

## UCB Guild Trustee Board

14<sup>th</sup> September 2021, 10am

Location: Moss House Board Room

Members: Officer Trustee, Alice Young (AY); Officer Trustee, Blessing Osasogie (BO); Student Trustee, Ashlea-Jayne Mallett (AJM); External Trustee, Lorraine Teague (LT); External Trustee, Andy Parsons (AP) [Chair], External Trustee, Natalie Jordan (NJ); Student Trustee, Killoran Wills (KW), Student Trustee, Bubacarr Kanyi (BK)

In Attendance: Guild Manager, Sarah Kerton (SK); Membership Services Manager, Cassie O'Boyle (COB)

Apologies: N/A

Item	Title
1.1	Apologies were sent from LT and AJM. The meeting was noted as quorate.
1.2	AP provided an overview of conflicts of interest. The board noted where potential conflicts of interest may arise related to individuals' roles inside and outside of the Guild.
1.3	SK updated on the action log and noted the election bye-law would be brought to the next board as part of the annual review.  In terms of the celebration event, this would now take place by the end of October with an aim to align with the next corporation update.  SK provided an overview of the Guild's bank account. NatWest, Lloyds and CAF bank have been unsuccessful options in terms of opening the bank account. It is now looking probable that we shall be able to access our account that exists currently and change over our signatories with the support of the finance director at UCB.  <b>Action/Decision:</b> SK to confirm banking option with UCB.
1.4	AP noted the work from HR subcommittee to ratify and implement the policies that are needed for the Guild. The minutes of the previous meeting were approved.
1.5	Matters arising was covered in the discussion above.
2.1	SK provided an overview of the Guild's journey so far in her presentation including the historical context of the Guild in the last couple of years. AP noted the incredible success of the Guild in the past couple of years as well as the changes made in the University which have helped us to develop our relationship with them.

	AP asked what staff considered the biggest risks at the moment, SK highlighted our financial management, lack of funding from UCB, potential staff changes and officer engagement with Guild work.
2.2	SK presented the 2021/22 action plan to the board. The board discussed the Officer Manifesto and the part it plays within the overarching action plan. SK and AY both highlighted the differentiation between the comms piece to students around the Guild priorities and our internal action planning. The board agreed a priority for the Guild was to ensure that the whole guild owned and is accountable for the officer priorities and for these to not be separate.  <b><u>Action/Decision:</u></b> SK to make relevant edits and amendments to the 2021/22 action plan.
3.1	The board received SK's director's report. AP suggested we include student volunteers as part of our investors in people work as this is a useful resource.
3.2	COB provided an update on the student space. The board discussed the risk associated to the space and the need to add staff into the space.  <b>REDACTED</b>  The board discussed this being a key priority for the year and the need to ensure this was properly prioritised and resourced to ensure it is a success.  In terms of success, BO suggested having identified student groups/societies that have existed from meeting in the space would be a measure of success.
3.3	SK presented the relationship agreement. The board congratulated SK on her work on this. AY asked where competitive sport sat within this, COB noted an agreement was already written and in discussion with UCB regarding BUCS.  <b><u>Action/Decision:</u></b> The board approved the relationship agreement.
4.1	The board received the officer update and discussed the officer training and residential.
5.1	SK introduced the discussion the board would need to have on working groups over the year ahead. This should include the strategic plan and a board health check.  NJ, AP, BO and AY all registered interest in engaging with the strategic plan working group. SK noted LT and AJM had raised an interest in taking part in the board health check working group, AY also agreed to taking part. AP also suggested we introduced termly meetings related to each area of the annual plan.  Generally, the above trustees were identified as below:

	Shaping student life – AP Inclusive of all – NJ Building community - LT
5.2	SK introduced the vacancies available for subcommittees. So far, the board agreed to the following: HR – AY, NJ, LT Finance – KW, BO, AP
6.1	The board noted the next meeting was due to be 8 and 9 <sup>th</sup> December.