

## Students' Union, University of Greenwich

### 7th meeting of Strategy and Finance Committee

Date Monday 15<sup>th</sup> February 11am – 12.30pm

Venue Large meeting room, 1<sup>st</sup> floor, Cooper Building

**Present:** Benson Adeeso, President; Dean Gilbert, VP Education; Dan Jones, VP Sports & Societies; Salam al Mosawi, VP Campaigns & Communications.

**Attending:** Jenny Greenfield, Chief Executive; Kadiatu Songu, Finance Manager;

Note: commercially sensitive information has been removed, indicated thus.

### Minutes

#### 7.1 Agree minutes from previous meeting

Minutes from previous meeting were agreed.

#### 7.2 Matters arising from last Strategy and Finance Committee meeting

No matters arising.

#### 7.3 Finance update

**December accounts:** the Finance Manager pointed out key variances in the December accounts. Shops were above budget, but bars were below budget. In total income was -£8k, against -£19k last year. Year to date figures are still positive, £40k against £14k last year.

There was some debate about the benefits of NUS and of NUSSL, particularly in the retail outlets. It was **agreed** that a summary of the benefits of NUS would be useful.

**Action:** CEO to produce this.

The CEO stated that the Retail and Bars Managers would be asked to look at the benefits of NUSSL. In addition the Retail Manager will be asked to do a formal cost comparison between the Village and the Engine Room and local outlets.

**Action:** CEO to arrange for NUSSL and price analyses to be actioned by the Bars and Retail Managers.

**Capital expenditure:** the CEO pointed out the proposed additions to the capital spend summary, including new equipment/decoration in the Engine Room, Le Cafe and Greenwich shop. The Greenwich items also include binding/laminating equipment, subject to the Retail Manager assessing the cost-benefits of this. It was **agreed** that the expenditure was reasonable and could go ahead.

**Action:** CEO to arrange the purchases ASAP, and supply an update at the next meeting.

\*\*\*\*\* This will be confirmed once the Website Working Group has approved suppliers, etc. It was agreed that the expenditure was reasonable and that the CEO should supply more information as it becomes available. The plan is for the website to be relaunched in April so expenditure will take place in March.

**Action:** CEO to supply information as necessary and obtain S&F go-ahead before purchases are made.

The Village Shop needs updated refrigerated units \*\*\*\*\*  
\*\*\*\*\* The CEO will ask her to obtain 2 more quotes and further details of different options to ensure that best value is obtained.

**Action:** CEO to progress this and supply an update on or before the next meeting.

There is currently approximately £8,400 of the capital expenditure budget unallocated. It was agreed that this should be reserved for potential expenditure on furniture for Sparrows should the refit be agreed by the UG.

**Representation budget:** it was noted that Sabbaticals expenses are £980 above budget year-to-date although the overall area is -£920 below budget. The CEO pointed out that variances could be a phasing issue and that there may be some mis-coding. It was **agreed** that more detail of the expenditure on each of the expenditure codes (except salaries) would be useful.

**Action:** CEO to progress this with the Finance Manager and send to Sabbaticals before the next meeting.

#### 7.4 Services update

The summary document was noted.

It was suggested that decking the courtyard at Bar Latitude would provide more space and be a safer surface, and that FM might be willing to fund this as part of the refurbishment work.

**Action:** CEO to talk to FM about this.

#### 7.5 Democracy and Governance working group

The summary document was noted.

VP Sports & Societies stated that Sports and Societies Representatives are being elected today.

#### 7.6 Website working group

The summary document was noted.

## 7.7 Policy issue: drugs

The summary document was noted and it was **agreed** that a clearer policy is needed.

It was **agreed** that in the meantime the Bars Manager should ensure that, if a student or customer is found in possession of drugs: they are asked to leave the premises; their details are taken; SU disciplinary procedures are followed; a 28-day ban is immediately implemented; the drugs are confiscated; the police are informed. It was also **agreed** that the Bars Manager should check with the police under what circumstances (eg class or amount of drugs) they would expect to be informed and what they suggest is done with any drugs seized.

**Action:** the CEO will discuss the above with the Bars Manager and arrange for a draft policy to be emailed to the S&F by mid March.

## 7.8 Telescope update

The VP Campaigns & Communications updated the meeting regarding progress made by the consultant. He stated that the previous designer, Chris Williams, has been asked to work on the Telescope again for a limited period to 'mentor' the new designers, under his management and that of the consultant.

**Action:** CEO to clarify Telescope dates and election dates, with the Activities and Welfare Manager.

## 7.9 UMSA update

The UMSA Partnership meeting was cancelled but the CEO stated that the Governance paper is being discussed before the Stakeholder Meeting on 11<sup>th</sup> March.

**Action:** Trustees to pass comments on the paper to the CEO or VP Services before the meeting.

## 7.10 Licence review update

The summary document was noted. The CEO stated that the Bars Manager and VP Sports & Societies, who were present at the residents' mediation meetings, agreed that suggesting an earlier closing time on a Thursday (11pm rather than midnight) would be a sensible move and could only benefit the SU, given the Licensing Team's strong suggestion that the SU is likely to lose at the hearing in March.

**Action:** CEO to progress this and inform the meeting as necessary.

## 7.11 iPhones

It was **agreed** that 3 iPhones should be purchased for the VP's Services, Campaigns & Communications, and Education to enable them to access Outlook emails.

**Action:** CEO to progress this.

#### **7.12 Health and Safety update**

The summary document was noted.

VP Education noted that he had attended the University Health and Safety Committee, which had asked the SU to look at a safety campaign following several fires in Halls of Residence. It was agreed that this is a good idea.

**Action:** VP Campaigns & Communications to follow this up.

#### **7.13 General update from CEO**

The summary document was noted.

#### **7.14 Any other business**

The CEO has been contacted by someone from Unison regarding SU support for a campaign against cutting nursery provision at Avery Hill. It was **agreed** that the CEO would pass on the details for the VP's Education and Campaigns & Communications, so that a meeting can be arranged.

**Action:** CEO