

UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

***Minutes of a meeting held on Monday 18th October 2021
LSI Seminar Room B, Streatham Campus. 2pm – 5pm.***

Ref	Minute	Action
	Present: Lily Margaroli (Guild President – Chair), Julie Walkling (External Trustee/Deputy Chair), Bella Enoizi (VP Education), Izzy Harrison (VP Opportunities), Marion Ojua (VP Liberation & Equality), Alfie Carlisle (Student Trustee – ASC), Idris Bin Mohammad Affrin (Student Trustee), Thiba Baskaran (Student Trustee – THB), Scarlett Hilson-Wheeler (Student Trustee), Deborah Watson (External Trustee), Natalie Stewart (External Trustee), Margaret Laithwaite (External Trustee).	
	In attendance: Alison Chambers (Chief Executive – AC), Hannah Brown (Head of Finance), Cassie Thornton (Head of Marketing & Brand), Tom Barrass (Head of Student Engagement – TB), Sue Harding (Head of Organisational Development), Lauren Chatfield (Executive Support & Facilities Officer – Minute Taker).	
	Apologies:	
TB-21.01	Minutes of the Last Meeting – 6th July 2021 and Matters Arising (Review of Action Log) <u>To approve:</u> Approved as a correct record. <u>Matters Arising</u> Friends of Palestine – IRHA definition, no further update on taking this forward with the relevant societies.	
	Notifications of Any Other Business: • None declared.	
	Notifications of Any New Conflicts of Interest: • None declared.	
TB-21.02 TB-21.02 Verbal TB-21.03 TB-21.04 TB-21.05	Governance Update • Board Terms of Reference • Board membership & sub-committee memberships • Delegated Authority Schedule • Schedule of Business • Byelaws <u>To approve:</u>	

	SH provided the Governance update paper and appendices. TB presented the byelaws paper. Papers taken as read. Board members were asked for any questions or comments. Key points: <u>Governance</u> • SH gave a briefing on the papers • The sub-committee chairs gave a briefing on the purpose of the sub-committee meetings to student trustees to consider re: options for membership • Proposal to make a change to the CGR ToR to reflect that all officer trustees will attend CGR. The ToR to change from stating 'as nominated' and the officers to share out attendance to work with their availability. All in agreement to approve the proposed governance changes re: ToR, board membership & sub-committee membership, delegated authority schedule and schedule of business. <u>Byelaws</u> • TB gave an outline on the byelaw changes • TB asked trustees for approval on the proposed changes • A query was asked around the Democracy review history – AC gave a briefing on the history to date around Miragold and the choice to move to change with support from DemSoc • Referenda as student policy – is this a new addition? TB highlighted that this has always been in the byelaws in line with other SU's. • Discussion had around how Guild Council feeds into Trustee Board. LM suggested this update could feed into the Student Experience Report. ACTION: LM to incorporate Guild Council updates into the Student Experience Report ongoing. All in agreement to approve the proposed byelaw changes. Agreed Received	All LM All
Presentation	Strategy <u>To note:</u> AC gave a presentation on the Guild strategy. Key points: • AC presented the strategy map scorecard spreadsheet and gave a briefing on the strategy to date. • SLT are meeting on Friday this week to streamline the strategy and produce infographics to take forward – to map resourcing, staff structure, areas that are being neglected in the Guild • AC to potentially present a deep dive into this with the Board in December. • AC asked for any questions and comments.	

	Trustees gave thanks to AC on the work presented to date and proposed plan. Agreed Received	
TB-21.06	Student Experience Update & Officer Manifestos (rolling item) <u>To note:</u> The officers provided a paper update on student experience and officer manifestos. Paper taken as read. Board members were asked for any questions or comments. Key points: - Exeter Students for Life Society – Two protests occurred on campus last week – both were peaceful and helped to facilitate the student voice. A number of the officers and staff were present for both protests. Guild Council – had a large turnout specifically of students sharing thoughts around the Students for Life concerns. A number of drop ins were organised to support students too. We believe that students are starting to understand the position we are in in terms of our legal obligations, we have a few meetings coming up to see if there a way we can move forward with the groups that are protesting. Online conduct concerns with the society are going through our investigation process with an external investigator. - Proposal to look at a Freedom of Speech deep dive through one of the Board sub-committees. - University Council – Main discussion was around NSS scores and ensuring they improve. Various discussion around board and meetings – little conversation on consultation with students on why the scores have been so low. There is a disconnect between the University and the student community. - Manifesto themes and priorities for officers – As a team the officers wanted to make their work very cohesive; last year there were a lot of ad hoc issues that fell outside of manifestos so this year the officers undertook relevant themes to manage adhoc issues. LM will be working on sustainability, officer visibility, international students, accommodation and drug policy/harm reduction. MO is working on accessibility, EDI, liberation campaigns, gender safety, and mental health and wellbeing. IH is working on our society badges, society space and relocating the testing centre, accessibility within societies, collaborating with AU on the hardship fund, transparency and visibility – introduced lets talk and spill the tea pop up coffee mornings; BE is working on fair and protective academic policies e.g. covid – big win specifically on changing on academic mitigations; widened to included racial trauma and global events; amplifying student voices and demanding transparency from the University – a large part of work undertaken is the personal tutor review; academic wellbeing – learning communities and work with academic societies. ACTION: Freedom of Speech deep dive to be added to a Board sub-committee agenda.	AC/LC

