

Meeting of the UCB Guild of Students' Trustee Board

Monday 12th November 2018, 1pm-4pm, Room MH335

Present: Andy Parsons, Lorraine Teague, Ross Loveitt, Emma-Jane Burness, Zara Saddiq

In attendance: Sandro Bondicov (minutes)

Introduction and Administration	
1.1	Apologies Apologies received from Nikola Kunertova.
1.2	Updates Joe Wassell stepped down from his role as a VP for Welfare and Communities so is no longer a member of the Trustee Board. Emma Dorr stepped down from her role as a trustee due to work and university commitments.
1.3	Conflicts/Declarations of Interest No conflicts/declarations were made.
1.4	Approval of the minutes from previous meeting  Appendix 1 Minutes from the pr The Board approved the minutes from the previous meeting. The Board had no amendments or comments.
1.5	Any matters arising from previous meeting RL Qualtrics software held off due to the Big Student Review taking place that is essentially going to provide the Guild and the University with crucial information RL Risk assessments are existing from previous years. New sports/activities to get new assessments done. AP suggests to ensure these are shared with activity leaders and that they are aware of these at all times. Action: ZS to share risk assessments with activity leaders and ask them if they want to add anything and update it. AP asks for Health and Safety policy to be looked at. Guild should have insight on the reports of any issues and accidents related. Action: RL to have a meeting with relevant members of staff to review the policy.

2. Report from the Guild President	
2.1	<p>Staffing</p> <p>i. Guild Manager</p> <p>RL confirms there was less than 10 applications for the role and that the position was advertised through four different channels, UCB accounts on Totaljobs and Reed, SU Careers and Guild's LinkedIn profile.</p> <p>AP asks for the applications to be reopened and extended to get better interest, even if it will mean a later start in post. Suggests interviews to be held in the first week of December and the person to start post in January.</p> <p>Action: RL to speak to Personnel, and to extend application deadline for the role on SU Careers and LinkedIn.</p> <p>ii. Guild Development Officer</p> <p>RL confirms 7 applications made for the role. Interview panel to include himself, a member of staff from personnel and Guild's VP for Activities and Development.</p> <p>ZS agrees to be on the panel.</p> <p>Action: RL and ZS to schedule and hold interviews over the next few weeks.</p> <p>Action: RL to prepare questions for the interviews. To ask Personnel to help with understanding the roles and getting the right person for the role.</p> <p>EJB believes the VP for Education and Representation role should be full time role as suggested by the Student Council due to tasks/workload and the capacity to represent students. Confirms the University has been a lot more engaging.</p> <p>AP sees the role turning into a Sabbatical Officer in the future, suggests this to be reviewed once the new roles start. Resources plan to be created.</p>
2.2	<p>Projects Running</p> <p>i. Nightline</p> <p>RL Nightline has been officially launched and has a dedicated page on the Guild's website and University portal. They are coming to UCB to promote the service on Nov 22nd. As it is a telephone service, there are discussions taking place about introducing the number on student ID cards. Volunteer training to take place next semester.</p> <p>AP suggests the Guild should find a way of knowing how many students are actually using the service at all, anonymous survey and etc.</p>

