UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

Minutes of a meeting held on Tuesday 6th July 2021

LSI Seminar Room A, Streatham Campus. 10.30am – 1.30pm.

Ref	Minute	Action
	Present: Liv Harvey (VP Activities/Chairing on behalf of SB), Julie Walkling (External Trustee/Deputy Chair), Sunday Blake (Guild President), Penny Dinh (VP Education), Ruby Jones (VP Welfare & Diversity), Alfie Carlisle (Student Trustee – ASC), Natalie Stewart (External Trustee – NS), Margaret Laithwaite (External Trustee).	
	In attendance: Michael Wykes (Director of PPBI, University of Exeter – ***In attendance for the University strategy item***), Nick Smith (External Consultant – ***NickS, In attendance for the Articles update item***), Estelle Hart (Project Manager – ***In attendance for the Buildings update item***), Mark Johnson (ICT & Infrastructure Manager – ***In attendance for the Digital solutions item***), Lily Margaroli (Incoming Guild President), Bella Enoizi (Incoming VP Education), Izzy Harrison (Incoming VP Opportunities), Marion Ojua (Incoming VP Liberation & Equality), Alison Chambers (Chief Executive – AC), Hannah Brown (Head of Finance), Cassie Thornton (Head of Marketing & Brand), Tom Barrass (Head of Student Engagement), Sue Harding (Head of Organisational Development).	
	Apologies: Sumiah Elbortoukaly (Student Trustee), Mariam Abdelkarim (Student Trustee), Robert Jones (Student Trustee), Deborah Watson (External Trustee), Lauren Chatfield (Executive Support & Facilities Officer – Minute Taker).	
TB-20.67	**Minutes of the Last Meeting – 17th May 2021 and Matters Arising (Review of Action Log)** <u>To discuss & agree:</u> Approved as a correct record.	
	Notifications of Any Other Business: • None declared.	
	Notifications of Any New Conflicts of Interest: • None declared.	
TB-20.68	**Student Experience Update & Officer Priorities** <u>To receive:</u> The officers provided a paper update on student experience and officer priorities. Paper taken as read. Board members were asked for any questions or comments.	

	Key points: • VP Education – Tuition fee reduction campaign is ongoing, has not been met with a lot of success in terms of getting the University to get on board with what students are asking for. PD attended a protest in London to support the campaign. PD also was working on PGR wellbeing – a report was written about PGR student experience on getting support for disability wellbeing – it was well received by the University and policies have been created to support this, including a sick pay policy. • VP Welfare & Diversity – Focusing on student safety work – RJ & LH have been meeting with the Gender Safety group with the University to improve student safety on campus. One of the initiatives was a walking home safe scheme for students which is in progress, looking to implement in September. RJ has been working on the Exehale space on campus. RJ wrote a report on the importance of blended learning and digital delivery being incorporated in teaching starting from September – presenting this at Educative Executive meeting tomorrow. • Guild President – SB raised concerns with student voice being fairly represented across the University and the sector. Focus on Safeguarding; Freedom of speech etc. SB gave thanks to the officer support for this year, special thanks to AC & JW. • VP Activities – Working on vaccination centres; our nearest centre is 25 miles away and is not accessible for all students for transportation etc. LH/SB have been liaising with the University about a pop up vaccination centre. The Festival of Discovery was held a few weeks ago; a comedy night was held over the event which was sold out, alongside games being ran on the stall. As part of this, we rolled out our Give It A Go programme, which was a success and the University has agreed to fund this programme ongoing. **Agreed Received**	
TB-20.69	**Chief Executive Report and Objectives** • **Workstreams 1 & 2 update** • **Patrick Heron painting** <u>To receive:</u> AC provided the CEO report and objectives; workstreams 1 & 2 and Patrick heron painting update. Paper taken as read. Board members were asked for any questions or comments. Key points: • Senior team recruitment – team is now fully appointed – all are in attendance at today's meeting, TB has started with the Guild this week with SH joining us in August. • A University representative is joining us today to give a presentation on the 2030 strategy. • NSS action plan will be drafted when the results come through mid-July. • New Officers induction is underway this week.	

