**Meeting of the University College Birmingham Guild of Students’ Trustee Board**

**Wednesday 21st February 2018, 2pm-4pm, Room 335 McIntyre House**

Present: Andy Parsons, Lorraine Teague, Ross Loveitt, Charlotte Gates, Sian Atkinson, Emma Dorr, Emma-Jane Burness

In attendance: Ellen Kemp, Lance White (minutes), Zara Saddiq (observer), Joseph Wassell (observer)

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| **Introduction and Administration** | |
| 1.1 | **Apologies**  Apologies received from Nikola Kunertova, Amee Plimmer and Shelley Harvey. |
| 1.2 | **Welcome to Observers**  AP welcomed the Vice President (Activities and Development) Elect and the Vice President (Welfare and Communities) Elect who were invited as observers to the meeting. |
| 1.3 | **Conflicts/Declarations of Interest**  Attendees were reminded that any conflicts or declarations should be made to the Chair at the beginning of each Meeting of the Board. No conflicts/declarations were made. |
| 1.4 | **Approval of the minutes from previous meeting**    The Board approved the minutes from the previous meeting and the Board had no amendments or comments. |
| 1.5 | **Any matters arising from previous meeting**  No matters were required to be addressed. |
| 1.6 | **Appointment of the next Deputy Chair**  The Board appointed the Guild President-Elect as the Deputy Chair in line with practice agreed by the Board at the previous meeting. |
| **Report from Guild Manager** | |
| 2.1 | **Charity Status**  EK reported that the Guild of Students had successfully secured charity status with the registration having been confirmed in April. The Charity Commission had no queries around the application.  AP congratulated the Guild of Students on the registration and noted that this is a significant achievement.  EK reported that the Guild’s Constitution will be formally approved by the University at the Student Services and Standards Committee Wednesday 23rd May 2018.  EK will ensure that the details registered with the Charity Commission are updated in accordance with the new Officer Trustee appointments.  EK explained that the Guild’s governing document must be approved by the University every five years in line with the Education Act. The next review will be 2023, unless there are significant changes to the governing document before that date. |
| 2.2 | **Guild Executive Elections**    EK reported that the Guild Executive Elections ran effectively with no formal complaints or issues. Pop-up polling stations were introduced and worked well.  EK and AP both referred to the low turnout and suggested that the Guild should be aiming for a turnout of at least 10% of the membership in line with guidance from NUS’s Quality Students’ Unions framework.  The Board discussed the timing of the Elections and suggested that the Executive Elections should take place earlier in the academic year to encourage engagement. EK explained that the 2016/17 Elections took place earlier in March and worked well.  EK explained that the Guild President is required to declare their interest to stand for a second term to the University’s governing body the Corporation. This is not a constitutional requirement nor a requirement under the Education Act – this is a practice specific to University College Birmingham.  EK suggested that if the timing of this negatively impacts on the Guild Executive Elections, there may be scope for the Guild President to declare their interest earlier at the Student Services and Standards Committee to enable the Guild Executive Elections to take place earlier.  The Board agreed that the timing of the Guild Executive Elections should be reviewed in consultation with the University. |
| 2.3 | **Guild Finances** |
|  | **Management Accounts**    EK explained that the University’s Management Accountant is happy to meet monthly with the Guild Executives to go through the monthly management accounts. EK will arrange an initial meeting with the Management Accountant and the Guild President and will then facilitate monthly meetings.  Monthly management accounts will also be made available to the Board as requested in the previous meeting.  EK stated that the Guild was in a strong position financially and had a significant surplus 2017/18 due to improved financial management and efficiency.  **Budget 2018/19**    The Board was provided with the Guild of Students’ proposed budget for 2018/19. The budget is due to be approved at Student Services and Standards on Wednesday 23rd May 2018.  EK explained key changes in the Budget from the previous year:   * The Guild President’s salary had increased to reflect the increased responsibilities of the role and to reflect sector averages. The Guild has received guidance from the University’s Personnel Department regarding salaries. * The Guild member of staff’s salary had increased to reflect increased responsibilities and a greater focus on developing Guild activities. * Funds had been allocated to develop the GuildSpace at the Maltings as this had been consistently cited by incoming Executives as a priority. * Budget had been allocated for UCB Guild Student Homes, a private accommodation database for UCB students in collaborations with BCUSU. * Budget has been allocated to establish Nightline services for UCB students in collaboration with UoB Guild of Students. * Budget has been allocated for a Safety Campaign as this was referred to in the President-Elect’s manifesto and the Police have also approached the Guild to collaborate on a student safety project.   RL asked for clarification on how the UCB Guild Student Homes project would be managed. EK explained that there is a robust plan in place to ensure that students using the service would receive appropriate support in the eventuality of any issues.  The Board agreed that the Guild should begin to consider how to spend the budget and reserves for longer-term development. |
