

Executive Meeting Minutes

28th October 2019, 4-6pm

Location: MH 222

Members: President, Ross Loveitt (RL), Vice-President Education, Alpha Jallow (AJ), Communities Officer, Ashlea-Jayne Mallett (AJM), Diversity Officer, Paula Couto (PC)

In Attendance: Guild Manager, Sarah Kerton (SK), Representation and Advocacy Coordinator, Cassie O'Boyle (COB), Development Coordinator

Item	
1	PC introduced the meeting and there were no apologies.
2	No conflicts of interest were declared.
4	<p>The executive discussed the action log and updated all completed actions.</p> <p>A decision had not been made on whether the executive would pay for the use of Avery Fields for the Rugby and Football team. This was discussed at a previous executive meeting as a way to ensure all teams had equal access to free training facilities. The executive agreed they needed to discuss the budget in more detail before meeting with the Rugby team to discuss what the Guild could offer in the way of payment for facilities.</p> <p>Action 4.0: Executive to meet to discuss Avery Fields.</p> <p>SK and AJM had still not been able to meet with Jiu Jitsu to discuss their membership and engagement further. It was agreed by the executive that they would now have to update the group via e-mail as they were receiving no engagement from the student leaders.</p> <p>Action 4.1: AJM to E-Mail Jiu Jitsu to let them know they could not have non-student members of their group.</p> <p>Regarding visiting different student groups to ensure they were aware their memberships needed to be paid, all officers had visited some groups. Once the executive receive the Guild Activities calendar, the Officers would target specific groups of high concern.</p> <p>Action 4.2: AJM to circulate the Guild Activities calendar. Action 4.3: An Officer to visit a Yoga session W/C 4th November. Action 4.4: An Officer to visit a Dance session W/C 4th November.</p> <p>AJM raised a concern for having no current system in place for the management of Guild Space. AJ suggested this was currently done via a booking form on GuildShare but the executive agreed there needed to be a digital way of doing this that everybody could access. The executive agreed that they would use the Guild Activities calendar in the short-term to manage the space but AJM would be able</p>

	<p>to input activity. In the long-term, this will be able to happen on the back-end of the website.</p> <p>In relation, the executive agreed that AJM should negotiate with Sports Hall staff to ensure a regular time is covered in the dance studio and sports hall to ensure students can use the space.</p> <p>Action 4.5: AJM to confirm with Penny when the Guild need staff attending to the sports facilities.</p> <p>PC updated that Bollywood Society only had 2 members in attendance at the session she visited and that they had been considering stopping the society because of a lack of engagement.</p> <p>Action 4.5: AJM to have a development meeting with Bollywood Society. Action 4.6: AJM and SK to meet to discuss resourcing of societies moving forward.</p> <p>SK updated that there were still captains of sports teams who had not paid their membership fees.</p> <p>Action 4.7: AJM to communicate that no captains or society members are able to play for their team if they have not paid membership.</p>
3	Minutes of the previous meeting were approved.
5	Approval of ACS was postponed as the group had not completed an application form but this would be received by the executive at a later date. The executive congratulated AJ on his work in this area.
6	Eco-Soc had not approved the budget circulated to them by COB so this item was postponed.
7	<p>SK introduced the Society Development Coordinator role profile verbally. A paper is intended to be brought to the trustee board on Thursday but SK wanted to ensure that the executive were happy with the job description and remit of the role. RL was keen to add community development into the role description to ensure the role was more focused on community building than the administration of societies. The executive agreed this was important but that the Guild were not looking for additional experience in strategy as the gaps in current provision of resource are operational.</p> <p>In addition to this role, the trustees had discussed the recruitment of a Deputy Guild Manager. The executive discussed the feasibility of finding a candidate with the right level and experience of skills for the salary the Guild were able to provide, based on local and sector averages for senior management pay.</p> <p>Action 7.0: SK to circulate job description for Society Development Coordinator to executive.</p>
8	The executive agreed to approve these role profiles via circulation by Thursday 31 st October following the circulation of the President role profile.

9	<p>SK provided the executive with a verbal update on open days. In principal, the University have agreed to pay societies for their attendance but an agreement of expectation had not yet been made. RL highlighted the financial implication for the Guild to attend and therefore was keen to ensure our input was adding value. SK proposed she will write a plan with the value of the Guild being at open day events as well as wider engagement related to retention and success that the Guild can support the University with. This paper would include financial implications and expectations of UCB.</p> <p>Action 9.0: SK to write a report on Open Day engagement for circulation to the Exec.</p>
10	<p>The executive discussed our current partnership with BCU that provides students with a housing website. SK was concerned over the projects oversight, the executive were concerned about the standards and its benefit for students, they agreed to recommend to the trustee board the Guild would no longer engage in this service.</p>
11	<p>The executive agreed sustainability and environmental issues should be part of the student experience governance being developed by COB and RL.</p>
12	<p>PC introduced a paper about external member in societies developed by PC, AJM and SK. The paper considered charity law and the legality around external memberships. The executive had previously agreed that non-student members would not have access to student societies. RL raised concern around safeguarding related to alumni members of societies who were no longer members of the University. SK highlighted safeguarding issues were still relevant for current members of the University and could be managed. Cases of alumni members would need to be managed case by case.</p> <p>Concerning students from other Universities, the executive agreed they would not be able to be members of our societies but we would encourage student groups to work together across the city.</p> <p>In the short-term, the Guild will communicate with student groups that they are not able to have external members and this paper will continue to be developed and written into regulations.</p>
13	<p>This discussion was postponed for the next executive meeting.</p>
14	<p>There was no additional business.</p>