

**Minutes of the meeting of the South Bank University Enterprises Ltd Board  
held at 3.00 pm on Tuesday, 30 January 2018  
DCG-07 - Clarence Centre for Enterprise and Innovation**

**Present**

Paul Ivey (Chair)  
Michael Cutbill  
Mandy Eddolls  
Gurpreet Jagpal

**Apologies**

Richard Flatman

**In attendance**

Joe Kelly  
Michael Broadway  
Rebecca Warren  
Natalie Ferer

**1. Welcome and apologies**

The Chair welcomed members to the meeting. The above apologies were noted.

**2. Declarations of interest**

No member declared any conflict of interest in any item on the agenda.

**3. Minutes of the previous meeting**

The Board approved the minutes of the meetings held on:

- 10 October 2017, subject to the following amendment:
  - item 10: the board agreed it had approved the SBUEL Change proposal.
- 7 November 2017

**4. Matters arising**

The Board noted that item 5 (7 November 2017) had been completed satisfactorily.

The Board noted that a business case for a CPD business run through the company was being developed. An update would be provided to the next meeting.

The CEO updated the Board on the Bahrain JV. A soft launch of the business was planned for April 2018 with the formal launch planned for September 2018. The Board noted that an exit strategy had been developed. The Board approved the directors of the Bahrain JV company as:

- Prof. Paul Ivey
- Mr. Gurpreet Jagpal
- Ms. Linsey Cole

**5. CEO Report**

The Board noted the CEO report.

The Board noted that SBUEL / LSBU had been successful in winning five projects from the Mayor of London's office with the possibility of a further two. The CEO confirmed that the recent changes to SBUEL staffing has given the company the capacity to manage these projects.

**6. Management accounts**

The Board noted the revised management accounts to 31 December 2017 which were tabled at the meeting.

The Board noted that clarity on the role of the Company is required from LSBU.

**7. Tenant Monitoring and Evaluation project progress**

The Board approved the Tenant Monitoring and Evaluation policy.

Then Board noted the policy would enhance consistency and transparency in rentals management.

**8. Risk register**

The Board noted the risk register.

**9. Debtors report**

The Board noted the Debtors report.

The Board noted that a number of tenants were significantly in arrears and requested that LSBU credit control provide a report with a view to improving the situation.

**10. Any other business**

The Board noted the SBUEL staffing report.

The Board noted its intention to make SBUEL employment terms and conditions more distinctive from those of LSB and more suitable to driving a commercial culture.

The Board requested an update on the employment agency at the next meeting

**Date of next meeting  
3.00 pm, on Tuesday, 24 April 2018**

**Confirmed as a true record**

..... (Chair)