| 2.4 | **Guild Executives Resignations**  EK stated that CG has resigned as Guild President to take up another job role. CG’s last day in office will be Friday 18th May 2018.  AP thanked the Guild President for her work and wished her all the best in the future.  RL will commence early in the role of Guild President with a provisional start-date the week commencing Monday 21st May 2018.  Lucy Webb has stepped down as Vice President (Welfare and Activities). JW will take up the role early and is already undertaking office hours.  AP referred to the plans for the formal induction of incoming officers. EK explained that previously training had been quite late but this year the training could take place sooner.  The Board felt team-building activities would be helpful and should be incorporated into any formal training.  SA highlighted that the Guild was in a strong position this year and all Vice Presidents will receive a written handover which will be beneficial.  The Board agreed that EK and RL would review the training programme once RL was full-time in post. |
| 2.5 | **Staffing**  EK explained that the Guild will soon be recruiting for a Guild Development Officer role. This builds upon the previous Guild Administrator role but will see the candidate have increased responsibility to develop Guild activities.  The Guild Marketing Assistant role will stay as a student post and the current post holder will continue until February. This will provide continuity in the Guild’s marketing activities.  RL suggested that there may be opportunities for students to volunteer for the Guild of Students. The Board agreed that it would be worth exploring this idea.  AP queried whether any students were represented on the recruitment panel. EK explained that there were no Guild Executives on the panel previously but this will be considered moving forward. |
| 2.6 | **Student groups**  EK explains that online voting was introduced for Student Groups this year to ensure fairness and consistency across Student Group Elections.  Basketball Men’s and Basketball Women’s are the only clubs who have not elected committees at all. As a result, all members were contacted to try to put a committee in place but nobody has come forward to date. As a result, the teams will not entered into BUCs for the coming season as the Guild cannot manage the teams without a committee.  RL and EK to discuss this in further detail in the coming weeks. |
| 2.7 | **Other Projects**  **Nightline**  EK explained that plans are being finalised for UCB students to access Nightline services for the academic year 2018/19. The UoB Guild Nightline team will attend Freshers’ Fayre 2018 and will lead on the delivery of services.  UoB Guild have requested that the Nightline number will eventually be printed on all Student ID cards to ensure that students can access the service.  **UCB Guild Student Homes**  EK explained that plans are being finalised for the UCB Guild Student Homes website. EK will update the Board with future developments.  **Mental Health**  The Board agreed that Mental Health was a priority for the Guild Executives and the student membership. EK has already agreed to organise a Mental Health Training Session with the University’s Mental Health and Wellbeing Adviser over summer.  AP suggested that Mental Health First Aid Training would also be beneficial, EK referred to Papyrus Training Opportunities also. EK to explore training options for the incoming team. |
| **Executive Committee Report** | |
| 3.0 | CG outlined a number of activities that the Guild had delivered throughout the course of the academic year. This included collaborations with the University on the Happy New Me campaign and the Listening Project.  CG reported that she and RL had attended the NUS National Conference in Glasgow and found this to be beneficial.  CG explained that the Guild had been considering a variety of methods to gain feedback and to engage more students in the future. The Guild is sending out questions regarding the development of the GuildSpace along with the University’s accommodation survey.  CG met with representatives from BCU and UoB and the BCC regarding the Commonwealth Games and engaging students with this.  SA has launched the Student Council and has successfully chaired three meetings. The final meeting of the Student Council for this academic year has taken place.  CG thanked the Guild Executive Team for their support during her term in office. |
| 3.1 | **Strategic Plan**  CG has produced a one page summary of the plan. The Guild Executive Team have not yet gained any student feedback about the plan.  The Board felt student feedback was an essential part of establishing the Guild’s strategy.  AP suggested that the Guild has significant reserves and that it would be the optimum time to consider undertaking professional research to better understand the membership.  The Board agreed a provisional, initial budget of £15,000 to undertake this research. |
| **Governance** | |
| 5.1 | **Delegation of powers document**     * All powers come from this board (AP) * Think about staff contracts, need to be discussed for development role (EK) * There is an NUS model that may be useful (EK) * Guild staff entitled to university pension, this creates a relationship to the university rather than the guild (EK) * We have public liability with Endsleigh (EK) |
| 5.2 | **Policies and Bye-laws**     * Have reviewed everything to date, but need to go through them, particularly with ZS (EK). * Make sure risk assessments are in place, especially the high risks (AP).Looking to get actively involved in business school (safety on trips & safe guarding officer) (SA). * Data protection policy required (EK) * RL suggested that data handling sessions may be beneficial   Agreed: Guild to undertake data handling sessions (EK) |
| 6 | **Any Other Business**  The Board agreed that the next meeting would take place in August 2018.  EK suggested that the Board should set the month for quarterly meetings. EK suggested August, Early November, February and May. The Board agreed that this would be suitable.  AP requested information about the Guild’s presence in Moss House. EK to coordinate this for the next Board Meeting.  AP thanked outgoing Officer Trustees and wished them all the best for the future. |