparations for the upcoming RSU elections. The nominations were due to open on Monday 9 March 2020.

That the target was a 20% turnout, although the ongoing strike action might have an impact on student engagement.

RSUTC13.8 RSU Sabbatical Officers – committee representation

The Committee agreed that this item would be postponed until the next meeting on 27 March, due to the VP Community and Welfare being on leave.

It was noted that the Deputy University Secretary would bring a list of committees that the RSU Sabbatical Officers were expected to attend.

Action: Deputy University Secretary

RSUTC13.9 Any Other Business

RSUTC13.9.1 The Union's Income Generation and Events Manager gave an update on the 2020 Summer Ball, and the following points in particular were noted:

- That last year the ball made a loss of circa £18,000. Costs had therefore been reviewed and savings implemented. For example, production costs had been reduced to £26,500 and there had been savings made in marketing.
- That the Union was working to secure sponsorship deals. If a sponsor couldn't be secured savings could be made on luxury items, for example, inflatables.
- That if the proposed budget was adhered to there would be a profit of £540. The event was budgeted for 1,875 students attending. The tickets were due to go on sale on 27 April 2020.
- That the headline act would be confirmed earlier this time, with all acts confirmed by the end of March 2020.
- Sabbatical Officers would be more involved in overseeing the ball this year.
- There would be sufficient security in place to ensure student safety. The Head of Security and Logistics was on the Planning Group.
- That it should be factored into the budget that University staff attending would pay for a full-price ticket.

RSUTC13.9.2 It was advised that following the departure of the University Secretary and Registrar, the main University points of contact would be the PVC and DoF and the Deputy University Secretary.

Date of next meeting: 27 March 2020

*Elaine Lentell
Secretariat
February 2020*

Actions - University of Roehampton RSUTC13, 28 February 2020				
Minute	Item	Action	Owner	Due
RSUTC13.5	Update on appointment of new trustees	<p>Liaise with the Business School Advisory Board to see whether they can suggest any potential board members</p> <p>Once the deadline has passed, circulate the expressions of interest to the Committee for feedback</p> <p>Once agreed, invite the shortlisted applicants for an interview</p> <p>Consider the University nominee and what skills would be useful for the Trustee Board</p>	Chair	27 March 2020
RSUTC13.6	Update on ongoing investigation	Forward the Union's insurance policy to the University Finance Department for review by the Insurance Officer, to check whether it would cover any costs for instructing counsel	Union's CEO	27 March 2020
RSUTC13.8	RSU Sabbatical Officers committee representation	bring a list of committees that the RSU Sabbatical Officers are expected to attend	Deputy University Secretary	27 March 2020