### Actions from meeting of:

<table>
<thead>
<tr>
<th>Minute no.</th>
<th>Action</th>
<th>Person responsible</th>
<th>Progress</th>
<th>Reported to (meeting date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2[a]</td>
<td><strong>Actions arising from the meeting 29 May 2019 [RP21-02]</strong>&lt;br&gt;Action 2.2[a]: Code of Practice&lt;br&gt;The SU Code of Practice had not been signed at the July Council meeting as the QMSU President had sent apologies. The Code of Practice would be signed before the next Council meeting and reported to Council in the Chair’s update.</td>
<td>Secretary</td>
<td>This was signed by both parties in October.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>2.2[b]</td>
<td><strong>Actions arising from the meeting 29 May 2019 [RP21-02]</strong>&lt;br&gt;Action 5.1[a] Report on current QMSU issues&lt;br&gt;The Chair had an upcoming meeting with the Head of Events and would report back to the Panel on the issues relating to the scheduling of Graduation ceremonies.</td>
<td>Chair</td>
<td>An oral update will be provided at the meeting.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>2.2[c]</td>
<td><strong>Actions arising from the meeting 29 May 2019 [RP21-02]</strong>&lt;br&gt;Action 5.1[b] Report on current QMSU issues&lt;br&gt;Student space at Charterhouse Square would be added to the December agenda. The Head of Strategic Space Management would be invited to attend to address any concerns raised.</td>
<td>Secretary</td>
<td>This appears on the agenda under item 8.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>2.2[d]</td>
<td><strong>Actions arising from the meeting 29 May 2019 [RP21-02]</strong>&lt;br&gt;Action 7.1[f] University of London Institute in Paris&lt;br&gt;Dr Rosemary Clyne, Senior Lecturer in Biomedical Sciences and Academic Lead for International Student Experience, had written a response to the QMSU recommendations for improving the integration of Queen Mary students based at partner institutions abroad. The QMSU President would provide an update at the next meeting.</td>
<td>QMSU President</td>
<td>An oral update will be provided at the meeting.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>4.1[a]</td>
<td><strong>MoA Review Panel Terms of Reference [RP21-03]</strong></td>
<td>Assistant Registrar (Governance)</td>
<td>The Terms of Reference and membership have been updated and the new draft has been included under item 2.</td>
<td>28-01-2020</td>
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<tr>
<td>4.1[b]</td>
<td><strong>MoA Review Panel Terms of Reference [RP21-03]</strong></td>
<td>Chair</td>
<td>The briefing has been included under item 2.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>5.1[a]</td>
<td><strong>BLSA Charity [Oral report]</strong></td>
<td>Chair, QMSU CEO, BLSA President</td>
<td>An oral update will be provided at the meeting.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>6.1[d]</td>
<td><strong>Democracy Review update [Oral report]</strong></td>
<td>QMSU President</td>
<td>This appears on the agenda under item 5.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>7.1[b]</td>
<td><strong>Report on current QMSU issues [Oral report]</strong></td>
<td>Chair</td>
<td>An oral update will be provided at the meeting.</td>
<td>28-01-2020</td>
</tr>
<tr>
<td>9.1[b]</td>
<td><strong>Annual QMSU internal audit plan [Oral report]</strong></td>
<td>QMSU CEO</td>
<td>This appears on the agenda under item 7.</td>
<td>28-01-2020</td>
</tr>
</tbody>
</table>
The Panel was concerned that an audit plan had been agreed and then plans subsequently changed by Estates & Facilities. In the interests of transparency, the Panel requested further information on how decisions were made in relation to commercial spaces on campus, including information on student consultation, sustainability, and confirmation that robust systems and procedures were in place.

| 9.1[c] | **Annual QMSU internal audit plan [Oral report]**  
The QMSU CEO would liaise with the Finance Director regarding the above and would bring back recommendations to the Panel at a future meeting. | QMSU CEO | This appears on the agenda under item 7. | 28-01-2020 |

| 10.1[a] | **Review of revised SLAs and other agreed arrangements [RP21-05]**  
QMSU had updated the list of committees and other meetings at which there was student representation. The university would review the spreadsheet to ensure that all meetings had been captured. | Assistant Registrar (Governance); Chair | This document has been updated and included in the meeting papers. | 28-01-2020 |

| 10.1[c] | **Review of revised SLAs and other agreed arrangements [RP21-05]**  
The MoA included a list of SLAs that fell within its remit. The existing SLA documents would be circulated to Panel members for review. | Assistant Registrar (Governance) | These were circulated to the Chair and QMSU CEO. They are included with the meeting papers. | 28-01-2020 |
MEMORANDUM OF AGREEMENT
Review Panel
Terms of Reference

1. Context

1.1 A Memorandum of Agreement (MoA) is in place between:

- Queen Mary University of London (QMUL);
- Queen Mary, University of London Students’ Union (QMSU);
- QMSU Services Limited (QMSU Services), as the wholly owned subsidiary of QMSU.

1.2 The MoA reflects the Code of Practice (CoP) issued by QMUL under S22 of the Education Act 1994. It takes into account the principles of the guidance issued jointly by the Committee of University Chairs and the National Union of Students regarding the role of university governing bodies in relation to Students’ Unions.

1.3 The MoA provides a framework within which QMUL and QMSU can continue to develop their mutually supportive and beneficial relationship. The supporting documents include service level agreements on agreed areas where specific responsibilities are undertaken.

