

UCB Guild Trustee Board

4th October, 10:30am

Location: Moss House

Members: Officer Trustee, Leilani-Gabrielle Courtney (LC), Officer Trustee, Thomas Hillen (TH), External Trustee, Andy Parsons (AP), External Trustee, Natalie Jordan (NJ), Student Trustee, Bubacarr Kanyi (BK)

In Attendance: Director, Sarah Kerton (SK)

Minutes: Head of Operations, Cassie O'Boyle (COB)

Apologies: N/A

Item	Title
1 Introduction & Administration	
1.1	<p>No apologies were received, and the board was quorum. SK noted that we have 2 student vacancies for the board and that we will be recruiting in the second week in October. NJ volunteered to support the recruitment panel for this.</p> <p>SK flagged that in P2, we are completing a full governance review including a constitutional review.</p> <p>Action: COB to launch recruitment for Student Trustees.</p> <p>Action: COB to launch the governance review in P2.</p>
1.2	<p>SK flagged that there were conflicts for LC, TH and SK in relation to the cost-of-living paper. No other conflicts of interest were declared.</p>
1.3	<p>The minutes of the previous meeting were approved with amendments.</p>
1.4	<p>The Board received the action log. AP noted there were three interrelated tasks that have not been completed. LC reported on this. SK noted that there were teething issues in terms of working in partnership with the University from the Officers.</p> <p>AP has suggested that we identify the aims and objectives of a student experience working group, to work with UCB and to report into the formal structures of the University.</p>

	<p>Action: LC to launch the Student Experience Working Group and discuss this with Joe Young.</p> <p>Action: LC to follow up with Joe Young about the partnership and how we live this.</p> <p>Action: SK to flag the Partnership Agreement with Joe Young to ensure it is bought to corporation.</p>
2 Guild Executive Team	
2.1	The board received the Executive Team update via presentation.
3 Guild Progress Update	
3.1	<p>The board received the Director’s report and the Guild Dashboard. SK noted that our policies and processes are positive and embedded into the day to day,</p> <p>The new cycles in the Guild align with student journeys and this has been well received by the team. SK noted the team buy into the strategy, recruitment and data were areas for improvement.</p> <p>COB presented on Student Engagement Data for P1. The board discussed the importance of the data collection and the confidence for us to hold our leaders accountable for their own data collection and time management.</p>
3.2	The board received and approved the Guild Annual Plan. LC thanked SK for her work to embed the strategy into the team.
3.3	<p>SK presented the Business Development Plan and the board agreed they wanted to know more about the potential opportunities available to the Guild. SK flagged the importance of setting up a project team to look at this so that the board can make an informed decision on this. SK agreed she would reach out to potential funders and discuss the option with the University.</p> <p>Action: SK to feedback to the Board about the option to receive external grant funding.</p>
3.4	SK presented the Guild Values and the board approved.
4 Guild Strategy	
4.1	SK agreed to write terms of reference for the Guild’s working groups to submit to the next meeting.
5 Financial Update	

5.1	COB presented the Guild Finance Update, and the board received the management accounts.
5.2	SK presented the cost-of-living report. The Board approved the pay increases for cost of living, committing to the living wage and looking into accreditation from the Living Wage Foundation.
6 Subcommittee Updates	
6.1	The Board ratified the minutes of Finance Subcommittee.
6.2	The Board ratified the minutes of HR Subcommittee with agreement that SK confirmed the correct figure for CPI.
7 Any Other Business	
7.1	<p>The board approved the Delegation of Authority.</p> <p>Action: COB to take Exec through the delegation of authority in their next meeting.</p>
7.2	<p>The board received the Risk Register. AP agreed that the finance subcommittee should look at the risk of the inflation increases.</p> <p>LT asked about the relationship with Warwick SU and the Officers confirmed they didn't have a relationship with them at the moment.</p> <p>Action: SK to add Inflation to the agenda for the next finance committee.</p>
7.3	The date of the next meeting was noted as 7 th and 8 th December.