	• Flexible work discussions continuing to be had including drafting a flexible work policy and what the staff team will look like in terms of working patterns • A spreadsheet was put together for all of the meetings that the officer team has gotten involved with to take forward with the University to discuss streamlining • College officer pay discussion – an investigation was carried out and next steps have been taken forward, outlined in the paper <u>Organisational Review: Workstream 1 & 2 update</u> • Workstream 1: Commercial transfer – nearly completed; the lease agreements are on today's agenda for sign off; in the process of working with the University on a Commercial Collaboration Board which will look at EDI impact assessments; mystery shoppers in outlets; Freshers planning and collaborative event management etc. • Workstream 2: NickS is joining us today to discuss the Memorandum & Articles; Various consultancy work has been commissioned e.g. DemSoc and Kathryne Fraser for both Democracy & Governance <u>Patrick Heron painting</u> • Discussions ongoing between ownership with the University, The University are looking into it and hoping to reach an agreeable solution <u>Chief Executive Objectives</u> • Support for full time officer wellbeing – ensuring that moving forward we are more mindful of the support required for FTOs **Agreed Received**	
TB-20.70a TB-20.70b TB-20.70c	**Management Accounts** • **Cashflow** • **Outlook for year end** <u>To receive:</u> The management accounts for May 2021; cashflow and outlook for year-end were presented. Papers taken as read. Board members were asked for any questions or comments. Key points: • HB gave a briefing on the management accounts for the new trustees in attendance • Large surplus of £844k year to date – this is a positive variance of £348k on the reforecast budget, this was a budget that we set in December and was taking into account of the fact we were making positive variances and the commercial transfer • We are seeing that every month there is a positive variance; however this month it was slightly down due to the Festival of Discovery event • Underspends are due to lack of activity on campus as a result of Covid and open staff vacancies • Minimal movement in society funds – EJ is doing some work on the dormant societies • Cashflow – we are looking at a positive cash figure of £875k at July '21; this is also what we set our reserves policy at	

	• The actual plus budget predication for year end is £737k; a paper was provided that shows this is more likely higher due to the underspends. **Agreed Received**	
TB-20.71	**2021/22 Budget** <u>To agree:</u> The proposed budget for 2021/22 was presented for approval. Paper taken as read. Board members were asked for any questions or comments. Key points: • AC/HB gave a briefing on the budget paper for 2021/22 • Budget was pulled together by the managers at an away day to discuss key priorities • Put in 3 pitches to the University for additional funding: a new digital platform; Give It A Go programme; and a rebranding – we were successful for 1 & 2 but did not get the funding for a rebrand • We have now phased this budget and have had discussion with the university around lease charges in which we have succeeded in securing £62k back into our budget • We are now at a position of a £29k surplus. **All in agreement to approve the budget for 2021/22.** **Agreed Received**	**All**
Presentation	**University strategy 2030 presentation** <u>To receive:</u> MW joined the meeting to provide a presentation on the University strategy 2030. Key points: • MW tabled a presentation on the University strategy 2030 • SB – Partnerships with the Guild; how are you going to measure whether there is a good partnership between the University and the Guild? • Discussion had around the possibility of holding a joint strategy session in September between the University and the Guild. **Agreed Received**	
TB-20.72	**Articles update** • **Appointment of student trustees** <u>To agree:</u> NickS joined the meeting to provide a paper update on articles for approval. An paper updated was provided on the appointment of student trustees. Papers taken as read. Board members were asked for any questions or comments. Key points: • NickS provided a brief update on the Memorandum & Articles to date for new trustees in attendance • Discussion had by trustees on the wording around deputy chair role	

