# UCB Guild Trustee Board

## 22nd April 2021, 10am

## Location: Teams

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

In Attendance: Director, Sarah Kerton (SK), Representation and Advocacy Coordinator, Cassie O’Boyle (COB), Deputy Director, Andy Barnett (AB)

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| Item | Title |
| **1** | **Introduction and Administration** |
| 1.1 | AP introduced the meeting. No apologies were received. |
| 1.2 | Conflicts of interest were declared by SK, AY and AJ on the paper regarding salaries. |
| 1.3 | SK updated on the action log. She noted that we were going to be sending the relevant documents to Societies Forum in the next month. All other actions were complete and up to date. |
| 1.4 | AP asked for a follow up regarding the annual report. SK noted that it was in the pipeline to deliver an event with a focus on sharing our wins over the past year to celebrate our achievements.  LT noted it would be beneficial if the Guild were able to present to Corporation on the wins over the past year.  **Action/Decision:** AJ and LT to follow up with Joe Young and the Chair of Corporation to book in time for the Guild to present to them.  **Action/Decision:** The minutes of the previous meeting were approved.  **Action/Decision:** SK to organise celebration event in July in 8th floor space |
| 1.5 | There were no additional matters arising from the previous meeting. |
| 2 | **Guild Progress Report** |
| 2.1 | The board received SK’s director’s report. SK updated on the Kickstarter bid and our successful application. We have been granted 5, 25 hour per week, 6-month placements alongside training provision with a training provider. These roles include:   * Student Groups (Supporting our societies and student groups) * Digital Comms (Running our social media and digital comms) * Data (Understanding our numbers and identifying our impact) * 2 Community Organisers (Focused on building community building and bonding activities)   SK noted an April-June recruitment timeline, with placements beginning in July and ending in December. SK noted this scheme will have an impact on our city and have a benefit to our staff team who we can offer development opportunities. If this is successful, there is a hope to turn these into 1-year internships in the future for current students at UCB.  The board congratulated SK on putting a successful bid to the programme.  SK noted that the areas we have identified for these roles are areas that we could develop if we had more people power. There will be a focus on ensuring student life is flourishing on campus. AY noted that the roles fit perfectly with what the officer team need in terms of support to deliver activity on campus. SK noted that we will put some resource in place for potential continuity as AJ noted this will be vital in negotiations with the University for additional funding.  **Action/Decision:** The board agreed to have all 5 roles begin at the same time and to begin actioning this immediately.  The board noted that this would be under review in each Trustee Board.  **Action/Decision:** HR subcommittee would be delegated authority to lead on the support for this project.  SK updated that we had now received our NUS QSU Section A. SK thanked the staff team for their work on this.  SK asked for volunteers from the board to support with officer training. Both AJM and AP volunteered to support with the training programme. |
| 2.2 | The board received the progress report. SK updated on our adjusted annual goals and our progress against them. The board discussed GuildSpace and the Universities ownership of the space in the Maltings now. The board noted that they would continue influencing the University on their use of the space with a view that our students/societies will still be able to access it.  Some of this was noted as relating to the potential transfer of sport support over to the University.  **Decision/Action:** SK to continue discussion and negotiation with the University on GuildSpace and sport. |
| 2.3 | SK updated the board on the Trustee Recruitment plan. SK provided information on the constitutional outline of the Trustee Board membership.  In terms of the 2021/22 board, AY and BO would take on the role of Officer Trustees, AJM could continue her role for a second term and both AP and LT are currently trustees until February 2022.  SK noted the key dates for recruitment between now and February 2022. One of the issues raised related to the Student Council as we have not run one of these yet in 2020/21. SK noted she would get some advice from NUS on this.  **Decision/Action:** SK to access advice from NUS on student council related to the appointment of Trustees.  In general, SK noted there was some potential edits to the constitution that we could look at moving forward as some of it is outdated.  **Decision/Action:** SK to pull together a team to work on the constitution.  **Decision/Action:** AP, SK, and AJ to meet together to workshop some ideas of what the board might be looking for in terms of incoming trustees. |
| 3 | **Executive Report** |
| 3.1 | AJ and AY provided the Executive Team report. They shared their successes related to the Quality Learning for All part of the strategy including the launch of Education Forum, GOATing, attending the APPG for FE, success in subject boards and our motion submitted to the NUS Conference. Their successes related to Liberation for Everyone included the Parents & Carers forum, working towards closing the attainment gap, gender neutral toilets, active DSS & LGBT+ societies and our BLM and women’s groups. Regarding a Better Student Life, AY updated the successes related to the regular events put on by the Guild, Societies Forum, the mental health matters campaign and the success of the COVID hardship fund. The officers also shared what they believe to be their factors of success including increased student engagement, staff support, regularly meetings with the deputy deans and a positive relationship with University staff.  AJM noted that societies were continuing to do some activities online. AJM also asked a question regarding councillors.  **Action/Decision:** AJ to follow up with feedback on the counselling service to the relevant staff members.  AJM raised an issue related to Kickstart, the Executive confirmed that there is ringfenced funding available to students for financial support related to course costs. SK noted the Guild were influencing the University on this as Kickstart was not necessarily the best and most effective way to deliver financial support to our students. The board agreed that this was a strategic priority and should be followed up as a priority.  **Action/Decision:** AJ and AY to speak to the University about Kickstart. |
