UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

Minutes of a meeting held on Monday 11th April 2022
Forum Seminar Room 1, Streatham Campus. 2pm – 5pm.

Ref	Minute	Action
	Present: Lily Margaroli (Guild President – Chair), Julie Walkling (External Trustee/Deputy Chair), Bella Enoizi (VP Education), 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), Idris Bin Mohammad Affrin (Student 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).	
	Apologies: Izzy Harrison (VP Opportunities), Natalie Stewart (External Trustee), Lauren Chatfield (Executive Support & Facilities Officer – Minute Taker).	
TB-21.45	**Minutes of the Last Meeting – 14th February 2022 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.	
TB-21.47	**Student Experience Report & Officer Manifestos (rolling item)** <u>To note:</u> The officers provided a report on the student experience and officer manifestos. Paper taken as read. Key points: • Guild President and VP Liberation & Equality have been working on gender safety • VP Education – Focusing on inclusive education policies e.g. individual learning plans, including WP students as part of this • Innovation and representation – key areas that the team are developing work on	

	• Working on sustainability • VP Opportunities has been working on with arts & culture • Belonging and inclusivity – worked closely with the university in regard tom the fuel increase costs and rising cost of living; utilising the hardship fund for this • Looking at events on St Luke's, trying to get Streatham students to visit St Luke's • Big fundraiser was held for Ukraine • The student elections received good engagement • Working with the University on their restructure; have provided good influence into the changes • Officers went to the NUS Conference in Liverpool • Involved in the SIPC pitch to the University • Team will be working on putting together an effective handover for their successors. **Agreed Received**	
TB-21.46	**Guild block grant negotiations** <u>To discuss:</u> AC presented a paper update on the Guild block grant negotiations. Paper taken as read. Key points: • AC gave a briefing on the paper and recapped the SIPC process so far. • The University asked us to put together a business case for the investments that were presented over the 5 year period • LM attended University Council last week to discuss the SIPC pitch – we received strong endorsement from council members for the proposal. • A query was raised on when the next decision point would be? AC confirmed it will be in the first week of May. **Agreed Received**	
TB-21.48	**Chief Executive Report (rolling item)** <u>To note:</u> AC provided the CEO report for April 2022. Paper taken as read. Board members were asked for any questions or comments. Key points: • AC gave a briefing on the CEO report. • Internally, we have been working on the Guild student facing strategy; this will come to the July Board following student consultation. • We would like to bring more engagement data to trustees in which an engagement report will be provided to Board. • Incoming freedom of speech bill – We have pulled together two consultant reports done by the University and built in our knowledge to develop a solid action plan. • Discussion had on the NSS survey and Q26. • HB final Board meeting today; she will be leaving the Guild at the end of June.	

	• Ukraine – A query was raised on if we have any Russian students and if so, what is the impact on them as a result of what is happening in Ukraine? CT advised that we have reached out to students who have been impacted by Ukraine within our communication. ACTION: SLT to bring template engagement report and student strategy to July meeting. **Agreed Received**	**SLT**

TB-21.49	**Elections and Democracy Review Update**
	<u>To note:</u>
	TB provided an update on elections and the democracy review.
	
	Key points:
	• TB gave a briefing on the paper.
	• Elections –
	  ○ we had to extend the dates for one of the posts as candidates had withdrawn from; all roles were contested.
	  ○ We are aiming to do a performance report against other SU's which will be brought to a future Board meeting.
	• Democracy review update –
	  ○ A document have put together to establish what our top level thinking looks like on democracy and how we take forward the democracy review outcomes
	  ○ TB provided a presentation on the next steps of the democracy review – AC raised it would be beneficial for student trustees to liaise with TB on the proposed democracy model.
	
	ACTION: TB to discuss democracy model with student trustees offline for input.
	Agreed Received
		TB

TB-21.50	**Trustee Recruitment Plan** <u>To approve:</u> SH presented a paper update on the trustee recruitment plan. Paper taken as read. Board members were asked for any questions or comments. Key points: • SH provided a briefing on the paper. • CGR approved the recruitment to the external trustee post that will be vacant in July; CGR agreed to proceed with a trustee skills and diversity audit, of which the report will come to the July Board meeting. • We are liaising with external charities who specialise in external recruitment. • We are asking the Board to nominate a small group of trustees to be part of a task & finish group to take forward this piece of work.	

