UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

Minutes of a meeting held on Monday 5th December 2022
Collaboration Station, Devonshire House, 2pm – 5pm.

Ref	Minute		Action
	Present:	Lily Margaroli (Chair – LM), Julie Walkling (Co-chair and External trustee - JW), Jack Liversedge (VP Education- JL), Emma de Saram - EdS (VP Liberation and Equality), Izzie Dyer – ID (VP Opportunities), Margaret Laithwaite - ML (External Trustee), David Craddock - DC (External Trustee), Alex Martin – AC (Student Trustee), Niamh Crowe – NC (Student Trustee – joined at 3.30pm), Chris Menon – CM (Student Trustee), Nur Farah Meor Azlan – FMA (Student Trustee)	
	In attendance:	Alison Chambers (Chief Executive – AC), Cassie Thornton (Head of Marketing& Brand - CT), Tom Barrass (Head of Student Engagement–TB), Martin Pope (Head of Finance and Operations – MP), Dani Alexander (Senior Coordinator – Leadership and Governance and Minute taker for meeting - DA), Luke Appleton (Digital Manager – LA)	
	Apologies:	Natalie Stewart (External Trustee), Harriet Jones (External Trustee)	
TB-22.15	**Minutes of the Last Meeting – 27.10.22 and Matters Arising (Review of Action Log)** <u>To approve:</u> LM highlights the paper. Paper taken as read. Board are asked to approve the minutes of the last meeting <u>Matters Arising</u> • TB22.06 – rolling action bring forward new accounting system – as soon as possible • MP updated the board – deregistering of VAT has happened, and HMRC disagreed however we have gone back with our comments. Another update will be given next board (reference action log) **Agreed as received and approved**		**LM**
	Notifications of Any Other Business: • None declared		
	Notifications of Any New Conflicts of Interest: • None declared		

TB-22.16	**Trustees' annual report and audited financial statements for the year ended 31 July 2022** To approve: MP presents paper to the board. Paper taken as read. Board members were asked for feedback or questions, and to approve. Key points: • We are a Going Concern – despite the fact we have negative equity • ML - The final audited accounts have been looked through in detail at the Finance and Audit committee on the 17th November 2022 • Societies – we have taken their income out of our main income following the decision to remove societies from our VAT entity but these will be shown in monthly accounts including highest balances • New finance system will allow us to provide better reporting for societies • Is there scope for a cap on the end of year money carried over – AM. TB – societies are autonomous with their money, and we build in support and training around this. Some societies do have a limit on money carried over. JW – good to pick this up as a wider discussion. • Dormant societies – these societies with funds are put in to a central pot, and can be distributed following the Guild policy • Letter of representation – this needs to be signed and given to auditors to show we have given the auditors all the information they have requested. This will be signed 5/12/22 • Management letter – this is the report to the FAC and Trustee board from the auditors re what was found in the audit which are stated in this letter • Trustees report – is it a report for the Trustee Board and justifies our charitable status **Agreed as received and approved**	
TB-22.17	**Cashflow – Going concern** To approve: MP presents the paper to board. Paper taken as read. Board members were asked for feedback or questions. **Agreed as received and approved by the board**	
TB-22.18	**Impact Report** To note: CT presents the paper to board. Paper taken as read. Board members were asked to approve, and for comments. Key points: • This Impact report shows the stats and details of the previous year 2021/22 • Board agrees the report is well presented and so is the webpage	

	• Report statistics need updating to ensure webpage and report are succinct • Ensure information and topics from the Impact report is found elsewhere on the Guild website • Discussion around the academic tutor role and wellbeing. The university are looking at this role and how it can be reviewed including relevant training. The Guild are involved in these discussions • SLT agree work needed in how to communicate our ongoing Impact to students **Agreed as received and approved by the board**	
TB-22.19	**Student Experience Report** <u>To note:</u> LM presents paper to the board. Paper taken as read. Board members were asked for feedback or questions. Key points: • Teaching Excellence framework (TEF) – LM and JL are heavily involved in the process. This year there is a student submission, and the Guild are utilising this opportunity. TEF will be circulated to the Trustee Board following the submission • TB – TEF update – the Guild are bringing together feedback and insights from students following insight surveys which have gone out to University of Exeter Students to ensure we have a board range of feedback from students on their experience, and ensure this is evidence based. The Guild is working with The SU as well as the Student Advisory Board. A top level draft will be sent to the University before Christmas • Guild Estates Strategy – this is a long term strategy looking in to enhancing the Guild space where possible • Other projects and priorities are being worked on which are outlined in this paper • Cost of Living - £2 meal deal is a campaign, but we will try to keep this as long as possible, and will gather data on the uptake as to whether to continue this beyond the Cost of Living crisis • Cost of Living – pressure Exeter on the household limit wage • Suggestion from the board – to encourage students to use Advice team where possible in relation to Wellbeing. We must take in to account the capacity of the Advice team as well **Agreed as received and approved by the board**	
Verbal	**Chief Executive Report** To note: AC verbally updates the board. Update was to note. Key points: • £850,000 bid going to the Capital Management group next week to improve Devonshire house provision • TEF submission is being worked on • Wins:	

