UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

Minutes of a meeting held on Thursday 27th October 2022

Collaboration Station, Devonshire House, 2pm – 5pm.

Ref	Minute	Action
	Present: Lily Margaroli (Chair), Julie Walkling (Co-chair and External trustee), Jack Liversedge (VP Education), Emma de Saram (VP Liberation and Equality), Izzie Dyer (VP Opportunities), Natalie Stewart - online (External Trustee), Margaret Laithwaite (External Trustee), David Craddock (External Trustee), Harriet Jones (External Trustee), Alex Martin (Student Trustee), Niamh Crowe (Student Trustee), Chris Menon (Student Trustee), Nur Farah Meor Azlan (Student Trustee)	
	In attendance: Alison Chambers (Chief Executive–AC), Cassie Thornton (Head of Marketing& Brand), Tom Barrass (Head of Student Engagement–TB), Martin Pope (Head of Finance and Operations – MP), Tony Reissner - online (Interim Head of Finance – TR), Dani Alexander (Senior Coordinator – Leadership and Governance and Minute taker for meeting DA)	
	Apologies: None	
	Minutes of the Last Meeting – 11.07.22 and Matters Arising (Review of Action Log) To approve: Approved as a correct record Matters Arising None declared	
	Notifications of Any Other Business: • None declared	
	Notifications of Any New Conflicts of Interest: • None declared	
TB-22.02	**Impact report 21/22 Headlines** To discuss: Cassie Thornton presents the paper to board for discussion. Paper taken as read. Key points: • Paper lays out strategic objectives for Impact report • Impact reports will now be termly to get more regular feedback • Key mechanisms have been included in the paper presented – including some new ways of reporting	**CT**

	Discussion points: • Query - Career zone refers to the Universities offering • Suggestion from board to pick up on key themes over time • Suggestion from board to develop case studies over time • AC – we have had difficulty getting the data needed • AC – we welcome suggestions around how we can improve breadth and depth of reporting • Impact report shows EDI results, but this could be drilled down even more with more information presented • CT asks board for suggestions around possible format options. - Board suggests video case studies - Board notes videos need to be explained well to those who may be filmed so they are comfortable - Query – can we show how we have spent the universities money **Agreed Received**	
TB-22.03	**Strategy and student priorities** <u>To discuss:</u> TB presents paper to the board. Paper taken as read. Board members were asked for feedback or questions. Key points: • TB presents strategy implementation so far • Student priorities is being led by students, and data driven as much as possible • The Guild has moved from Officer manifestos to a student priority focus • This approach is a pilot approach to be more data and insight drive including 1,869 responses received in freshers week • Data gaps which have been identified and from the responses received have identified key thematic areas as student priority areas • Next steps include assigning project leads within the Guild staff Discussion points: • Query from the board – all gathering of information was done during Freshers week only • Query - Education focus looks as if it's missing on these priorities. Education feedback came in through a more support focus which is in Guild priorities • Query from board as to how the data informs the Guild priorities – TB explains the data was presented to Managers and are now looking to use their skills to focus in on these student priorities • Campaigning and engagement – there is still work to be done on student priorities in this area **Agreed Received**	**TB**
TB-22.04	**CEO report** <u>To note:</u> AC provided the CEO report and objectives. Paper taken as read. Board members were asked for any questions or comments.	AC

	Key points: • AC gave a briefing on the CEO report • There has been a huge amount of change within the staff teams this year due to the block grant increase. Focus is to get year 1 of 5 year plan up and running • To note the Guild team is not yet at full capacity but have had 13 new staff join, and are awaiting a new People and Culture Manager starting on 21st November 2022, and Martin Pope will be joining as Head of Finance and Operations officially on 31st October 2022 • TEF – student submission to TEF has been welcomed by the Guild • Income Diversification – key focus on supporting staff in this time of change is needed to embed teams and processes • AC Ask for delegated authority for the Finance and Audit committee to look into a subgroup to investigate deregistering VAT **The board approves the request for delegated authority for the FAC to investigate deregistering the Guild for VAT**	
TB-22.05	**Student Experience Report** <u>To discuss</u> The officers provided a paper update on student experience and officer priorities Key points: • Officers addressed the board with their priorities for the year which are laid out in the paper • LM gave the board a Cost of Living update with what the Officers have been working on and will be working on which are laid out in the paper • Query from the board around Debt advice and is this is a priority as well as budgeting advice due to Cost of Living. Officers are pushing the University to focus on Cost of Living as a crisis • Query from board – are food vouchers being made available to those in need – the Officers are looking at this option. NT recommends IFAN as a source of information / guidance for Cost of Living **Agreed Received**	LM
TB-22.06	**Management accounts (September)** <u>To note</u> The management accounts for September 2022 and cashflow were presented. Papers taken as read. Board members were asked for any questions or comments. Key points: • TR highlighted that the accounts showed a surplus of 76,498 YTD	TR