	ACTION: Trustees to send nominations to SH offline for participation in the trustee recruitment task & finish group. **All in agreement to approve, in principle, the proposed trustee recruitment plan.** **Agreed Received**	**All** **All**
TB-21.52	**Risk Register** <u>To approve:</u> HB presented an updated version of the risk register. Paper taken as read. Board members were asked for any questions or comments. Key points: • HB gave a briefing on the paper. • A risk deep dive session was held with trustees in March and we had chance to obtain trustee feedback on the current risk register – there was some feedback provided in which we have been able to implement some of the suggest changes already. • During this session, we agreed a communications plan – it will go to sub-committees quarterly and board bi-annually. • Three top current risks have been added to the register; HB asked for TB feedback on whether these risks are agreed as our top priority. • ML requested that SUSS pension scheme should be in the top current risks to the Guild. ACTION: SLT to ensure prominence of SUSS pension liability in Risk Register. **All in agreement to approve the updated version of the risk register.** **Agreed Received**	**SLT** **All**
TB-21.53	**Accounting Software Provider** <u>To discuss:</u> HB presented a paper on the accounting software provider. Paper taken as read. Board members were asked for any questions or comments. Key points: • HB gave a briefing on the paper. • HB presented slides to the meeting on the accounting software proposed options. • Currently with ExChequer for our accounting software • We have been looking at other options for accounting software. • The key provider we were looking to progress with was Access, however a new option has been brought to our attention over the last few weeks, Iplicit, which comes to half the cost of Access and has the ability to bring over the legacy data from ExChequer. The only downside at the moment is that the app is not currently up to par, we are trying to find out timelines on what the app will be where it needs to be. • HB asked for any questions/comments. • Discussion had around the options.	

	• Plans to delay the implementation of a new accounting software until we have someone in place to cover the Head of Finance role and raised this as a topic of discussion when interviewing candidates. • HB to bring an update to the next FAC meeting in May. **All in agreement to delay the implementation of a new accounting software, date to be agreed in principle of Head of Finance candidate discussions.** **Agreed Received**	**All**
TB-21.51	**Gender Safety** <u>To discuss:</u> CT presented a paper on gender safety. Paper taken as read. Board members were asked for any questions or comments. Key points: • CT gave a briefing on the paper. • Received good engagement in the student survey that was circulated • The survey looked at how students felt on a night out and existing and potential safety initiatives across the Guild, University and wider community • Our insights project was funded by the University's Gender Safety group • Key points: high likelihood of students pre-drinking before nights out; choosing a venue is based on atmosphere and price, safety was not as important; a lot of students knew about nightline and the support through the advice service • Focus groups were held based on the topics that came out of the survey • Discussion had on the comments around estate patrol – as a Guild, we need to work with the University to work shifting these attitudes • Next steps are to have conversations with key stakeholders around the insights from the report; we have had good conversations with estate patrol in order to address some of the issues raised in the report; we have been looking at the communications to plan out how we explain outcomes to student; discussions being had with the University on the Lemon Grove, hoping to have an update to bring to the July Board meeting. **Agreed Received**	
TB-21.54	**Health & Safety Annual Report** <u>To discuss:</u> SH presented the Health & Safety annual report paper. Paper taken as read. Board members were asked for any questions or comments. Key points: • SH provided a briefing on the paper. • H&S policy has been provided through the Finance & Audit committee as a part 3 item for approval	

	• Covid – now there is no free testing and no mandatory testing, we are left relying on good ventilation in working spaces alongside staff staying away from campus when they are unwell to reduce the risk of large amounts of staff being off at work • We are currently looking at sorting our fire safety arrangements – there was a lack of clarity previously with commercial and a number of areas which do not have dedicated staff allocated to it • No questions raised on the report. **Agreed Received**	
TB-21.55	**Sub-Committee Update – FAC** • **Finance & Audit Committee; Minutes 24.03.22** <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 24th March 2022. • The management accounts were provided, with the possible outturn for the financial year – the latest forecast had a £70k surplus • SIPC – to discuss the draft budget at the next FAC meeting in May • The payroll fraud incident was discussed; from this an internal auditor has now been appointed to look at all of our financial processes to ensure we have proper operations in place • SUSS – HB and ML attended the SUSS AGM meeting, concerns raised as it is currently only 51% funded • Accounting software provider was discussed • Discussion was had on what happens with dormant society funds, a policy will be drafted and brought to the next Finance & Audit Committee. **Agreed Received**	
TB-21.56	**Sub-Committee Update – CGR** • **Compliance, Governance and Risk Committee; Minutes 24.03.22** <u>To note:</u> AC 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: • AC provided a briefing on the CGR sub-committee meeting that was held on 24th March 2022. • Discussed SIPC and the block grant • Discussion on freedom of speech and other legislative changes e.g. Coronavirus • Brief update on elections	

	• Discussed matters of compliance around cyber security and GDPR compliance • An update was provided on leases and premises • NUS staff survey results are due on the 18th April • This week is a development week for the Guild consisting of staff training days and a wellbeing day • An update on trustee recruitment was discussed. **Agreed Received**	
	Any Other Business <u>To receive:</u> • None declared. **Agreed Received**	
	Date of Next Meeting – Monday 11th July 2022	