	<p>ii. Guild Student Homes</p> <p>RL Guild had to set up a separate account with LetMC and will have to attend training. This was an additional cost of £150. We are targeting to break even next year. The service will feed into the Housing Fayre and so far the Guild has recognised interest based on the queries about private accommodation we had at the office.</p> <p>iii. Student Experience Research</p> <p>RL Project group was formed that involved Michael Harkin - Deputy Vice-Chancellor, Melvyn Pryer – former Director of UCB International Student Centre now working as a Project Consultant and RL. The group tendered bids based on guidelines and budget and have selected Seymour Research. Incentives are going to be offered to students taking part in the focus groups (£10) and Amazon gift cards are going to be given to a randomly selected students who completed the survey. Guild are paying around £15000 from the budget while the University is contributing with the rest.</p> <p>AP shares that the survey should focus on the Guild as information on the role of the Guild in students’ experience, what students want to see, expect.</p> <p>RL Research company representative to go into Corporation to present and provide the collected feedback.</p> <p>RL Listening Project rescheduled for March 13. Joint project with the University but need to get Guild branding on it as it wasn’t recognized as a Guild project.</p> <p>LT Copyright / rights to the research results, who do they belong to as the Guild might want to sell these since they might be interesting due to UCB being a small University.</p> <p>Action: RL to check with project group and confirm.</p>
2.3	<p>Other projects</p> <p>i. GuildSpace development</p> <p>RL Masters student doing a business plan for the GuildSpace. There is aim to appoint masters students to run the kitchen under commission or as their own project.</p> <p>RL The GuildSpace is getting more usage since a volunteer rep was given access to keys. Needs to be expanded as more students are interested in the role and a rota should be made.</p> <p>Action: RL to discuss further options and costs with team, specifications to be drawn for the business plan.</p> <p>Action: RL, together with SB to meet with Estates to discuss keys and management of space.</p>

	<p>ii. New volunteers</p> <p>EJB RAG officer applicants put forward through the Student Council and Course Rep Scheme to take over activities from Welfare officer.</p> <p>AP suggest these to form a group as there was a couple of them applying.</p> <p>RL Guild provides work experience for a college student studying BTEC in Business. Great opportunity to gain confidence and practical experience.</p> <p>iii. Sexual Health and Consent campaign</p> <p>RL Health and Wellbeing team to do a campaign about sexual consent. Workshop to be held on December 5th, in a form of a debate that is going to be based on a video from BBC. Aim is to raise general awareness.</p> <p>iv. Self-harm + Awareness - “Bristol optin”</p> <p>RL Guild to do a campaign. Officers had training in mental health awareness.</p>
2.4	<p>Guild’s Finances</p> <p>i. Management Accounts</p> <p>RL Sue Taylor left her post. Carina Murphy was assigned as the new Guild Accountant.</p> <p>Action: RL to ask CM to produce a report.</p> <p>ii. Budget</p> <p>RL to provide a report on Fresher’s engagement and finances. Roughly 10% of UCB students were engaged in the activities.</p> <p>AP Guild to try and get the number much higher (50%)</p> <p>Action: RL to produce a report, to include feedback from students and Guild reps.</p> <p>iii. Guild Shop Report</p> <p>SB distributed Sales reports given from IT. Sales were discussed and how the shop was doing well and was bringing income to the Guild.</p>
3. Executive Committee Report	
3.1	<p>i. Report from the President</p> <p>ii. Report from the Guild Execs</p> <p>EJB confirms 216 course reps have signed up, 29 senior reps were selected to represent as a part of the Student Council. Few of them to be selected to be a part of the Trustee Board. Highlights some of the issues been brought up in the Subject boards, HE and FE board meetings such as drinks at lecture theatres being banned</p>

	<p>and Aviation and Airport Management course having no shows on their residential trips. Also did a presentation on student fees and how they are distributed at the OneCity Conference. Annual General Meeting to be held on 21st of November.</p> <p>AP advises NSS survey results to be looked at, training to be organized for officers to get better understanding of the information and analytics.</p> <p>ZS Organised and supported the MH Fayre that was aimed to promote Guild's sports clubs and societies. Resulted in new sign-ups, and students showing interest in volleyball that has now been set up as an official student group attracting around 20 students. Afro-Asian Society has been set up together with the Irish Society and Food Radio Society. First Sports & Societies Council meeting has been held as a platform for the club captains to provide feedback and inform on any issues they may be faced with. The teams have received their new kits and individual budgets were set up to track income and expenditures of each student group. Woman's Football became social as there weren't enough students taking part in the club activities.</p>
<p>4. Any other business</p>	
	<p>Action: AP to look at Guild's constitution to see how to get new people on the Trustee Board. To form a project team together with RL and LT to discuss structure of officer team, introducing more sabbatical officers and different options that would work for the Guild.</p> <p>i. Upcoming Trustee Board</p> <p>Proposed date for the upcoming Trustee Board is 30th January, Wednesday. Times to be confirmed over email.</p>