	Agreed Received	
TB-21.07	Chief Executive Report and Objectives (rolling item) <u>To note:</u> AC provided the CEO report and objectives. Paper taken as read. Board members were asked for any questions or comments. Key points: • AC gave a briefing on the CEO report. • A query was raised around whether there any significance in getting an accreditation? Is it better? AC advised that they are quality kitemarks so it shows to prospective staff what kind of organisation the Guild is to work for. • A query was raised on the UCU strike about pensions – what is the strike about? AC/TB gave a background on the strikes. • A query was raised on an employment tribunal – AC highlighted that it was postponed a few weeks ago, we expect for a date for a pre-hearing over the next few weeks. AC will come back to discuss next stages with the Board. Agreed Received	
TB-21.08	Management Accounts <u>To note:</u> The management accounts for August 2021 and cashflow were presented. Papers taken as read. Board members were asked for any questions or comments. Key points: • HB highlighted that the accounts showed a surplus but this is largely due to low activity in the Guild and University in August. • A number of accounting adjustments are due to areas such as annual leave not taken and underspends around payroll • Costs will be incurred over the next few months. • A query around society money – Bracton Law Society funds – what is happening with these funds? TB advised there will be an update going further to F&AC, the moneys will be put into a pot that will be distributed to students to support EDI work. • A query around negative net assets – can we ensure that the minutes reflect that we remain as a going concern (<i>added below</i>) <i>ROLLING MINUTE: “The Chair reminded the meeting that the Guild had negative net assets and should review cashflows to ensure that it was appropriate for Guild to continue as a going concern.”</i> Agreed Received	
Verbal	SUSS Update <u>To note:</u> A verbal update was given on the SUSS pension scheme. Key points: • HB gave a briefing on the SUSS pension scheme history to date. • No questions were raised. Agreed Received	

TB-21.09	Pay Award Proposal <u>To approve:</u> A paper was provided on the pay award proposal. Paper taken as read. Board members were asked for any questions or comments. Key points: • SH gave a briefing on the paper. • SLT are meeting this Friday to have an away day to discuss staff structure, pay structures and whether we increase the pay of some staff, recruitment and next steps. • The paper outlines pay increase recommendations • Board were asked to consider a recommendation to apply a 1% cost of living increase in line with our budget, rather than a 1.5% cost of living increase as per the national negotiating arrangement. • Board were asked to approve a recommendation in relation to Guild Christmas closure period. • Discussion had around the possibility of giving 1.5% and how this would affect the budget alongside the additional 4 days proposed for Christmas closure. All in agreement to approve a minimum of 1% cost of living increase in line with our budget this year, in principle of having a further discussion at CG&R to discuss any surplus that could go into staff reward and recognition and further discussion following the outcome of the pay review and inclusive of staff views. All in agreement to approve the additional 4 annual leave days proposed for Christmas closure. Agreed Received	All All
TB-21.10	NSS overview (post results) <u>To note:</u> TB presented the NSS overview (post results) paper. Paper taken as read. Board members were asked for any questions or comments. Key points: • Positive feedback received on the NSS results received. • A query was raised on whether the Guild is involved promoting the NSS? TB advised that we are but whether we should be involved in this or not. Agreed Received	
TB-21.11	Complaints Annual Report <u>To note:</u> AC provided the complaints annual report paper. Paper taken as read. Board members were asked for any questions or comments. Key points: • AC gave a briefing on the complaints annual report. Board were provided the log to review. • New additions since the last meeting: 34 complaints were received around the Exeter Students for Life Society.	

	Agreed Received	
	Any Other Business <u>To receive:</u> • None declared. Agreed Received	
	Date of Next Meeting – Monday 6 th December 2021	

Action Log

Meeting Date	Ref No.	Action	Action owner	Target date
18/10/2021	TB-21.05	LM to incorporate Guild Council updates into the Student Experience Report ongoing.	LM	-
18/10/2021	TB-21.06	Freedom of Speech deep dive to be added to a Board sub-committee agenda.	AC/LC	-