

UCB Guild Trustee Board

8th December 2021, 10am

Location: Moss House Board Room

Members: Officer Trustee, Alice Young (AY); Officer Trustee, Blessing Osasogie (BO); Student Trustee, Ashlea-Jayne Mallett (AJM); External Trustee, Lorraine Teague (LT); External Trustee, Andy Parsons (AP) [Chair], External Trustee, Natalie Jordan (NJ); Student Trustee, Killoran Wills (KW), Student Trustee, Bubacarr Kanyi (BK).

In Attendance: Guild Manager, Sarah Kerton (SK); Membership Services Manager, Cassie O’Boyle (COB)

Apologies: N/A

Item	Title
1	<p>SK introduced a workshop to the group to talk about the Guild’s mission, vision, and values.</p> <p>BO noted that the executive office role was one of the most interesting discussions the group had. The discussion was around how the Officers interact and support with other student leaders. KW fed back that her reflection on the mission was that saying “lives better” implies they are not already good.</p> <p>COB fed back that the idea of culture and developing it from the student groups that already exist was important. BK highlighted the need to develop community with lecturers, staff, students, and the Guild. LT fed back the model of operation for officers needed some work and that we would need to work on how the officer priorities fit in with the strategic vision of the Guild. AY said the need to set the foundations and helping to navigate who the next student leaders are was a vital part of the societies.</p>
2.1	AP introduced the meeting. There were no apologies received.
2.2	LT declared a conflict of interest in relation to her role on the Universities board.
2.3	The board received the action log, there was no additional business to discuss that wasn’t included within the papers.
2.4	<p>LT flagged the subcommittee vacancies, the board noted that these were complete but that a review of the terms of reference should be bought for the February board.</p> <p><u>Action/Decision:</u> SK to review the subcommittee structure to report in Feb 2022.</p> <p><u>Action/Decision:</u> The minutes of the previous meeting were approved.</p>

3.1	<p>AY and BO presented the Executive Team Report. AY noted that some of the key areas of development the Officers had were around community building, the officer team relationship, delivering Reclaim the Night and living our values.</p> <p>BO noted that community building in the space has been more difficult than their initial expectations and some of this related to being in the space and being able to successfully deliver to their commitments. AY noted the difficult balance between university spaces and meetings and being present and engaged in the team. AY noted a struggle she was having in Reclaim the Night and being able to find students to support and engage in the project.</p> <p>AP asked about the lessons the Officers have learnt around building community and what learning they will take forward. The Officers noted the struggle with prioritising community building as part of their roles but now recognise this is a cornerstone to their own success and moving forward they want to ensure this is a priority for the team.</p> <p>BO provided her reflection around ensuring that we take time to reflect and understand if a goal is achievable before it is committed.</p> <p>In terms of the positives, BO noted the success of the course rep recruitment programme in recruiting over 200 reps. In terms of Afro-Caribbean Society, BO congratulated Leilani, Diversity Officer, in the work she has done to get the society up and running. AY provided an update on the Anti-Spiking networking that UCB Guild had hosted and how this links to her work around harassment and sexual violence.</p> <p>In terms of the Guild Space, BO noted the high engagement from FE students and thanked Leilani on her community development in the space.</p> <p>The board discussed the potential to change the strategic view of the spaces of having two separate rooms for FE and HE and whether we should move to having a bookable space and a common room. SK noted that as long as we had the right safeguarding measures in place, we should be able to do this.</p> <p>AY noted the great work Jay from Queer Society had done in delivering a UCB CPD session.</p>
4.1	<p>The board received the Director's report. SK presented the reporting dashboard and noted the work being done for the NSS survey in order to deliver an increase in Q26. SK provided an overview of the RAG audit related to the annual plan.</p>

	<p>The board discussed the success in developing our data analysis and insight within the Guild. LT asked about GDPR and SK noted that our privacy notice and processes were up to date.</p>
4.2	<p>The board received and approved the election bye-laws. SK noted most of the changes are in relation to changes over at NUS.</p> <p><u>Decision/Action:</u> The board approved NUS (Peter Robertson) as the Returning Officer.</p> <p><u>Decision/Action:</u> The board approved amendments to the Election Bye-Laws.</p>
4.3	<p>The board received the proposal for the need to get some strategy facilitation support. The proposal requested £10K to be used for strategic vision facilitation.</p> <p>LT asked how we had come to the budget of £10K, SK noted she had scoped out this work with some people in industry.</p> <p>LT also asked if we thought we had enough funding for contingency if we did remove some of this funding for the strategy work.</p> <p>AP flagged he believed this was something we could deliver internally and that it would take away funding from segmentation which is a future priority of the Guild.</p> <p>The board noted that SK was capable and able to deliver this work but that her workload would make it more difficult to deliver. AJM noted the need to be able to work and operate as an organisation without the management that we have and providing SK with the opportunity to think about this moving forward to enable her to step away and lead on the strategic work.</p> <p><u>Action/Decision:</u> Strategy Working Group to consider developing a future pitch for student segmentation</p> <p><u>Action/Decision:</u> SK to work out the changes that would need to be in place if SK was to work on the strategy as opposed to be an external.</p>
5.1	<p>The Guild received the progression framework. SK noted this was a piece of work that HR subcommittee had been working on for some time. This included the team values and the high-performance behaviours as well as the progression framework itself.</p> <p>The progression framework in theory will cover the first day in the job right through to retirement in theory, these different levels are covered by different categories including knowledge, communication and leadership, delivery, and development etc. This work is aiming to give all staff an idea of their current level within the Guild and getting them to</p>

	<p>think about what the next steps might be. This work also related to understanding the level we should recruit at.</p> <p>LT noted she felt this would contribute to the positive view of the Guild in terms of being somewhere great to work. AY noted this would also provide us with an opportunity to ensure we know where all our staff are at in terms of their development.</p> <p>The board discussed the progression framework and the pros and cons of implementing it. AP suggested that we test out the implementation and review this in the future. The board thanked SK for her work on this.</p> <p><u>Action/Decision:</u> The board approved the progression framework for implementation.</p> <p>The board agreed to review this in 12 months.</p>
5.2	<p>SK Presented the team’s Values and High-Performance Behaviours. The team identified the need to include something around diversity and inclusion within the team values. AP noted the importance of using them and including them within our day-to-day work as an organisation.</p>
6.1	<p>The board received a finance update from AP.</p> <p>AP noted the increase in society income as a success and a proxy measure of student engagement. SK highlighted that some of the funding was stacked at the beginning of the year.</p> <p>The board noted the risk related to not receiving an increase in funding from UCB.</p>
6.2	<p>The board received the update from HR subcommittee from LT.</p>
7.1	<p>The board congratulated Ash for her hard work as a Trustee on the board and thanked her.</p> <p>LT asked for the risk register to be brought to the board for review.</p> <p><u>Action/Decision:</u> LT, AY and AP agreed to look-into board evaluation.</p> <p><u>Action/Decision:</u> Bring Risk Register to next Board Meeting for annual review</p>