	• Appointment of student trustees – AC gave a briefing on the paper asking for Trustee Board's approval to pursue with putting together an Appointment and Nominations Committee to take the process forward for appointing student trustees. **Special Resolution to change the Articles of Association:** The Trustee Board **noted** the following a) The changes to the Articles required a special resolution of the Company Law Members (the Trustees). This meant that 75% of those present at the meeting had to vote in favour of the proposal. b) The proposed changes had been approved by the student members and the University in line with the current Articles. c) The document had been updated to reflect the terminology on the chair and deputy chair in addition to the recommendations of the governance consultant working on these documents. d) The proposed changes had been checked by Bates Wells LLP and they had advised that there were no changes to the regulated clauses that the Charity Commission would have particular concerns over (such as the Charitable Purpose or the Dissolution Clause). **The Board approved the following unanimously:** **e) To replace the current Articles with the new proposal** **f) To file the documents with Companies House & the Charity Commission.** **All in agreement to pursue with setting up an Appointment and Nominations Committee for the appointment of student trustees.** **Agreed Received**	**All** **All**
TB-20.73	**HR update** • **Staff engagement survey results** <u>To discuss:</u> AC presented an update on HR and the NUS staff engagement survey results. Paper taken as read. Board members were asked for any questions or comments. Key points: • AC gave a briefing on the paper • NUS staff engagement survey results – key theme across the guild for staff satisfaction is the people; teamwork etc: low areas are: pay; training and development; knowledge across the organisation. • Key engagement drivers are: internal communication; being treated with fairness, respect and dignity at work; knowledge and good practice being shared across the organisation; being provided with support and tools necessary to do the job effectively; role expectations are clear; upholding our values. • PD suggested it could be useful to liaise with a trade union e.g. UNISON for advice on improving staff wellbeing. **Agreed Received**	
TB-20.74	**Open letter to trustees from Friends of Palestine**	

	To discuss: A paper was provided in relation to the open letter to trustees received from Friends of Palestine. Paper taken as read. Board members were asked for any questions or comments. Key points: • SB gave a briefing on the open letter received to trustees from the Friends of Palestine society • FoP proposing to move away from the IHRA definition of anti-Semitism • Two policies are going to Guild Council in the autumn • SB proposed to Trustees to not send the response letter as an open letter/public response – Discussion had on a response, proposal to put out a statement to students. • SB to work with CT offline on what the proposed statement would look like and circulate to trustees offline prior to putting out to students. **Agreed Received**	
TB-20.75	**Buildings update** To agree: EH joined the meeting to present a paper update on buildings. Papers taken as read. Board members were asked for any questions or comments. Key points: • EH gave a briefing on the paper • We have negotiated the cost down – we have a couple of details i.e. wording to be ironed out on the SLA's – asking TB to delegate this work to AC/EH • This move away from our previous position will ensure we will be working more collaboratively with the University on space – the relationships that have been developed throughout have been really important and are key • Discussion had on tenantable repairs and clarifying what this is – AC to take offline what would constitute a tenantable repair. **All in agreement with the proposed agreements, in principle of clarification around tenantable repairs.** **Agreed Received**	**All**
TB-20.76	**Digital solutions for trustees** To agree: MJ joined the meeting to present a paper on digital solutions for trustees. Paper taken as read. Board members were asked for any questions or comments. Key points: • MJ gave a briefing on the paper • Plans to have a central hub for trustees for anything related to Trustee Board • All trustees in favour of proceeding with Option 2.	

	All in agreement to proceed with Option 2: external guest access. **Agreed Received**	**All**
	Any Other Business To receive: • None declared. **Agreed Received**	
	Date of Next Meeting – TBC	

Action Log

Meeting Date	Ref No.	Action	Action owner	Target date
11/01/2021	TB-20.33	SB/AC to take offline discussion regarding Board away day agendas. To include this on the cycle of business. UPDATE 06/07/21 – In progress, induction scheduled, possible strategy day before September.	SB/AC	
11/01/2021	TB-20.33	SMT/Officers to work offline to discuss more regular student experience updates to Board. UPDATE 06/07/21 – In progress, communications plan for new officer team commencing August 2021.	CT	
11/01/2021	Verbal	SMT to bring back a recommendation to a future Board meeting regarding full time officer pay. UPDATE 06/07/21 – In progress, appointments and nominations committee to be established by September.	SMT	
17/05/2021	TB-20.61	AC/SB to update Board on whether Senate has a summary of the NSS report. UPDATE 06/07/21 – In progress, due 16th July 2021.	AC/SB	
17/05/2021	TB-20.61	AC to take offline generating an NSS action plan. UPDATE 06/07/21 – In progress, Results due 16th July, action plan developed thereafter.	AC	