



TRINITY LABAN STUDENTS' UNION EXTRAORDINARY GENERAL MEETING

Monday 28th January 2024, 5.00pm – KCC Bar/Undercroft & Teams Conference Call

UNCONFIRMED MINUTES

TLSU Executive Team Present:

Fenella Lawrence, President of TLSU (Chair) [Remote]
George Lewis, Students' Union Support Administrator (Minute Taker) [*ineligible to vote*]
Keith Corprew, Brand and Communications Officer
Matilda Dawes, Welfare Officer
Lakeford Howieson, Music Officer

TLSU Sub-Team Representatives Present:

Nathan Stubbings, Sub-Team Representative
Rebecca Chandler, Sub-Team Representative

Other TLSU Members:

12 Trinity Laban Students [TLSU Members] (Some joining remotely)

TLSU Members Voting By Proxy:

13
6 – NS
3 – LC
3 – KC

Attendance Varied as the EGM progresses so voting number differ from point to point.

No.	Item	Action
1	Announcements	
1.1	Apologies for Absence: Nadia Harper No Apologies from Harry Charles in advance.	
2	Minutes and Matters Arising	
2.1	Minutes of the AGM held 28 th June 2023: Administrator has made amendments of 6.2 with a new 6.2.1 Majority approval vote	
2.2	Matters arising from previous meetings:	
3	Statement and Proposal from the Chair	



No.	Item	Action
3.1	<p>Presidents Statement</p> <p>President asked Administrator to explain the EGM and Voting Process.</p>	
3.2	<p>Salary Increase Proposal</p> <p>TLSU President addressing the current compensation, confirming it stands at £24,000 per annum. The President highlighted their participation in a 3% 3% pension scheme, based on a 35-hour workweek. However, the President has opted out of the pension scheme. It was mentioned that the President believes work can start earlier than advertised and extend beyond regular hours, potentially until 10 pm.</p> <p>Concerns were raised about the insufficient hours allocated in the contract to effectively fulfil the responsibilities, leading to the President working over 40 hours per week. The workload has resulted in the President foregoing regular lunch breaks. The President has already gained 200 hours of TOIL, and it was emphasised that there is a historical undervaluing of the Student Union (SU) from a Trinity Laban (TL) perspective.</p> <p>In light of these considerations, the TLSU President proposed a £26,000 increase to align with a TL Grade 4 band. It was suggested that the President should be paid directly by TL. The President noted that last year, they received a raise. Additionally, there was a proposal to increase working hours to 40 hours per week and to explore the possibility of the President becoming a formal member of staff.</p> <p>The President's suggestion to increase working hours to 40 per week.</p> <p>Implications of placing the TLSU President on the TL payroll, including potential additional costs and TL line management.</p> <p>Considering restrictions already imposed by TL, would placing the President on the TL payroll lead to further limitations?</p> <p>Members engaged in a discussion regarding the potential benefits and limitations of placing the TLSU President on Trinity Laban (TL) payroll. The focus was on understanding how this would align with a TL Grade 4 salary. The implications of capitation were explored in light of the reduced amount.</p>	
3.3	<p>Vote on Proposal</p> <p>Y – 12 N – 13</p> <p>Vote on TL Payroll</p> <p>Y – 21 N – 6</p> <p>Members voted to not pass the proposed salary increase but they did vote in favour to bring the TLSU President on to Trinity Laban Payroll.</p>	<p>Administrat or to inform BoG</p>
4	<p>Dance Classes</p>	



