

UCB Guild Trustee Board

21st October 2020, 1pm

Location: Guild Boardroom, Moss House

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
1	Introduction and Administration
1.1	AP introduced the meeting. Apologies were received from AJ who was joining after a meeting with the University.
1.2	There were no new members of the board to introduce.
1.3	No conflicts of interest were declared.
1.4	SK updated on the action log. It was noted that the recruitment plan for trustees would be discussed in the coming weeks but all other actions were noted as complete.
1.5	The minutes of the previous meeting were approved.
1.6	There were no additional matters arising from the previous meeting.
2	Guild Progress Report
2.1	<p><i>AJ joined the meeting</i></p> <p>SK introduced her director's report which included an update on our strategic planning and development. SK asked what the boards view was on what her priorities should be moving forward.</p> <p>LT noted an aim for raising the profile of the Guild within the membership and the University. Progress had been made in this area, however, LT wanted to ensure this was a priority moving forward. AP agreed and noted this was a priority for both SK and AJ. AJM agreed and noted our progress of keeping our high levels of engagements with students pre-COVID.</p> <p>AY highlighted a need to prioritise building and supporting the team.</p> <p>LT added that our priority should also be to be aware of our finances and ensuring we are not having repeated losses as an organisation. AP noted this linked directly to the</p>

	<p>systems that SK has been developing and that this should be a priority moving forward too.</p> <p>Tying this together is the development of the new strategic plan.</p> <p>SK noted what she believed were her priorities, including: staff, relationships with the University and the sector and the strategy. These aligned with the boards view too, including the addition of enabling systems.</p> <p>AP noted a need to talk about methods of recognition and support for SK.</p> <p>Action: SK, AP & AJ to meet in November to discuss GD Annual Plan</p>
2.2	<p>SK introduced the dashboard to track and update the board on our wins. Quality learning for all and liberation for everyone were noted as getting off to a great start with all goals on track. Some delays were noted within the Better Student Life goal.</p> <p>SK noted success with our contact with Pride House in relation to the commonwealth games as well as our student membership numbers in societies.</p> <p>AJM asked if a way to track engagement had been developed to ensure that we were not counting multiples. SK noted this was a working progress but that it is going well.</p> <p>SK shared information on the Guild website click-throughs and highlighted a positive increase in these numbers.</p> <p>The three most important activities for UCB were noted as being advice and guidance, officer representation and campaigning. AP highlighted the Guild should find a way for this to be most effectively communicated to the student body.</p> <p>AJ updated that we were part of a survey with UCB to track what our members want from us and SK noted that we were also taking part in a national survey with WonkHE and</p>

	<p>several other Students' Unions with a focus on non-continuation and what the Guild can do to support these students, as well as influence UCB to improve student experience.</p>
2.3	<p>The board approved the 2018/19 Annual Report which would be used to submit to the Charity Commission.</p> <p>AJM highlighted a need to ensure the University had a version of this and more of our key student data so that we were data driven in our student voice and representation to UCB.</p>
3	<p>Executive Report</p>
3.1	<p>REDACTED</p> <p>Regarding the first strategic goal – Quality learning for all, the Executive noted being engaged and making wins with regards the lecture capture, extenuating circumstances, and fitness to practice policies.</p> <p>On Liberation for Everyone, the executive highlighted their engagement with the access and participation committee, black history month and the success of liberation societies.</p> <p>Regarding the attainment gap, AY and AJ highlighted to the University a need to bring in our BAME students to talk about their experience at University rather than making assumptions about the data.</p> <p>AJ noted a need to support the ACS and BLM Societies to get up and running and delivering activity throughout the year that was embedded within the Guild, rather than one-off Black History Month activity.</p> <p>In addition, the officers were also working on supporting all the liberation societies to get up and running and where no student group exists, running forums to hear the voices of our most underrepresented students.</p> <p>On Better Student Life, the Exec noted the forums they are leading on, supporting societies, and supporting to deliver events and induction talks so that students best understand the Guild.</p> <p>AJM noted a success of the Guild working to support student groups as being the Guild being able to support Cheer to deliver on their events and activities.</p> <p>AP asked about the changes to COVID-19 guidelines and how we were responding. SK noted that she was meeting regularly with other CEO's across the sector to work on this.</p>

4	Governance Update
4.1	<p>SK highlighted the Executive have signed off all of the bye-laws that were submitted to the Executive.</p> <p>AJ introduced the society bye-laws and that the document would be used to support our societies to run activity. This documentation will also allow societies to be held accountable. AP asked if societies had been consulted on this. SK noted that generally this was best practice across the country and reflected conversations with societies and executive officers.</p> <p>SK agreed this could be sent to Societies Forum to be discussed.</p> <p>The student council byelaw was introduced by AJ as a new system of representation within the Guild and received an update from SK on this.</p> <p>AJM asked for clarification on where the Vice-Chair is elected from and it was edited to include the membership rather than the numbers. AP asked for clarification on whether the chair could be elected outside of the membership and it was agreed this would be possible.</p> <p>AP noted the importance of a complaint procedure which was separate to the disciplinary document. This did exist and SK noted that once policy was passed, we would turn this document into a separate process for students to understand more easily. SK agreed to bring back an edited complaints procedure to the board for February</p> <p>The Board approved all of the byelaws submitted, but that the society bye-law should be circulated for approval to societies forum first. All policies should also be approved by Student Council.</p> <p>Action: Send Societies Bye Law to Societies Forum</p> <p>Action: Bring stand alone Complaints procedure to February Board</p>

5	Subcommittee Updates
5.1	<p>AP delivered an update on Finance Subcommittee. The focus of finance subcommittee has been management accounts. SK noted that the budget included a £55K spend into reserves but there was an underspend into that of only £30K due to COVID-19. The recommendation on reserves was noted as adopted at finance committee to 6 months rather than 3 months. LT noted it was important we need to ensure we are not continually spending into our reserves for business as usual work. SK agreed this was also important as it gave us time in working with the University to provide an increase in our block grant.</p>
5.2	As above.
5.3	<p>LT updated that HR subcommittee approved multiple policies as per the policy programme that would see the approval of the full policy book. The data protection policy has been brought forward to the next meeting as this was highlighted as higher risk.</p> <p>Regarding entitlement for sick pay, after 3 months service, it was agreed in the committee that this would go up in aggregate based on length of service for entitlement. SK agreed to make the edits to this policy.</p> <p>The board also agreed that a disaster recovery/"acts of God" plan should also be introduced and developed. AP noted this should align with the Universities policy.</p> <p>The Board formally approved the policies passed at HR subcommittee.</p>
6	Project Update
6.1	<p>AB presented on understanding our Students' journey. Our key 5 messages were noted as being part of all our comms every day we talk to students.</p> <p>These would be used via social media, digital and in our face to face contact with students. Some key wins include having a space on the University weekly e-mail and engagement with students who perhaps do not know who we are.</p> <p>AB outlined the new comms sprint that would allow staff and officers to pass on comms campaigns to AB and deliver with the most impact.</p> <p>AB is waiting on a follow up from the University on segmentation.</p> <p>LT asked if we attempted to work with students pre-arrival and AB noted that this was in discussion with the University.</p> <p>AP asked if we had data including postcode etc. REDACTED</p>

7	A.O.B
7.1	There was no additional business. The next meeting was booked in for 18 th February.