



Trustee Board Minutes

Date: 24th November 2022

Time: 17:00

Location: SOAS Paul Webley Building – Room S209 and online

Members:

Pamela Bell-Ashe (PBA)	External Trustee
Yara Derbas (YD)	Sabbatical Trustee
Parwana Haydar (PH)	Sabbatical Trustee
Tricia O'Neill (TON)	External Trustee
Gioia Scazza (GS)	Sabbatical Trustee

In attendance:

Irfan Zaman (IZ)	Chief Executive
Eve Landin	Board Secretary
Kai Simmons	Finance Manager

Apologies:

Sushant Singh	Sabbatical Trustee
Illy Jaffar (IJ)	External Trustee
Dan Doyle (DD)	External Trustee

No.	Item
1	To NOTE Minutes and actions from last meeting (13th October)
	1.1 Trustees NOTED that the minutes from the last meeting of the Trustee Board have been approved by two sabbatical officers and the CEO.
2	To REVIEW and APPROVE Relationship Agreement with the School
	<p>2.1 Trustees REVIEWED the Relationship Agreement with the School</p> <p>2.2 Trustees discussed adding a point to the agreement regarding students being involved in all levels of decision making in the School in the form of regular forums between the Union and the School to voice concerns and students' needs.</p> <p>2.3 Trustees APPROVED Relationship Agreement with the School while acknowledging that in a future review the above points should be included.</p>
3	To NOTE Officer Updates
	<p>3.1 Trustees NOTED officer updates from Yara Derbas, Parwana Haydar and Gioia Scazza.</p> <p>3.2 Officers took questions from trustees on their updates, on engagement, budgeting, and academic matters.</p>
4	To REVIEW and APPROVE SOAS-SU Licence Conditions and Service Level Agreement
	<p>4.1 Trustees REVIEWED SOAS-SU Licence Conditions and Service Level Agreement</p> <p>4.2 Trustees discussed sub clauses 6 (e) and (k) regarding graffiti in the bar</p> <p>4.3 Trustees discussed section 11, noting the lack of a clause regarding a designated premises.</p> <p>4.4 Trustees clarified section 12 on Force Majeure events and the mention of public demonstrations in the Union's spaces.</p> <p>4.5 Trustees noted section 6 (w), noting that it is unusual for a document like this one as it is not related to the premises.</p> <p>4.6 Trustees APPROVED the SOAS-SU Licence Conditions and Service Level Agreement, under the conditions that 6 (w) is reviewed.</p>

5	To NOTE and REVIEW Finance Update – To APPROVE bank signatories
<p>5.1 Trustees REVIEWED the Finance Update from Kai Simmons.</p> <p>5.2 Trustees NOTED deficit on non-commercial income.</p> <p>5.3 Kai Simmons took questions on Solar SOAS, surplus turnover pre-Covid, and overspending on sports.</p> <p>5.4 Trustees APPROVED bank signatories as Gioia Scazza, Parwana Haydar, Kai Simmons, and Irfan Zaman.</p>	
6	To NOTE and REVIEW the CEO Report
<p>6.1 Trustees NOTED and REVIEWED the report delivered by Irfan Zaman.</p> <p>6.2 Irfan Zaman took questions on funding bid for a new sound system in the bar, the designs of the planned refurbishment, absence of student-staff protocols.</p> <p>6.3 Irfan Zaman introduced framework provided in document 10 as a way of evaluating how the Union is working, and to identify points of improvement.</p>	
7	Risk Register
<p>7.1 Trustees shared with the CEO what they would find useful to have in a risk register.</p> <p>7.2 Trustees agreed to revisit this at the next Trustee Board meeting, to give time beforehand to evaluate what the highest risks are.</p>	
8	AOB
<p>8.1 No AOB</p>	