

UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

Minutes of a meeting held on Monday 14th February 2022
EMS F20, St Luke's 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), Thiba Baskaran (Student Trustee – THB), Scarlett Hilson-Wheeler (Student Trustee), Deborah Watson (External Trustee), Margaret Laithwaite (External Trustee).	
	In attendance: Belinda Li (St Luke's Student – <i>in attendance for the St Luke's presentation item</i>), Eleanor Walker (AtkinsonHR – <i>in attendance for the Pay Review item</i>), 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: Idris Bin Mohammad Affrin (Student Trustee), Natalie Stewart (External Trustee).	
TB-21.31	Minutes of the Last Meeting – 6th December 2021 and Matters Arising (Review of Action Log) <u>To approve:</u> Approved as a correct record. <u>Matters Arising</u> None declared.	
	Notifications of Any Other Business: None declared.	
	Notifications of Any New Conflicts of Interest: None declared.	
Presentation	Site Specific Presentation for St Luke's <u>To note:</u> BL joined the meeting to give a presentation on St Luke's. <u>Key points:</u> - BL provided a PowerPoint slide presentation with a SWOT analysis for St Luke's. - BL asked for any questions/comments.	

	• Discussion had on goals for St Luke's – AC to touch on in the 5 year plan in the next agenda item. Agreed Received	
Presentation	Guild 5 year plan • Appendix: Income Diversification Report <u>To approve:</u> AC gave a presentation on the Guild 5 year plan. A report paper was tabled on income diversification. Key points: • AC provided a PowerPoint slide presentation on the Guild 5 year plan. • AC asked for any questions/comments. • Comparison to other Russell Groups SU's – would be beneficial to highlight these and focus on what the role of these SU's are • A comment was raised on who in the University is going to be new when approaching the Guild's plan and what can we do to change the minds of the current senior UoE staff? • Trustees were in support of the proposed 5 year plan. • HB circulated the appendix paper on income diversification. All in agreement to approve the steer of the Guild 5 year plan. Agreed Received	All
TB-21.32	Management Accounts <u>To note:</u> The management accounts for December 2021 and cashflow were presented. Paper taken as read. Board members were asked for any questions or comments. Key points: • HB gave a briefing on the paper. • Spending has increased now that we are doing more on campus – key focus to spend the overspend prior to budget setting. • Would we be able to commercially grow in order to replenish our reserves? • Discussion had on how we communicate our reserves position to the University • AC raised it would be beneficial to liaise with Andrew Connolly in advance of the SIPC meeting in March. <i><u>ROLLING MINUTE:</u> "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	
TB-21.33	Reforecast 1 <u>To approve:</u> HB provided the Reforecast 1 paper for approval. Paper taken as read. Key points: • HB gave a briefing on the paper. HB asked for any questions or comments. No questions raised.	

	- Following the standard reforecast process we have come to a surplus for the year, with the proposal to utilise via projects highlighted in our budget wish list. - Payroll percentage costs come in at 48% - Trustees were in support of the proposed reforecast. All in agreement to approve reforecast 1. Agreed Received	All
TB-21.34	Pay Review <u>To approve:</u> <i>EW joined the meeting to present the paper on the pay review. Paper taken as read.</i> Key points: - SH/EW gave a briefing on the paper. The paper outlines a review of the salary structures, and pay and reward in the Guild. The current pay scales are very complex and overlapping, part of the process will include simplifying these pay scales. There will be a significant amount of work for the Guild managers for considering the job descriptions alongside the proposed scales. Plans for this to be implemented from the beginning of April. We wish to make our pay conditions fit for purpose, and recognise the work of our existing staff, alongside attracting better candidates in our recruitment. - Page 7 is the information around benchmarking, page 9 is the recommendations for approval. - Board members were asked for any questions/comments on the paper. - Discussion had around Sabb pay and where this sits in the new proposed salary structures. Proposal for officers to be sat within its own category, rather than aligning within current career roles. SH raised that the committee could take the decision to look further in point 7d around officer pay. - It was agreed to accept all recommendations and approve the proposed pay review. All in agreement to approve the pay review. Agreed Received	All
Verbal	Student Experience Update & Officer Manifestos (rolling item) <u>To note:</u> The officers provided a verbal update on student experience and officer manifestos. Key points: - Officers update: - VP Liberation & Equality – Gender safety: working with an external consultant on night safety, and wider work we can do; Wellbeing week – has in person and online events, has had very good engagement from students; Launching our first Disabled students events. Key next	

