

## UCB Guild Trustee Board

22<sup>nd</sup> 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)

Item	Title
<b>1</b>	<b>Introduction and Administration</b>
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	<p>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.</p> <p>LT noted it would be beneficial if the Guild were able to present to Corporation on the wins over the past year.</p> <p><b>Action/Decision:</b> 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.</p> <p><b>Action/Decision:</b> The minutes of the previous meeting were approved.</p> <p><b>Action/Decision:</b> SK to organise celebration event in July in 8<sup>th</sup> floor space</p>
1.5	There were no additional matters arising from the previous meeting.
<b>2</b>	<b>Guild Progress Report</b>
2.1	<p>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:</p> <ul style="list-style-type: none"> <li>• Student Groups (Supporting our societies and student groups)</li> <li>• Digital Comms (Running our social media and digital comms)</li> </ul>

	<ul style="list-style-type: none"> <li>• Data (Understanding our numbers and identifying our impact)</li> <li>• 2 Community Organisers (Focused on building community building and bonding activities)</li> </ul> <p>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.</p> <p>The board congratulated SK on putting a successful bid to the programme.</p> <p>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.</p> <p><b><u>Action/Decision:</u></b> The board agreed to have all 5 roles begin at the same time and to begin actioning this immediately.</p> <p>The board noted that this would be under review in each Trustee Board.</p> <p><b><u>Action/Decision:</u></b> HR subcommittee would be delegated authority to lead on the support for this project.</p> <p>SK updated that we had now received our NUS QSU Section A. SK thanked the staff team for their work on this.</p> <p>SK asked for volunteers from the board to support with officer training. Both AJM and AP volunteered to support with the training programme.</p>
2.2	<p>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. <b>REDACTED</b></p>

	<p>Some of this was noted as relating to the potential transfer of sport support over to the University.</p> <p><b><u>Decision/Action:</u></b> SK to continue discussion and negotiation with the University on GuildSpace and sport.</p>
2.3	<p>SK updated the board on the Trustee Recruitment plan. SK provided information on the constitutional outline of the Trustee Board membership.</p> <p>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.</p> <p>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.</p> <p><b><u>Decision/Action:</u></b> SK to access advice from NUS on student council related to the appointment of Trustees.</p> <p>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.</p> <p><b><u>Decision/Action:</u></b> SK to pull together a team to work on the constitution.</p> <p><b><u>Decision/Action:</u></b> AP, SK, and AJ to meet together to workshop some ideas of what the board might be looking for in terms of incoming trustees.</p>
3	<p><b>Executive Report</b></p>
3.1	<p>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 &amp; Carers forum, working towards closing the attainment gap, gender neutral toilets, active DSS &amp; 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</p>

	<p>success including increased student engagement, staff support, regularly meetings with the deputy deans and a positive relationship with University staff.</p> <p>AJM noted that societies were continuing to do some activities online. AJM also asked a question regarding councillors.</p> <p><b><u>Action/Decision:</u></b> AJ to follow up with feedback on the counselling service to the relevant staff members.</p> <p>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. <b>REDACTED.</b> The board agreed that this was a strategic priority and should be followed up as a priority.</p> <p><b><u>Action/Decision:</u></b> AJ and AY to speak to the University about Kickstart.</p>
4	<p><b>Elections Update</b></p>
4.1	<p>The board received an update on the recent student leadership elections. COB provided information regarding the number of votes, voters, and complaints/appeals.</p> <p><b><u>Action/Decision:</u></b> The Board ratified the results of the election.</p> <p>SK suggested that we began pulling together some byelaws related to elections and ineligibility to run.</p> <p><b><u>Action/Decision:</u></b> SK to bring a suggestion to the board related to candidate eligibility in the future.</p>
5	<p><b>Finance &amp; HR Updates</b></p>
5.1	<p>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.</p>
5.2	<p>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</p>

	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	<b>REDACTED</b>
6	<b>Project Update</b>
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	<b>REDACTED</b>
7	<b>A.O.B</b>
7.1	There was no additional business. The next meeting was booked in for 9 <sup>th</sup> June.