1.4 It has been agreed between QMUL and QMSU that there shall be a Review Panel (the RP) with responsibilities as set out below and which shall operate as set out below.

2. Responsibilities

The RP shall be responsible for:

2.1 reviewing and monitoring the operation of the MoA, COP, compliance by the parties of their respective obligations under it and all Service Level Agreements and other arrangements agreed under it;

2.2 the determination of unresolved long standing issues and disputes between the parties arising in relation to the MoA, COP, and any Service Level Agreements or any other arrangement agreed under it;

3. receiving reports as necessary from the Council of QMUL, the Board of Trustees of QMSU, and the Board of Directors of QMSU Services on matters related to the CoP and the operation of the MoA and Service Level Agreements;

3.1 initiating an annual review of the CoP and the MoA; and

3.2 making recommendations and reporting as appropriate to the Queen Mary Senior Executive (QMSE), the Council of QMUL, the Board of Trustees of QMSU, and the Board of Directors of QMSU Services.

4. Composition

4.1 The RP will comprise representatives from QMUL, QMSU and QMSU Services. As minimum, its membership shall comprise:

- A member of the Senior Executive Team, QMUL, or nominated deputy;
- The Chief Operating Officer, QMUL, or representative;
- An external member of the Council of QMUL (as nominated by the Chair of Council);
- The President, QMSU;
- The Vice-President (Barts and The London), QMSU;
- A external member of the Board of Trustees of QMSU or the Board of Directors of QMSU Services (as nominated by the Board of Trustees of QMSU);

Guide for members of Higher Education Governing Bodies, Supplementary guide regarding the role of university governing bodies in relation to Students’ Unions, March 2011.
3.2 Other members may be invited to join the RP. The appointment of new members to be agreed by the majority of existing RP members.

4.2 The Secretary to RP will be a member of staff from the Academic Registry and Council Secretariat or such person as the RP shall decide.

5. Meetings

5.1 The Chair, in conjunction with the Secretary, will decide the frequency and timing of meetings. The RP will meet at least twice a year (Autumn and Spring).

5.2 Members of the RP who are unable to attend meetings personally are expected to arrange for a representative to attend on their behalf.

5.3 By agreement, others may be invited to meetings of the RP and/or to contribute to its work.

5.4 A quorum for meeting will be 4 members, comprising at least two representatives from QMUL and at least two representatives from QMSU.

5.5 Wherever possible, an agenda and the papers for meeting will be distributed 5 working days prior to the meeting.

5.6 Where possible, the RP will act by consensus, but, if this is not possible, it will act by majority vote.

5.7 Minutes or another appropriate record of each meeting will be kept and circulated to all members as soon as practicable following the meeting.

6. Amendments

6.1 These terms of reference may be amended at any time by agreement between QMUL, QMSU and QMSU Services.

Approved September 2019
Hi Sarah,

I have had a look through the Education Act, the Code of Practice and the MoA ahead of this afternoon’s meeting. Here are the relevant paragraphs (for reference):

Education Act 1994 s22
The governing body of every establishment to which this Part applies shall take such steps as are reasonably practicable to secure that any students’ union for student at the establishment operates in a fair and democratic manner and is accountable for its finances.

Code of practice
4. It stipulates the means by which QMUL discharges its duties under the Act regarding the governance, management and administration of QMSU.

6. Council is committed to ensuring that QMSU is governed, management and administered in accordance with the principles of democracy and accountability. The principal controls which Council employs with regard to QMSU are:

(e) A Memorandum of Agreement, to be agreed between QMSU and QMUL, will provide a framework within which both parties can continue to develop a mutually supportive and beneficial relationship and the framework for the day to day management of the relationship detailing the rights and responsibilities of both parties. Such Memorandum of Agreement will include Service Level Agreements on areas of service delivery as agreed between QMUL and QMSU.

Memorandum of agreement
4 Governing principles
4.1 The Union acknowledges that the Council has a statutory duty under the Education Act 199 to take such steps as are reasonable practicable to ensure that the Union operates in a fair and democratic manner and is held accountable for its finances.

5 Responsibilities for implementing this Memorandum
Overall responsibility for the oversight and implementation of this Memorandum is as follows:
- on the part of QMUL, the Council, which has further delegated such authority to SET
- on the part of the Union, the Board of Trustees of the Union by delegated authority under the Union’s Articles of Association
- on the part of the Trading subsidiary, the board of directors of the company by delegated authority under the trading subsidiary’s articles of association

6. Review panel
It is agreed there shall be a review panel, which shall be responsible for the review and monitoring of the operation of this Memorandum including Service Level Agreements and other Agreed Arrangements. Such Review panel shall include representatives of QMUL and the Union and its current terms of reference as attached as Annex 4. Such terms of reference may be amended from time to time by agreement between the parties.

12 Monitoring and dispute resolution
12.2 The Review panel shall be responsible for monitoring compliance with this memorandum, the service level agreements and other agreed arrangements.
12.3 Any dispute arising in relation to this Memorandum, any service level agreement or any other agreed arrangement shall be determined by the review panel.

So the way I read this is that the MoA is the framework for the QMUL/QMSU day to day relationship and the review panel is to monitor its implementation.

I hope this is useful.

Best
Nadine

**Dr Nadine Lewycky**
**Assistant Registrar (Governance)**
Academic Registry and Council Secretariat
Queen Mary University of London
E20, Queens’ Building, Mile End Road, London, E1 4NS, UK
Tel: +44 (0)20 7882 3085
Email: n.lewycky@qmul.ac.uk
www.qmul.ac.uk