No.	Item	Action
4.1	<p>Proposal for changes to TLSU Dance Class Delivery</p> <p>A debate on whether TLSU should continue organising dance classes or removing the responsibility of this from the officer job description. Some dancers expressed feelings of exclusion, emphasising the importance of retaining classes for inclusivity. The suggestion was made to grant officers discretion in deciding whether to organize classes, with the rationale that it would ensure accountability within the SU.</p> <p>A discussion ensued regarding Dance Voice, highlighting challenges such as limited awareness and difficulties committing to classes outside of TL, particularly for international students. There were mentions of dancers, pro musicians who accompany their regular classes putting on additional sessions but the students not being informed. This can be discussed at a later date as it does not pertain to the TLSU dance classes but is an area for concern.</p> <p>Several statements were made, affirming that classes are considered a wonderful opportunity. Dancers expressed a preference for sharing classes with individuals from various years and alumni, raising the question of whether the position should be streamlined and more deeply integrated into the overall culture.</p> <p>Communication issues with students were acknowledged, and the Dance Faculty concurred on the need for improvement. KC was noted to have addressed concerns related to individuals coming to teach.</p>	
4.2	<p>Vote on if TLSU will continue to supply Dance Classes</p> <p>Y – 17</p> <p>N – 8</p> <p>O – 1</p> <p>Members voted in favour to keep the dance class requirement in the job description for Dance Officers/Sub-Team.</p>	
5	Constitutional Amendments	
5.1	<p>Presented changes to Officers of the TLSU. 3 options were given, 1 to change to a proposal slimming the executive team and sub team, 1 to split the dance officer position in half and 1 to keep the same.</p>	
5.2	<p>Amendments proposed: Section 6.1 to be altered, introducing a new addition to Section 6.4. Sub-teams to consist of three selected applicants. A voluntary basis for aiding TLSU is mentioned, with the addition of receiving a discretionary honorarium of up to £150 per ton. This defines the compensation for sub-team reps, providing clarity compared to the current open-ended system. Additionally, there is a proposal to remove Section 6.5 and 6.5 point one, which currently limits sub-team representatives to a maximum of two years in the Union.</p> <p>Discussion took place with concerns regarding the removal of terms in office.</p>	



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5.3	Presented grammatical changes	
5.4	<p>In Section 13, there are proposed amendments related to constitutional changes and votes of confidence. A new addition, Section 13.4.1, addresses anonymity in cases of no-confidence votes stemming from complaints under Appendix 3. It mandates disclosure of the complaint's subject matter and decision without revealing details that could identify the complainant, ensuring student anonymity when raising concerns against union members. Additionally, Sections 13.6 and 13.7 empower the Trinity Laban Registrar to require immediate role vacating: Section 13.6 in cases where a student disciplinary complaint is upheld, and Section 13.7 if a TLSU President or officer is arrested for specified crimes, with a return to the position at the discretion of the registrar.</p> <p>Discussion concerning GDPR took place, students desire for additional accountability if members of TLSU break confidentiality.</p>	
5.5	Presented grammatical and wording changes to reflect the anonymity.	
5.6	<p>Presented proposed change to 1.2 to allow a unanimous vote to have some fill the position if it no one applied.</p> <p>Changes to the voting system were explained.</p> <p>Concerns were raised regarding 1.2 and the prospect of undemocratic filling of positions. A timeline would need to be added to ensure the position is not filled forever. Their was a mindset there needs to be enough officers to get through Freshers.</p>	
5.7	<p>Presented changes to 2.1 and 2.7. Where the entire team would select the Sub-Team and a similar clause concerning filling a position via unanimous vote as seen in 1.2.</p> <p>Discussion took place concerning who should select Sub-Team</p>	
5.8	<p>President the addition of Section 4 Eligibility. A discussion took place concerning sponsoring visas and if TL can sponsor if they moved over to TL Payroll.</p> <p>Large debate took place concerning 4.2 regarding deferrals. Members were concerned about GDPR breaches, how it would be determined if they are able to be on the Union or not and if it is a good idea to base off of deferrals. Members did not respond positively to this.</p> <p>A discussion took place to rephrase that the candidates speak with the Assistant Registrar concerning the needs and requirements to fulfil if they were successful.</p>	
5.9	An amendment was proposed to the Presidents job description in Appendix I confirming that the president should not work behind the bar except in exceptional circumstances and this will be paid at the same rate as the bar staff.	
5.10	<p>Discussion took place concerning the proposed officer changes in Appendix I.</p> <p>Clarification was provided, particularly on the terms such as Secretary and Quartermaster. Members concerns were voiced regarding the suggested removal of the Welfare Officer, with members expressing doubt about the feasibility of providing welfare training to all officers given budget constraints. The rationale behind the roles of Secretary and Quartermaster was addressed to shed light on their significance within the proposed changes. While the idea of downsizing the Union was acknowledged as a</p>	



