

UCB Guild Trustee Board

9th June 2021, 11am

Location: Teams

Members: Officer Trustee, Alice Young (AY); Officer Trustee, Alpha Jallow (AJ); Student Trustee, Paula Couto (PC); Student Trustee, Ashlea-Jayne Mallett (AJM); External Trustee, Lorraine Teague (LT); External Trustee, Andy Parsons (AP) [Chair]

In Attendance: Guild Manager, Sarah Kerton (SK); Representation and Advocacy Coordinator, Cassie O'Boyle (COB), Incoming Officer Trustee, Blessing Osasogie (BO)

Apologies:

Item	Title
1.1	No apologies were received, and the meeting was noted as quorate.
1.2	No conflicts of interest were declared.
1.3	<p>The board noted the action log.</p> <p>LT noted that an update to the University board was well received.</p> <p>SK noted that our kickstart roles were in progress and we know that people have since been referred from the job centre. The deadline for applications is the end of June with an expectation that they will be on post for 1st August.</p> <p>SK updated on trustee recruitment, the Officers and SK had now shortlisted the applicants.</p> <p>AY noted that the discussion related to kickstart student payments was ongoing and her and AJ plan to discuss this further with Joe Young.</p>
1.4	Action/Decision: The minutes of the previous meeting were approved.
1.5	Matters arising were covered in discussion above.
2.1	<p>AY presented the Officer update.</p> <p>The Officers asked the board on their view related to activity-based societies. SK noted the Officer discussion had been related to equity and engagement and the student profile of students who take on leadership roles with societies.</p> <p>PC noted that the support and logistics was already in place for societies to be up and running but this is still resource intensive.</p> <p>The Officers asked what the strategic priority of the board was in this area and how they could increase engagement with student activities.</p> <p>AY noted that part of this discussion related to a positive culture of inclusion.</p>

	<p>AJ asked if it was possible to offer a system where students can run events and activities before running a society.</p> <p>AP suggested we made sure there were different modes to deliver student activities and we spent time understanding the characteristics related to different modes. The board agreed that this should include societies but could also include supporting students to deliver event and activities, community organising with our new Kickstarter roles and providing engagement opportunities to develop leadership.</p>
2.2	<p>SK introduced that the policy AY has produced has been passed through our student forums which illustrated our growth as an organisation.</p> <p>AY introduced the Sarah Everard policy. AY noted the policy related to the women’s campaign that we she is running encompasses the actions from the policy. This included work around consent, allyship, NDAs, awareness raising and internal policies both within the Guild and University.</p> <p>LT noted that we should ensure this campaign is inclusive and includes people of all genders.</p> <p>PC asked how students could get involved and AY noted that this would be included in the project planning and organisation.</p> <p>Action/Decision: The board ratified the policy and congratulated AY on her work on this.</p>
3.1	<p>The board received SK’s directors report. Key points of this included questions around data leadership, people and culture and our support for student leaders.</p> <p>AP endorsed the priority related to data and that we should be aiming to be the best in the world at understanding students at UCB.</p> <p>The board thanked SK on her great work, especially in relation to COVID-19 and managing the Guild during a pandemic.</p>
3.2	<p>SK updated on the Guild’s progress report and noted the parts of the annual plan that we had completed or were still working on. SK noted the great progress made in relation to student voice and representation and thanked the officers and staff for their contributions.</p> <p>The board congratulated the Disabled Students Society on their fantastic work in winning a national award.</p>

	AP noted that we should be eligible for an Investors People award and SK noted that she was working on this in the next 90 days.
5.4	SK asked the board to decide on the bank account. The board reviewed the paper and noted that Lloyds were more delayed in opening a bank account, and that NatWest had confirmed an opening within 4 weeks. <u>Action/Decision:</u> The board confirmed to adopt a NatWest bank account.
4	SK delivered the shared vision workshop.
5.1	The board received the management accounts. SK noted that we are operating under budget because of COVID-19. SK noted there is both a reduction in activity cost as well as wages due to furlough. This means that the Guild will have a significant variance from our projected budget for the year.
5.2	SK presented the quarter 4 budget reforecast.
5.3	LT declared a conflict of interest as she is part of the Universities Corporation. REDACTED <u>Action/Decision:</u> The board approved the 2021-22 budget and approach to a budget increase from the University.
6.1	LT provided an update from HR subcommittee. Including an update on the pay framework review which was in progress. SK added that we are in the process of accessing some specialist support from UCB to do proper job evaluations and pay reviews. LT noted the comprehensive suite of policies that the Guild now has, and this included some edits to leave and bereavement policies after having a discussion on support for those who have been affected by miscarriage.
6.2	<u>Action/Decision:</u> The board ratified the flexible working, special and other leave, working time and whistleblowing.
6.3	AP provided an update from finance subcommittee and noted it had been covered in the agenda previously.
7.1	SK updated the board on the student space which has now been secured on the 3 rd floor of Summer Row. This includes space for both FE and HE students and has been supported by the University. The board had a tour of the spaces.
7.2	COB provided an update on Speak Week and the Staff Make UCB Awesome awards.

7.3	The board received the PR plan from SK. AP noted a big part of this moving forward should be data segmentation.
8	<p>The board thanked both AJ and PC for their contribution to the board as this is their last meeting.</p> <p>AP and the board thanked AJ for his contribution as an officer.</p> <p>SK noted the NCVO training opportunities over the summer and opportunity to meet new trustees as they are selected.</p>
8.1	The next meeting was noted as 23 rd August 2021.