

UNIVERSITY OF ROEHAMPTON
ROEHAMPTON STUDENTS' UNION TRANSITION COMMITTEE

**Minutes of the 4th meeting of the RSU Transition Committee held on 27
September 2019 in the Chancellor's Meeting Room, Grove House, Froebel
College**

Present: George Walker (Chair), Mark Ellul, Levi Mbiya, George Turner,
In attendance: Jonathan Chien, Mark Gillespie
Notes: Elaine Lentell
Apologies: Reggie Blennerhassett, Baljit Kaur, Dan O'Donoghue

RSUTC04.1 Welcomes, introductions, apologies, and conflicts of interest

The Chair welcomed all those present to the fourth meeting of the RSU Transition Committee (RSUTC). Apologies were noted, and it was agreed that George Walker would chair the meeting in Dan O'Donoghue's absence.

RSUTC04.2 Minutes of the 3rd meeting of the RSU Transition Committee

Confirmed: The minutes of the 3rd meeting of the RSU Transition Committee held on 13 September 2019 (Paper RSUTC04/01). I

The matters arising from the previous minutes (Paper RSUTC04/02).

Action: Secretariat

Noted:

RSUTC04.3 Review update on financial management and action plan

Received: An updated action plan (Paper RSUTC04/03).

Noted: That an updated Service Level Agreement (SLA) had been forwarded to the PVC and Director of Finance for further consideration and was awaiting sign off.

That training on Agresso would continue until mid-October, until the activity codes have been set up for staff.

That the annual accounts had been posted with Companies House.

Referring to the action plan, it was suggested that items needed to be reviewed where it was unclear whether they had been completed.

Action: Union's Interim CEO

RSUTC04.4 *RESERVED*

RSUTC04.5 Memorandum of Understanding

Received: A verbal update on the progress of the draft Memorandum of Understanding (MOU). It was confirmed that the Union had submitted feedback on the MOU to the University Legal department, and that a finalised version of the document would come to the next meeting of the RSUTC.

Action: Head of Legal, Secretariat

RSUTC04.6 Appointment of new auditors

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

Noted: That the Union's Interim CEO had met with the University's Head of Procurement, and it was agreed that 2-3 auditor firms would be invited to submit a bid. It was confirmed that the Union was not tied in to a contract with the incumbent auditors.

That the requirements for the potential auditors needed to be clearly set out.

That to aim to have the process completed by November 2019 was a realistic timescale, if the invitations to tender were sent out shortly.

RSUTC04.7 The appointment of new trustees

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

Noted: That the appointment of a permanent trustee was dependent on the outcome of the block grant proposal.

Regarding an interim trustee, that the Union was working with the Director of Alumni, Development & Careers on publishing an advert, and that a couple of ex Sabbatical Officers could be suitable. It was further suggested that the Development Board would provide a useful platform for recruitment.

That it would be useful to appoint a member of University staff to the RSU Trustee Board. Such an appointment should be considered by the Students' Union Council and would need to be approved by the Trustee Board.

Company Secretary support: the Union's Interim CEO advised that research was being carried out on appointing a secretary externally, as there would be a possible conflict if the secretary was a University employee. It was suggested that it could be someone working at another university; or a Union employee on an interim basis, who in

the longer term could shadow the initial appointment to provide back up if needed. It was agreed that the Union's Interim CEO would explore the options and update the committee at the next meeting.

Action: Union's Interim CEO

RSUTC04.8 The 'Governance, Leadership, and Management Structure Review' report

It was noted that the paper (Paper RSUTC04/04) was provided for information only.

RSUTC04.9 *RESERVED*

RSUTC04.10 *RESERVED*

Date of next meeting: 11 October 2019

*Elaine Lentell
Secretariat
September 2019*

Actions - University of Roehampton RSUTC02, 27 September 2019

Minute	Item	Action	Owner	Due
RSUTC04.2	Minutes	Remove any confidential items from the minutes to date and then forward them to the Union's Interim CEO for review before publication	Secretariat	Ongoing
RSUTC04.3	Review update on financial management and action plan	Update plan to reflect completed items	Union's Interim CEO	Ongoing
RSUTC04.5	Memorandum of Understanding	Bring a finalised version of the MOU to the next meeting of the RSUTC	Secretariat/ Head of Legal	11 October
RSUTC04.7	Appointment of New Trustees	Explore the options for recruiting a company secretary and update the committee at the next meeting		