	1. Exeter Guild hosted the South West Sus meet up on 28th November 2022 including a session from Wonkhe and NUS with various break out sessions **2.** Insight manager is interviewing University stakeholder on the rebrand and insights and there has been positive feedback from these stakeholders regarding the Guild including from the Registrar Mike Shore-Nye **3.** NUS have awarded the Guild 3 certificates for Employee Engagement. Most Impactful Approach to Learning and Development, Most Improved Employee Satisfaction, and Engagement All Star • NUS President removal – Guild have not had a huge amount of feedback on this but are monitoring engagement from students and considering the options for our membership moving forwards **ACTION: Organisational chart for the Guild to be uploaded on to the Trustee Hub**	DA
	BREAK at 3.30pm **Niamh Crowe joins the meeting**	
TB-22.20	**Officer Role Review byelaws** <u>To approve:</u> TB presents the paper. Paper taken as read. Board are asked to approve the byelaw changes Key points: • Wider engagement was sought from the Student Advisory Board, also involving Trustees and how to effectively use the 5th Officer and define their remit • Student Advisory Board felt the Student Living Officer was the best fit for the 5th role which would cover areas such as housing, financial support and safety • Questions at the Student Advisory Board were around the names of the other Full Time Officers • DC – job description could be broader in how the role can benefit the elected person for future employment • Officer pay review will be taken to a sub-committee • Welfare – ensure wellbeing is in all job descriptions for Full Time Officers • International student provision has been taken into account and discussed at the Guild • EDI monitoring does take place during the recruitment process and ensuring the positions are as accessible as possible **Board are asked to approve the amendments. Board approves the byelaws.** **Agreed as received and approved by the board**	
TB-22.21	**Brand Update** <u>To note:</u>	

	CT presents the paper to board. Paper taken as read. Board members were asked for comments. Key points: • Rebrand is to align our visual identity with our values • Everything is in scope including name, logo, colours etc • Budget has been factored in already at £50k • Timeline for rebrand has 4 phases • Gathering data including student focus groups, staff focus groups, stakeholder interviews, trustee triplets, Exeter college and work with The SU. And an external consultant has been involved • CT goes through headline insights around reputation and values • Key takeaways from focus groups is that the Guild is too confusing, not transparent enough, too many barriers and not accessible. We will take away these points and do a deep dive in to these subjects • Next steps – full analysis and report to be produced and explore student engagement processes and systems, activities, and communication • Name change – SLT recommendation is to keep the name of the Guild, and focus on the processes and systems of the Guild • Consider more specific suggestions from the insight sessions • An update paper will be given to the next Trustee Board in February **Agreed at received**	
TB-22.22	**Management Accounts (rolling item)** <u>To note:</u> MP presents the paper to board. Paper taken as read. Board members were asked for comments. Key points: • No issue with our income because we have a block grant • MP highlights the underspend the Guild has • Payroll costs – saving of £64k due to delayed recruitment • Finance and Audit committee approved the salary saving to be used elsewhere with casual staff or student staff • Request for saving to be made clear in next accounts • Update the board on the Gilbert and Sullivan society at the next meeting **ACTION: Gilbert and Sullivan update for next trustee board** **Agreed as received**	**MP**
TB-22.23	**Sub-committee update – Finance and Audit Committee** <u>To note:</u> ML updates the board on the sub-committee and asks for approval of minutes from the previous meeting. Key points: • Note the minutes have not been reviewed or approved	

	• Terms of Reference to be changed to represent external trustee membership • ML to make amendments and these will be saved and approved following these **Agreed as received and approved by the board**	
TB-22.24	**Sub-committee update – Compliance and Governance Committee** To note: JW updates the board on the sub-committee and asks for approval of minutes from the previous meeting. Key points: • Note the minutes have not been reviewed or approved • Rolling point – review the risk register • Various agenda points were covered which are presented in minutes including officer role review and pay review being separate **Agreed as received and approved by the board**	
TB-22.25	**Digital Project Update** To note: Luke Appleton (Digital Manager at the Students' Guild) presented the paper to the board. Paper taken as read. Board asked for comment. Key points: • The digital project went smoothly and was done with very few issues • Fresher's onboarding – there have been very few issues around registering and logging in compared to previous years which was a success • Aim is to put Digital at the centre of all of our processes, projects and strategy going forward • All Guild staff got on board with this project • Net promoter scores are being gathered regularly to ensure we maintain the standards of Digital platforms • Comment from the board: Well done to Luke and the team on getting this implemented **Agreed as received**	
TB-22.26	**Conflict of Interest Register (rolling item)** To note: **Agreed as received**	
	Any Other Business • None declared	
	Trustee Board meeting feedback form: 5th December 2022 Feedback Form	
	Date of Next Meeting – Monday 13th February 2023	

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-22.09**	ACTION: Board agree to HJ assisting the Guild in data being received	AC	Ongoing
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 2023/24 in take	AC/DA	
05/12/22	**Verbal CEO report**	ACTION: Organisational chart for the Guild to be uploaded on to the Trustee Hub	DA	Completed
05/12/22	**TB-22.22**	ACTION: Gilbert and Sullivan update for next trustee board	MP	13th February 2023