	• Underspends in departments are partly due to new positions being filled later than anticipated • A query around overspends and underspend – can these be raised earlier in the year • AC – long-term ambition is to have a rolling reforecast but due to staff changes within finance team this will be brought into the following year **Agreed Received**	
TB-22.07	**NSS overview (post results) and student Experience Framework** <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: • TB presents the Student Experience Framework slides and explains how the framework was brought in to enhance the student experience • TB highlights the Student Experience Partnership Board (SEPB) which provides a monthly meeting between the University and the Guild • A query was raised from the board – are INTO part of the Guild and TB confirms all students are members of the Guild, but agrees there is work to be done on the Guilds presence within university and their staff • Response from the board is positive re the SEPB and framework **Agreed Received**	**TB**
TB-22.08	**Approach Annual General Meeting** <u>To approve:</u> LM asks board to approve date of the Annual General Meeting/ Student members meeting Key points: • Issue of timing raised - Timings to be tweaked to ensure all students can attend • Question of incentive – board agrees to liaise with Student Trustees to ensure meeting is attended and relevant to Guild members **All in agreement to approve the calling of the annual Student Members' Meeting to be hosted on Monday 5th December 2022** **Agreed Received**	**LM**
	15:50pm Board break for 10 minutes	
TB-22.09	**Guild approach to EDI reporting and monitoring** <u>To discuss:</u> TB presents papers to board. Paper received as read. Key points: • The Guild would like to do more reporting and monitoring of EDI amongst students	**TB**

	• This is an area the Guild need to develop and understand who is engaging with the Guild, and who the Guild need to also focus on to increase engagement and representation • Guild Community representation team have been brought in as part of the 5-year plan to implement this EDI approach Discussion: • HJ – response to data is important and how data is used **Agreed Received**	
TB-22.10	**Officer role review** TB presents papers to board. Paper received as read. Board members were asked for any feedback or comments. <u>To discuss:</u> Key points: • TB - our 5 year plans introduces a 5th Sabbatical officer • Sign off of Officer role review will come to the next Trustee Board on 5th December • Additional role fits in with the increased work capacity, increased number of student population • Query - How can the Guild ensure they are recruiting sabbatical officers who represent students from all backgrounds or communities • Board trustee notes the way in which the Guild lays out the roles is sector leadings • Discussion around how developing a good job description will be essential and ensuring the student body know what the officers do • Suggestions for more case studies to bring to life the role of the officers for elections and attracting students to those roles • The Officer role review paper is being taken to the Student advisory board today (27th October) **Agreed received.**	**TB**
TB-22.11	**Conflict of Interest Register** <u>To note:</u> Paper presented to board. Paper taken as read. Board members were asked for any questions or comments Key points: • This paper is from the 2021/22 year however the 2022/23 register is being collated by DA and will be updated by next board meeting **Agreed Received**	
TB-22.12	**Companies House & Charity Commission Notification** <u>To note:</u> Paper presented to board. Paper taken as read. Board members were asked for any questions or comments.	

	Key points: • Ensure other trusteeships on Charity Commission is updated once the conflict of interest register is completed **Agreed Received**	
	To note for the minutes: NS and DC left the meeting at 16.55pm	
TB-22.13	**Complaints Annual Report** To note: AC provided the complaints annual report paper. Paper taken as read. Board members were asked for any questions or comments. **Agreed Received**	
TB-22.14	**Governance update** To approve: Board Terms of Reference To approve: Board Committee Membership To approve: Delegated Authority Schedule To approve: Schedule of Business To approve: AC asks the board to approve Governance papers. Papers taken as read. Board members were asked for any questions or comments. Key points: • Query from the board – have any documents been update or amended in the last year. AC confirms only format of Delegated Authority Schedule has been updated • Query – can the Guild offer training for new trustees to go through Governance documents before first trustee board. All agree to action this training • Query – some rows haven't carried across properly in schedule of business. AC highlights the schedule of business is on the Trustee Hub in excel format, but DA can redo the PDF • Query as to whether the University of Exeter will have a joint meeting with the Guild Trustee Board – AC confirms we are looking in to this for the April trustee board meeting. **All in agreement to approve Governance documents** **Agreed Received**	
	Any Other Business To receive: • None declared **Agreed Received**	
	Trustee Board meeting feedback form: Board Feedback Form 27/10/22	
	Date of Next Meeting – Monday 5th December 2022	

Action Log

Meeting Date	Ref No.	Action	Action owner	Target date
27/10/22	**TB-22.03**	ACTION: Comms and Marketing team to provide a more in-depth view of the student priority feedback received in Freshers and circulate to board	CT	
27/10/22	**TB-22.04**	ACTION: Finance and Audit committee to investigate deregistering VAT	MP	
27/10/22	**TB-22.08**	ACTION: Guild to liaise student trustees to ensure annual general meeting is attended and relevant to Guild members	DA	05/12/22
27/10/22	**TB-22.09**	ACTION: Board agree to HJ assisting the Guild in data being received	AC	
27/10/22	**TB-22.11**	ACTION: DA to ensure conflict of interest register is updated by the next board meeting	DA	05/12/22
27/10/22	**TB-22.12**	ACTION: DA to update other trusteeships on Charity Commission website by next board meeting	DA	05/12/22
27/10/22	**TB-22.14**	ACTION: UOE and Guild Trustee joint meeting to be confirmed	AC/DA	
27/10/22	**TB-22.14**	ACTION: Training for new trustees to go through Governance documents for 2023/23 in take	AC/DA	