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	<p>forward-thinking approach, some members suggested that the current timing might not be ideal.</p> <p>A member suggested splitting the dance officer position in half, contingent on the acceptance of option 2. At the end of the discussion a motion was introduced to add a 4th option, aiming to hybridise the first option while retaining the Welfare Officer. This motion reflects a desire to strike a balance between streamlining the organization and maintaining essential roles. A member suggested that the secretary and quartermaster be split between two individuals with a split honorarium to ease the workload. It was also confirmed that the Secretary would be the second voice on the Trinity Laban Board of Governors.</p>	
5.11	<p>Proposals were given pertaining to how the Sub-Team should be structured in Option 1 (Should it pass the vote) seen in Appendix I. Debate took place concerning the level of work required from the new Sub-Team positions and it was noted Sub-Team members can nominate others to sit on meetings on their behalf should they not be available. Members seemed to support this move but motioned that the Dace Sub-Team position but split in two to ease the workload for students from the dance faculty and make the position more appealing.</p>	
5.12	<p>Changes to Appendix I – 4 were discussed, specifically regarding employed staff members, in this case, the SU Support Administrator. The proposal involved removing the staff member's suggested job description from the constitution, aligning it with the job pack description provided by their employer, Trinity Laban.</p> <p>Instead of the detailed job pack, members were presented with a redacted copy of the job pack, accessible through a link in the constitution. Questions arose regarding the redacted information, with one member seeking clarification on the exclusion of salary details. In response, it was clarified that the job pack doesn't reveal the SU's contribution to the individual's yearly compensation but provides the total compensation for the role. Members were informed that any inquiries about the SU's contribution could be addressed via email to TL Finance.</p>	
5.13	<p>Members focused on the current £300 annual compensation for Union Societies, discussing a proposed change in Appendix II 2.5 Support. This change suggested a less accessible funding model, requiring societies to seek permission from a larger fund. Members debated the allocation of funds to societies and the practicalities of the new system without reaching a consensus. Ultimately, a decision was made to vote on whether further consideration is needed, with the proposal to be revisited and refined for presentation at the June Annual General Meeting (AGM).</p>	
5.14	<p>Members were presented with changes to Appendix III – Complaints. Small grammatical changes to include the anonymity information as discussed earlier concerning the complaint.</p>	
5.15	<p>Vote on proposed changes</p> <p>Members proceeded to vote on the proposed changes.</p> <p>Section 5</p> <p>Members voted on structure 1 as a baseline to add amendments to. With 14 for, 4 against and 2 abstained.</p>	



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	<p>Members then voted on Option 1 as it is or with the proposed amendments. With 8 for , 8 against and 4 abstaining. Due to the tie, members agreed to vote on individual changes.</p> <p>Members voted on the addition of Welfare Officer with 11 for, 8 against and 1 abstained.</p> <p>Members voted on splitting Secretary and Quartermaster in half with a split honorarium. 2 for and 18 against.</p> <p>Members voted on splitting the Dance Sub-Team representative with split honorarium to UG and PG Representatives. With 15 for, 5 against.</p> <p>Members voted on additional an additional Sub-Tea representative should there be a large number of applicants for additional support. 2 voted for with 18 against.</p> <p>Members voted on section 5.11 on carrying out eligibility checks on The President and Officers with 19 for and 1 against.</p> <p>Section 6</p> <p>Members voted on section 6.1 and 6.4 specifying changes to the number of sub-team representatives and specifying honorarium of up to £150. This was a unanimous vote of 20.</p> <p>Members voted on section 6.5 and 6.5.1 on removing the ruling that sub-team representatives can only be on the team 2 years. 8 voted for with 12 against.</p> <p>Section 11</p> <p>Members voted on grammatical changes to section 11.5. 20 for and 0 against.</p> <p>Section 13</p> <p>1 Member had left by this point so the total vote decreased to 19.</p> <p>Members voted on the addition of 13.4.1 concerning anonymity in votes of no confidence. With 19 for and 0 against.</p> <p>Members voted on the addition of 13.6 concerning student disciplinaries being upheld and vacating positions. With 19 for and 0 against.</p> <p>Members voted on the addition of 13.7 concerning executives and non-executives being arrested and temporarily vacating positions. With 17 for and 2 against.</p> <p>Section 15</p> <p>Members voting on the grammatical changes to reflect the outcome of section 13. With 19 in favour and 0 against.</p> <p>Schedule I Part 1</p> <p>Members voted on 1.2 where the executive team would cast a unanimous vote to fill the position for freshers and by-election for an elected replacement after the October performance week. With 12 in favour and 7 opposed.</p> <p>Members voted on 1.8 to switch to single transferable voting with a quorum of 60% to win positions. 19 in favour with 0 opposed.</p> <p>Schedule I Part 2</p>	