| 4 | **Elections Update** |
| 4.1 | The board received an update on the recent student leadership elections. COB provided information regarding the number of votes, voters, and complaints/appeals.  **Action/Decision:** The Board ratified the results of the election.  SK suggested that we began pulling together some byelaws related to elections and ineligibility to run.  **Action/Decision:** SK to bring a suggestion to the board related to candidate eligibility in the future. |
| 5 | **Finance & HR Updates** |
| 5.1 | AP asked for an update on the bank account and the management accounts. AB updated that we were in the process of discussing the bank account with our finance member of staff and he is in the process of looking into alternative methods. The board agreed to investigate NatWest, Coop and Barclays. |
| 5.2 | The board received the management accounts from AB. He noted that these were the first set of management accounts from Stu. The board noted there was still some outstanding payments from the University for both hoodies and part of the block grant. There was still some work to do in relation to the coding, but the figures are accurate. AB noted that Stu’s fee is £350 per month for business as usual but we could also use him to support projects as the year goes on. The majority of underspend was noted as being because of COVID-19 rather than the activities themselves not going ahead in terms of training etc. |
| 5.3 | The board received the HR subcommittee update from LT. LT updated that the committee were continuing to work and review the policies. Regarding the business continuity policy, the Guild have reflected the Universities policy in this area. The board agreed to the standing items added by LT to the agenda for HR subcommittee including disciplinaries, accidents and any breaches in policy. |
| 5.4 | SK presented the cost of living rise 2021-22. SK provided multiple options regarding any potential salary increases. AP noted his preference as being to select a standard and sticking to it moving forward. LT asked that we decide in response to what the University decide to do, AP agreed with this. In the previous year, staff at UCB received no pay rise and were still in negotiations this year. AJM suggested that we could set a standard within the UCB community. AP noted that we would need to do a review, separately, on staffing core salaries that accounts for their responsibilities and following the Universities decision would be important politically.  **Action/Decision:** SK and AJ to meet with Joe Young to discuss this further to get a view from the University.  The board agreed that their principle would be that staff are paid in line with University inflation policies.  **Action/Decision:** SK to go away and undertake a staff pay review to update HR subcommittee.  AP noted this should include comparison with the sector and fairness in the organisation. LT noted it was important from a values point of view to ensure our staff our paid to an appropriate standard against benchmark but also for the work that they are doing.  **Action/Decision:** The board agreed that the financial year should be the date for any pay increase.  AJ asked a question related to staff changes because of the Kickstarter roles. AP noted that we would need to build a system where we understand the roles and responsibilities of our staff and pay them accordingly. |
| 6 | **Project Update** |
| 6.1 | COB presented the Student Voice update to the board. The board discussed ideas moving forward of partnership with the University in terms of NSS. AY noted our success by moving our priorities towards student voice because of coronavirus. SK and the board thanked and congratulated the staff and officers for this work. |
| 6.2 | AB presented on the new space that the Guild has been offered. AB presented that the aim of the space was to have two spaces in one – an FE common room and a multi-functional student space. AB provided the questions that were proposed to the University. The space could include commercial space, performance space, social space and a potential to gain additional income. The studio space would be somewhere people can train, have group study or potential conference space. AB noted he was gaining inspiration from the wider commercial sector as well as other students’ unions. As part of this project, AB would be gathering insight and feedback from the student body. In terms of the next steps, the officers were due to gather more feedback from students as AB created timelines and costings, which would be finalised by a formal presentation to the University. In terms of risk, this would vary dependant on what the Guild decided to prioritise in the space and more work would happen on this moving forward. AJM noted that an informal social space is one of the key things missing from campus now. The officer Trustees and Student Trustees agreed that a key would be for the space to feel comfy and informal.  AB asked whether the board would prefer a space that was informal, and you’d stay for multiple hours or whether it is a café with 15/20 minutes stop off from the student body. The board noted that there needed to ensure there were safety measurers in place and the space was accessible to a broad range of students.  PC asked what would happen to the spaces at UCB that we already have, SK noted that there would be various changes to our current set up including using the MH office as a quiet space and giving the summer row space to the Executive.  AB agreed he needed to continue developing the risk assessments and mitigations as these were broad and covered safeguarding, reputation and financial.  **Action/Decision:** SK and AB to discuss getting a project team together. |
| 7 | **A.O.B** |
| 7.1 | There was no additional business. The next meeting was booked in for 9th June. |