QMUL / QMSU MEMORANDUM OF AGREEMENT REVIEW PANEL
29 May 2019

DRAFT UNCONFIRMED MINUTES

Present:
Sarah Cowlis (Chair) Tom Longbottom
Ahmed Mahbub Mike Wojcik

In attendance:
Stephen Borthwick Kerry Johnson Nadine Lewycky
Brad Coales

Apologies:
Bushra Nasir

Part 1: Preliminary Items

1. Welcome

1.1 The Chair welcomed everyone to the meeting.

2. 20 March 2019 meeting

   • Minutes [RP20-01]

   2.1 The MoA Review Panel confirmed the minutes of the meeting held on 20 March 2019.

   • Actions [RP20-02]

   2.2 Action 5.1: Memorandum of Agreement

       [a] It was agreed that the Code of Practice would be signed at the July Council meeting. A meeting of the Review Panel would be scheduled for September 2019.

   Action 11.1[c]: Report from the CEO; Estates and Maintenance

       [b] Stephen Borthwick (Facilities Manager (Whitechapel and Charterhouse Square) was attending the meeting in place of Ian McManus to answer queries related to estates and maintenance. The Sticky Campus Board had expanded its student representation.

   MoA Review Panel membership

       [c] The Terms of Reference and membership would be discussed at the September meeting.

       [d] All other actions were covered as separate agenda items.
3. Declarations of interest

3.1 No declarations of interest were made.

4. BLSA Charity [RP20-03]

4.1 The Panel received an update on the BLSA charity (Barts and the London School of Medicine and Dentistry Students' Association, 271719). The President, BLSA, said that:

[a] The trustees were continuing to explore options for the future of the charity. The Charity was no longer submitting annual returns and they were still looking into the assets, though not expecting to be significant. It was not believed to be in breach of charity legislation and was no immediate risk to the University. However the reputational risk remained, linked to the constitution of the Charity, and pre-merger powers.

[b] It was agreed that the Chair, QMSU CEO and the BLSA President would meet over the summer to create an action plan and timeframe for concluding the matter. A report on progress would be given at the next meeting. It was agreed that a timely resolution was necessary.

Action: [b] BLSA President; QMSU CEO; Chair


5.1 [a] The QMSU President reported that students had raised concerns about the scheduling of graduation ceremonies where cohorts were split across more than one ceremony. This was due to space constraints in the People’s Palace as student numbers increased. Additionally, students were struggling to get timely responses to Graduation queries. The Chair agreed to meet with the Head of Events to discuss the issue and to gauge whether student volunteers could assist the Events Team during busy times. The QMSU and BLSA Presidents had been invited to sit on the Graduation Steering Group.

[b] The lack of student social space at Charterhouse Square had been raised with the SMD Space Management Committee and had been assigned to a Task and Finish Group. The Chair suggested that the QMSU President arrange to meet with the newly appointed Assistant Director (Campus services) to discuss further.

Actions: [a] Chair
[b] QMSU President


6.1 The Review Panel noted the QMSU briefing on the Democracy Review which had been presented to Council on 9 May 2019 and the relevant minute. The following points were noted in the discussion:
[a] The Democracy Review was a complex piece of work, and was taking longer to complete. The Panel agreed that it was necessary to commit to a timeframe, as Council and the Panel needed to see progress. The incoming Executive Officers had been briefed and would continue the work.

[b] Eligibility for positions on student Council were determined by campus, which was a proxy for programme. This did not detract from the issue that certain programmes were over-represented as a result of this anomaly. The review would seek to increase engagement from all parts of the student body.

[c] The outcome of the Democracy Review was intended to provide assurance that QMSU effectively, and equally, represented all students. A progress update would be given to Council in July.

**Actions:** [a], [b], [c] QMSU President and QMSU CEO

7. Report from the QMSU CEO [RP20-05]

7.1 The Panel received the QMSU CEO’s report. The QMSU CEO said that:

**External trustees**

[a] Nine candidates had been shortlisted for three external trustee positions on the QMSU Services board. The standard of application was high, and interviews would be held in June.

**Finances**

[b] The financial position was stable, and the year-to-date operating surplus for the Group was £118k, £24K better than budget. The QMSU five year plan aimed for an annual operating surplus of at least £100k.

[c] The University Block Grant to QMSU for 2019–20 included an increase to cover cost of living, pension contribution uplift, sports development and club sport funding, as well as liberations initiatives. As part of the conditions of funding, the Panel would consider the contents of the Block Grant letter at each meeting. The Panel would also receive a report on the five year plan on an annual basis.

**Internal audit**

[d] The internal audit would be delayed until September 2019 to allow the newly appointed Assistant Director (Commercial Services) to settle into his role. The Terms of Reference of the audit were provided to the Review Panel for information.

**QMSU Bye-laws**

[e] The proposed review of the QMSU bye-laws had been delayed by the longer than anticipated timeframe needed for the democracy review.

*University of London Institute in Paris*
A recent visit by members of QMSU to ULIP highlighted the gap in services available to students at overseas campuses. The QMSU report had made recommendations for improving the integration of Queen Mary students based in Paris. The largest challenge was the disparity in student support offered to student at our partner universities in China. The QMSU report on their visit to ULIP would be sent to the Chair and Bushra for information. The Panel would revisit support for students at overseas campuses at its next meeting.

Actions: [c] Secretary

[f] QMSU President; Secretary

8. Update on internal audit on commercial services [RP20-06]

8.1 The Review Panel noted the update on the Commercial Services internal audit, which included the draft Terms of Reference, project proposal, estimated costs and a summary of required documentation which had been presented as part of the QMSU CEO’s report.

9. Review of revised SLAs and other agreed arrangements [Oral report]

9.1 The Panel received an update from the QMSU CEO on the review of the revised SLAs and other agreed arrangements. It was noted that:

[a] There had been no significant alterations since the March meeting.

[b] Further information was required from the university to complete the appendix on student representation. The Chair would review the document and make the necessary updates.

Action: [b] Chair

10. Any other business [Oral report]

10.1 There was no other business to report.

Next Meeting Wednesday 25th September 2019 14.30 and so on with others.