



Trustee Board Meeting

Monday 3rd July 2023

Hybrid Meeting (Business School/ Online), 16:00 – 18:00

Present

Robert Smeath, External Trustee **(RS)** **(Chair)**
 Acacia Matthews, Guild President **(President)**
 Vanessa Chigariro, Education Officer **(EO)**
 Florence Craddock, Sports Officer **(SO)**
 Tinajie (Alice) Liu, International Officer **(IO)**
 Reeve Isaacs-Smith, Welfare & Community Officer **(WCO)**
 Isobel Lawson, Activities & Employability Officer **(AEO)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**
 Ian Pain, External Trustee **(IP)**
 Johnny Davis, External Trustee **(JD)**
 Mitali Gohel, External Trustee **(MG)** (Online via Zoom)
 Kantai Melau, International Student Trustee **(KM)**
 Serabi Opiyo, BAME Student Trustee **(SEO)**
 Akram Nazir, Undergraduate Student Trustee **(AN)** (Online via Zoom)
 Yinbo Yu, External Trustee **(YY)** (Online via Zoom)
 Alicia Wickert, Student Trustee **(AW)** (Online via Zoom)

In attendance

Jo Thomas, Chief Executive **(JT)**
 Nick Bailey, Director of Finance & Systems **(NB)**
 James Lindsay, Director of Community & Representation **(JL)**
 Adam Sheridan, Director of Engagement **(AS)**
 Emily Badger, Director of Operations **(EB)**
 Amira Campbell, Guild President Elect **(AC)**
 Joe Hill, Education Officer Elect **(JH)**
 Cat Hardiman, Sports Officer Elect **(CH)**
 Dean Turner, Welfare & Community Officer Elect **(DT)**
 Harry Brooks, Activities & Employability Officer **(HB)**
 Veena King, Head of Governance at Kent SU **(VK)** (Agenda Item 1 only)
 Mandeep Kooner, Complaints & Incidents Coordinator **(MK)** (note taker)

Apologies

Emma Wedge, External Trustee **(EW)**
 Erica Conway, University Representative Trustee **(EC)**

The Chair welcomed all attendees and the meeting began at 4.00pm

The Chair thanked everyone for attending the Trustee Board Away Day which took place immediately prior to the Board meeting. The Chair noted they found the day very helpful, thanked everyone who had organised and prepared for the day alongside everyone's contributions.

3	Matters Arising	<p>The Chair presented the Trustee Board Action Tracker, for the Board's information.</p> <p>The Board agreed that the Action Tracker will be reviewed again in September 2023. SJ to update.</p> <p>CEO noted the Bye-Laws review following the Democracy update. It was noted the Chair and President had approved the Byelaw amendments which had been taken following the May meeting, which have now been approved by University Council.</p> <p>The Trustee Board noted the Trustee Board Action Tracker.</p>	<p>Noted</p> <p>SJ</p> <p>Noted</p> <p>Noted</p>
4	Finance Committee Minutes (01.06.23)	<p>The SO presented the Finance Committee Minutes, dated 1st June 2023, for the Board's Approval.</p> <p>It was noted that a number of the items were due to be presented later in the meeting. AM highlighted the following items for possible discussion later in the meeting:</p> <ul style="list-style-type: none"> • Plant-based Guild / Vegan options, if possible. • Commercial Interest update. <p>RS noted the Management Accounts regarding current Venues operations challenges.</p> <p>The Board approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Approved</p>
5	HR Committee Minutes (22.06.23)	<p>The WCO presented the HR Committee Minutes, dated 22nd June 2023, for the Committee's Approval.</p> <p>WCO (declared conflict of interest) updated the Board and advised that in relation to the Pay and Benefits Review a further meeting is planned during the Summer. It was also noted that the Staff Handbooks will be refreshed to offer a consistent experience.</p> <p>The Board approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Noted</p> <p>Approved</p>
6	Audit & Risk Committee Minutes (25.05.23)	<p>The EO presented the Audit & Risk Committee Minutes, dated the 25th May 2023, for the Board's Approval.</p> <p>The Board approved the minutes as an accurate record of the meeting.</p>	<p>Noted</p> <p>Approved</p>
7	External Memberships Task & Finish Group	<p>SEO & AS presented the External Memberships Task & Finish Group report, for the Board's Approval.</p> <p>AS noted that following the decision of the Board, an External Membership Task and Finish Group was established, chaired by a Student Trustee and including student representation. The group had</p>	<p>Noted</p>