	steps: Continuing on Gender Safety, Student Wellbeing Group launch, Diversification of University staff. ○ VP Opportunities – Completed a large manifesto promise around Drink Spiking projection, which is now available to all society committee members to hand out at society events, committee support can now book 121 meetings with the Activities team; Give It A Go launch for society committees. Key next steps: Commercial outlets on campus, reviewing training for societies on wellbeing and disability awareness, societies will get training from a sexual violence and assault charity. ○ VP Education – Working with student reps and college officers on the University restructure plans; Exam anxiety – working with the University on a separate deferral for students who need to defer January exams; Working on the Unitu pilot for student feedback. Key next steps: Personal tutoring system, continuing Unitu pilot, review of what can be learnt from deferral of January exams. ○ Guild President – Sustainability, Go Green week – lots of events; working on LGBTQ+ history month, a number of events and online content, has sparked some internal discussion around ensuring our staff knowledge reflects our external work; Inputting into rent affordability discussions with the University. Key next steps: focus on cost of living, how this can impact students and how we can support, continuing work on Go Green Week and sustainability, how we can support St Luke's and International students. ○ The officer team are attending the NUS conference at the end of March. Agreed Received	
TB-21.35	Chief Executive Report (rolling item) <u>To note:</u> AC provided the CEO report for February 2022. Paper taken as read. Board members were asked for any questions or comments. Key points: • AC gave a briefing on the CEO report. • TEF consultation – proposal that there will be a new submission for TEF, the University have received a data set that will be coming through informing the TEF submission in terms of graduate outcomes, and we have a briefing on this data on Wednesday. This data will give us an indication on the types of feedback that we would like to include in this submission. We need to identify any strengths and weaknesses in the data and ensure this is fully representative. Opens in September, submitted in November, TEF panel make their assessments between April/March, and we are notified of the decision in May. This will pose a capacity issue for us with our limited	

	numbers in Voice, we have put together a plan on how to mitigate this. No questions/comments raised. Agreed Received	
TB-21.36	Payroll Fraud <u>To note:</u> HB presented a paper on payroll fraud. Paper taken as read. Board members were asked for any questions or comments. Key points: - HB gave a briefing on the paper. - Trustees were asked to note the information outlined in the paper. - The charity commission were notified and responded that they were satisfied with our response to the issue. - The payroll coordinator has now retired – HB is undertaking payroll responsibilities in the short term, alongside looking into short term options for hiring administrative support for payroll. - We have contacted our insurers – we do not have insurance that would cover this incident as it is cyber-crime. Our ICT & Infrastructure manager is liaising with the insurers to find out if there is an option to include this type of cover in future. - HB is in touch with external auditors to look at options for taking forward a payroll review as soon as possible. Agreed Received	
Verbal	Democracy Update <u>To note:</u> TB provided a verbal update on democracy. Key points: - TB presented a PowerPoint presentation on the democracy review. - Appointed DemSoc to support us with this work, DemSoc have been holding workshops and training for Guild staff alongside providing us insight and best practice into our future plan - Focusing on student priorities, what matters most to our students - Democratic structures – to create a toolkit that students can get involved with at any level, to define our key principles and purpose around this - Democracy in practice – enabling varied delivery of projects, campaigns and events on issues that matter most to students - Board members were asked for any questions or comments. Agreed Received	
TB-21.37	People & Culture Plan Update <u>To note:</u> SH presented a paper update on the People and Culture plan. Paper taken as read. Board members were asked for any questions or comments. Key points:	

	• SH provided a briefing on the paper. • SLT have been working through job descriptions across the organisation to ensure they are accurate and improve consistency across the Guild as part of the pay review. • The NUS staff survey launched today for completion by Guild staff. • Board members were asked for any questions or comments. Agreed Received	
TB-21.38	Sub-Committee Update – FAC • Finance & Audit Committee; Minutes 20.01.22 <u>To note:</u> ML gave a verbal update on the FAC sub-committee meeting. The previous minutes were circulated for Board overview. Paper taken as read. Board members were asked for any questions or comments. Key points: • ML gave a briefing on the FAC sub-committee meeting that was held on 20th January 2022. • Key items on today's Board agenda were also discussed at FAC: Management accounts, Reforecast 1 & Wishlist, Pay review, Future plan • Income diversification report discussion – AC will be taking diversification options forward • Discussion was had on the accounting software, HB is looking at a number of options • HMRC VAT Update – the case is still sat with HMRC, waiting to hear back further • Discussed the digital review, looking at contracts for MemPlus and Fixr • Dormant society funds – work ongoing • Continuing to look at options for internal audit • Societies VAT – discussion had following the transfer of commercial. Agreed Received	
TB-21.39	Sub-Committee Update – CGR • Compliance, Governance and Risk Committee; Minutes 03.02.22 <u>To note:</u> JW gave a verbal update on the CGR sub-committee meeting. The previous minutes were circulated for Board overview. Paper taken as read. Board members were asked for any questions or comments. Key points: • JW provided a briefing on the CGR sub-committee meeting that was held on 3rd February 2022. • Key items on today's Board agenda were also discussed at CGR • GDPR audit – the Guild is in an overall good position with GDPR with a few areas for improvement • Discussion on the phishing attack	

	• A paper was presented on the Freedom of Speech bill – looking forward to the implications and best way to get ahead of it • Compliance report and business continuity update – business as usual • HR update and staffing update • Plans to work with an external consultant on a skills audit for trustees. Agreed Received	
	Any Other Business <u>To receive:</u> • TB Feedback Form – AC reminded trustees to make sure they complete the feedback form at the end of the meeting. Agreed Received	
	Date of Next Meeting – Monday 11 th April 2022	

Action Log

Meeting Date	Ref No.	Action	Action owner	Target date