

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

**Minutes of the 15th meeting of the RSU Transition Committee held on
24 April 2020 remotely via Zoom**

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

In attendance: Mark Gillespie, Bal Kaur

Notes: Elaine Lentell

Apologies: Reggie Blennerhassett, Jonathan Chien, Levi Mbiya

RSUTC15.1 Welcomes, introductions, apologies, and conflicts of interest

Apologies were noted.

RSUTC15.2 Minutes of the 14th meeting of the RSU Transition Committee

Approved: The minutes of the 14th meeting of the RSU Transition Committee held on 27 March 2020 (Paper RSUTC15/1).

Noted: The matters arising from the previous minutes (Paper RSUTC15/2).

RSUTC15.3 Coronavirus: Impact on Education and Accommodation

Received: A verbal update from the Union's CEO and the Vice-President, Community & Welfare.

Noted: That students were broadly happy with the emergency measures and amended academic regulations implemented by the University to mitigate the effect of COVID-19.

That the Union was holding weekly meetings with the University's Policy and Projects Manager who, with the PVC and COO, was coordinating the University's response to COVID-19.

The University's hardship fund had been increased and was available to international students as well as home students. Additionally, more PCs had been ordered for students to enable them to work from home.

RSUTC15.4 Review update on financial management and action plan

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

Noted: That in view of COVID-19, the auditors had granted the Union an extension for submitting the annual audited accounts to them. A couple of items were outstanding but these were being progressed with the University's Finance department.

That the Union was due to present its business plan for 2020/21 to the University on 3 June. The Union's CEO had compiled some cost-saving projections for 2020/21, as it was anticipated that the majority of student unions in the HE sector would experience either a freeze or reduction in funding.

It was **agreed** that both the annual accounts and the draft 2020/21 business plan should be circulated to members of the Transition Committee before they were submitted to the auditors/ presented to the University.

Actions: Union's CEO

RSUTC15.5 Progress update on Turnaround Plan CONFIDENTIAL

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

Noted: That the interim review would be contemplated once it was clearer what 2020/21 would look like financially.

RSUTC15.6 Update on appointment of new trustees

Received: A summary of the RSU External Trustee applicants (Paper RSUTC15/05).

Noted: That the applications had been narrowed down to a shortlist of five, for three vacancies.

That it was important for the applicants to possess the necessary 'soft' skills for the role, along with financial experience, where possible.

The following actions were agreed:

- Circulate a CV for Lee Bird
- Arrange informal interviews for the shortlisted candidates within the next week, and include the newly elected sabbatical officers in the interview process, along with the PVC and COO, Deputy Director of Finance and Acting University Secretary separately.
- Carry out the necessary due diligence checks and inform the candidates that any appointment would be subject to a satisfactory outcome.

Actions: Union's CEO, Chair

RSUTC15.7 Update on ongoing investigation CONFIDENTIAL

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

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

That the University's Insurance Officer had advised that the Union would not be able to make a claim against the suspected fraud as the matter had not been reported to the insurers within the time limit.

The Union's CEO had managed to secure a reduced rate for legal counsel, should the Union decide to instruct a barrister.

RSUTC15.8 Update on RSU elections

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

Noted: That the 2020 RSU elections would take place online. The elections would open on Monday 27 April 2020 and close on Thursday 30 April at 12 midday. The results would be published on Friday 1 May.

Candidate and student engagement with the online election process had been positive so far. It was therefore suggested that online elections should be considered as an option in future.

RSUTC15.9 RSU Summer Ball

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

Noted: That a decision had been made to cancel the RSU's 2020 Summer ball due to the ongoing COVID-19 pandemic.

The RSU events team managed to have multiple contracts carried over to next year's events, thereby saving a substantial amount of money.

As compensation for missing this year's summer ball, an alumni ticket for next year's ball would be available to all students who graduated this year.

RSUTC15.10 Any Other Business

It was advised that the Vice-Chancellor would be giving a presentation on COVID-19, and the mitigating measures that the University had introduced so far, at Student Senate on 29 April.

It was agreed that the Vice-President, Community & Welfare would email Student Senators for their input on the measures and then circulate the responses to members of the Transition Committee.

Action: Vice-President, Community & Welfare

Date of next meeting: 22 May 2020

Elaine Lentell
Secretariat
April 2020

Actions - University of Roehampton RSUTC15, 24 April 2020				
Minute	Item	Action	Owner	Due
RSUTC15.4	Review update on financial management and action plan	Circulate both the annual accounts and the draft 2020/21 business plan to members of the Transition Committee before they are submitted to the auditors/ presented to the University	Union's CEO	22 May 2020
RSUTC15.6	Update on appointment of new trustees	<ul style="list-style-type: none"> • Circulate a CV for Lee Bird • Arrange informal interviews for the shortlisted candidates within the next week, and include the newly elected sabbatical officers in the interview process, along with the PVC and COO, Deputy Director of Finance and Acting University Secretary separately • Carry out the necessary due diligence checks and inform the candidates that any appointment would be subject to a satisfactory outcome 	Union's CEO, Chair	22 May 2020
RSUTC15.10	Any Other Business	In preparation for Student Senate, email Student Senators for their input on the measures put in place to mitigate the impact of COVID-19 and then circulate the responses to members of the Transition Committee	Vice-President, Community & Welfare	22 May 2020