	undertaken work to review the External Membership categories and processes for approval.	Noted
	RS thanked those involved on a great piece of work which had been undertaken in short time and could see a lot of work was undertaken.	Noted
	Members of the Board positively received the report and thanked those who contributed.	Noted
	The PGO stated it was good report and list of recommendations, and that it was positive to see that the Guild was meeting best practice under the Equality Act on disabilities.	Noted
	The EO requested if there would be one recommendation for each external membership group or multiple and in terms of KPIs, we are trying to give students the full 'UoB experience'.	Noted
	JD asked if this changed the position on fees. DT stated it was positive to hear the work that had been undertaken and noted we are directing people to the access external memberships going forward. DT asked for clarification on the term 'coaches' used within the report.	Noted
	AS stated that students would pay for their own DBS's, but no fees were required and further stated that students' memberships expire after graduation when they are requested to reapply for the next academic year.	Noted
	The IO enquired if students continue to be a member of student groups after graduating.	Noted
	The WCO stated that the Guild would need a new policy to cover external memberships. AS to review.	AS
	AN noted the report was good and asked how the work will be communicated with students and noted this could be a possible risk due to students either graduating and left to go home or gone home for the summer.	Noted
	AS discussed how operational controls around the collection of data and how this will be protected, used and stored. It was noted that the management of data could become unmanageable and the Guild will need to plan for this.	Noted
	SEO advised that currently it costs £14 to obtain a DBS and that the recommendation is that external members will also need one recommendation from a current student.	Noted
	SEO stated the term coaches are an example of external support to a society such as a yoga teacher or a first aider.	Noted
	SEO advised that the Guild has considered collaboration with other Students' Unions but possible disciplinary action would be difficult and therefore this would not be an option.	Noted

		<p>RS asked for clarification on the tenure of the membership. AS advised this would be from the 1st August to 31st July.</p> <p>The President stated that the cost of DBS would not impact External Members as this category do not receive services and benefits from the Guild such as Guild Advice.</p> <p>AS and JT shared that the Guild have reviewed other Students' Unions to understand what they have in place. AS shared that King's College SU had an agreement with other Colleges where they pay for the External Membership benefits.</p> <p>AS advised that students can hold membership until they graduate and then will need to apply for External Membership and apply via the AGM to join a committee / society.</p> <p>AM supported AN comment regarding communicating information students sensitively, quickly and mindfully.</p> <p>JT advised that constructive communications will be shared with the current and incoming Officer Team.</p> <p>RS thanked all of those involved, stating that the discussion was an important time to reflect to ensure this matter can be avoided in the future.</p> <p>RS requested that an update is presented at the next Trustee Board Meeting. AS to review.</p> <p>The Board approved the External Memberships Task & Finish Group Report.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>AS</p> <p>Approved</p>
8	Strategic Update & Operating Plan 2023/24	<p>EB presented the Strategic Update & Operating Plan 2023/24 for the Board's Approval.</p> <p>EB noted that the Guild's Operating Plan has been updated to reflect key strategic activity and priorities for delivery within the next academic year - Year 2 of strategic delivery and Year 2 KPTs have also been added.</p> <p>The WCO referred to Item 8 Appendix 2 query the Elections / Bye Elections data. JL to action.</p> <p>EO noted that within AIM 2 representation data is the lowest KPI. EO further noted that the NSS is due to be published in August 2023 and that this could present a challenge. EO suggested that further work regarding the profile of Academic Week 2023-34 should be undertaken.</p> <p>PGO requested that he would like to see improvements in AIM 2- Representation 'and that there was an opportunity to align this more with the Officers area of expertise.</p>	<p>Noted</p> <p>Noted</p> <p>JL</p> <p>Noted</p> <p>Noted</p>

		<p>WCO raised a point regarding fixed term contract posts (within Student Voice) and whether this could have been completed sooner. JT noted that the fixed term post had been agreed in December 2022.</p> <p>JL agreed the EO and PGO had supported well with AIM 2- representation and that the task now is to build a team, with a set of ambitious targets for the Rep team and ensure we have ambassadors at the Guild, joining up Rep roles within the Officers Work.</p> <p>JL further stated that the University are receptive to working with the Guild colleagues to promote our work. JL confirmed that they are leading an Action Group, with an ambitious plan to promote the work of Officers and Reps to help support students.</p> <p>WCO requested an update for the September Board meeting and JL asked if an update could be presented in January 2024. RS stated that feedback and an update for the September Board meeting would be helpful. JL to review.</p> <p>The Board approved the Strategic Update & Operating Plan 2023/24.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>JL</p> <p>Approved</p>
9	Compact Report	<p>JT & NB presented the Compact Report for the Boards approval.</p> <p>JT noted a Budget Meeting had taken place to discuss the next year budget and long-term financial picture in an arrangement known as the Compact meeting. The meeting was held in February 2022 to review the position for Year 1 and the look forward to Year 2. The attached paper had been prepared for University SPRC setting out the arrangements for the Compact moving forward.</p> <p>RS noted an inflation increase linked to student growth at UoB, which should be included in discussions moving forward. RS noted that the Compact Process is considerably better than previous years and it is important to set out a framework with UoB.</p> <p>The Board approved the recommendations within Compact Cover Report.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Approved</p>
10	Management Accounts (May 2023)	<p>NB presented the May 2023 Management Accounts for the Board's approval.</p> <p>NB noted that a net income of £406.3k with a minor positive variance of £7.4k compared to Forecast 2. NB noted that the Accounts reported a similar position to previous reports for most of the year, with a negative variance in Venues offset by savings across the organisation, although larger variances were noted for the month of May.</p> <p>NB reported that the position for June accounts is following the current trend. NB noted that there was a total cash position of £4.4m at the end of May, further noting a receipt of £931k payment on the last day of the month, for the Quarter 4 block grant.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>

		the Guild, wishing the incoming Officer Team all the best for their time in office.	Noted
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The Chair closed the meeting at 18:25.

**Date of Next Meeting: Monday 11th September 2023, 18:00 – 20:00, Mandela Room
(Guild of Students)**