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	<p>Members voted on 2.1 where the entire executive team would be responsible for recruitment of Sub-Team representatives. With 19 for and 0 against.</p> <p>Members voted on 2.7 where the executive team would cast a unanimous vote to fill the position for freshers and reopening applications to replace after the October performance week. With 12 in favour and 7 opposed.</p> <p>Schedule I Part 4</p> <p>Members voted on 4.1 concerning running employment checks on the Presidential candidates including not sponsoring Visas. With 18 for and 1 against. It was noted this might alter depending on if the President would be on TL Payroll or not. A discussion took place concerning if it was discovered that an application did not have the legal right to be in the UK if the TLSU has an obligation to inform the Home Office of this.</p> <p>Members voted on 4.2 concerning deferrals and the Registrar determining on a case by case basis eligibility for nomination. With 5 for and 14 against.</p> <p>Members voted on an amendment to 4.2 regarding all nominees discussing their needs and support requirements with the Assistant Registrar of Quality and Governance prior to submitting a nomination form. With 13 for and 6 against.</p> <p>Members voted on 4.3 with the request to divide this in two. The first vote would be 4.3 with already upheld student complaints where 19 were for and 0 against. Members then added to this by voting on if ongoing disciplinary investigations should be taken into consideration with 18 for and 1 against.</p> <p>Appendix I – 1 – The President</p> <p>Members voting on the changes to the president’s job description. With 19 in favour and 0 opposed.</p> <p>Appendix I – 2 – Officers</p> <p>The SU Administrator took a vote to confirm that they are able to alter the constitution to add the split to the relevant positions. With 19 for and 0 against.</p> <p>Members voted on the updated officer job descriptions, where the Welfare Officer wording is not confirmed but will be a blend on the new roles and old. With 14 for, 0 against and 5 abstained.</p> <p>Appendix I – 3 – Sub-Team Representatives</p> <p>Members voted on the updated Sub-Team representative job description with split dance position. With 14 for, 0 against and 5 abstained.</p> <p>Appendix I – 4 – Employed Staff Members</p> <p>Members voted on the removal of the job description of SU Support Administrator in turn for a redacted copy of their Trinity Laban Job Pack with 14 for and 5 against.</p> <p>Appendix II – 2.5 – Support</p> <p>Members voted unanimously that the society funding amendments will be revisited at the summer AGM.</p> <p>Appendix III – Complaints</p> <p>Members voted on the grammatical and wording changes to appendix II to reflect the anonymity vote already passed in 13.4.1 with 19 for and 0 against.</p>	



No.	Item	Action
6	TLSU President Contract	
6.1	Members were presented with changes to section 6 in the Presidents contact, specifically 6.2 where 6.2.1 was added in response to an action point from the AGM specifying events and key dates where the President cannot take time off of work.	
6.2	Vote on proposed changes Members voted on the addition of 6.2.1 to the Presidents contract with 19 in favour and 0 against.	
7	Any Other Business	
7.1	There was no additional business to discuss.	