UNIVERSITY OF EXETER STUDENTS' GUILD

Trustee Board

Minutes of a meeting held on Monday 13th February 2023
Collaboration Station, Devonshire House, 2pm – 5pm.

Ref	Minute	Action
	Present: Lily Margaroli – LM (Chair), Julie Walkling - JW (Co-chair and External trustee), Jack Liversedge - JL (VP Education), Emma de Saram - EdS (VP Liberation and Equality), Margaret Laithwaite - ML (External Trustee), David Craddock - DC (External Trustee), Alex Martin – AM (Student Trustee), 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), Dani Alexander (Senior Coordinator – Leadership and Governance and Minute taker for meeting - DA), Amy Holder (Insights Manager) – AH), Mark Kiley (Community Representation Manager - MK)	
	Apologies: Izzie Dyer – ID (VP Opportunities), Martin Pope (Head of Finance and Operations – MP), Niamh Crowe – NC (Student Trustee)	
TB-22.26	**Minutes of the Last Meeting – 05/12/22 and Matters Arising (Review of Action Log)** To approve: LM highlights the paper. Paper taken as read. Board is asked to approve the minutes of the last meeting. Matters Arising - Action around the joint Council and Guild meeting – SLT are trying to secure a date - Gilbert and Sullivan (overspend society) – this has been cleared off management accounts now **Agreed as received and approved**	
	Notifications of Any Other Business: • None declared	
	Notifications of Any New Conflicts of Interest: • None declared	
TB-22.29	**Chief Executive Report** To review: AC highlights the paper as read. The board is asked for comments or questions on the report.	

	Key points: • Elections – 33 candidates have been nominated • There have been several days of UCU Strikes this term, and more are scheduled for the rest of Term 2 **Agreed as received**	
TB-22.28	**Student Experience Report** <u>To review:</u> LM presents the paper as read. Key points: • Cost of Living – this is a continued priority with more practical support such as hot water on campus. Top level priorities include accommodation and bursaries • Russell Group Cost of Living survey went out to students, and we have had approx. 1,000 responses. Data will be circulated with the board • Belonging and inclusion – LGBTQ+ History month, Lunar New Year, and student led projects such as Period Poverty • Belonging and Inclusion –The Officers and Guild team are looking at a welcome period for students across the whole of term 1 for 2023, and for students who join later on in the year • Communication – the Marketing team are working with Officers around how we can communicate best to students. This has involved focus groups to gather feedback • There is a challenge working with the University on a strategic level when it comes to student experience **Agreed as received**	
TB-22.27	**Management Accounts (rolling item)** <u>To review:</u> AC highlights key points from the Management Accounts. Paper taken as read, Key points: • December management accounts recording a saving of £168.8k, £63.9k were real saving as of Octobers actuals • Further savings of £16.8k identified by SLT during the reforecast process in December/January • Expected real saving total £80.7k to date • Reforecast wish list identified against strategic priorities – these have been identified as Cost of Living initiatives for staff (£32k), £11k of additional Marketing activities (£11k), additional training (£7.5k), strategic development (£6k), Governance review (£3k), brought forward a staff member form year 2 to year 1 in Voice team (£13.1k), additional finance support (£11.3k) • Additional costs are £82.8k. This is greater than the expected saving. This has reduced the year end surplus from £4.4k to a forecast surplus of £2.3k • Other costs can be put against the contingency fund	

	• The reforecast is due to be brought to the Trustee Board via the finance and audit committee however the decision had been made by the FAC chair and the CEO to do some more work on the reforecast and bring back to the Board for the next meeting • January management accounts have been finalised today with savings of £30.8k. January management accounts will be circulated to the Board/Finance and Audit committee • The actuals are in line with the forecast **Agreed as received**	
Presentation	**Strategy Update (annual priorities)** <u>To review:</u> Amy Holden joins the Board meeting to help present the Strategy Update. The presentation is shared with the board. Key points: • The Guild will do a big Guild Survey in May 2023, but to be more on topic we have created Survey Superheroes to gather up to date monthly feedback from students • The Survey superheroes focus on our key student priorities (there are currently around 9 priorities). These superheroes are paid £5 per survey. As a Pilot year there are 150 survey superheroes • The KPIs for each Strategy area are presented to the board in the presentation with Current % and Goal %. The goal is measured on our 5-year strategy goal • Empowering – we have been using various ways to work and empower students. The Community Representation team have been put a large amount of our Strategy in to play. This team is new and part of the 5-year strategy • Radically Inclusive – we are delivering events and cafes for students with protected characteristics. Also working with societies to understand more about that students would like, and how to engage with this student area • Collaborative – Student Staff provision has been increased within the Guild with more roles created through the Guild as well as supporting change campaigns, and a student priorities approach. The Guild have an EDI Pilot with the University • Strategic Enablers – we have partnerships with the University in different areas e.g. Student Experience Partnership Board (a meeting with key stakeholders in the University once a month), a Guild and University governance review, Student Experience Framework, TEF Submission, and responding to share goals or issues jointly with the University. Partnerships – currently 50% with a goal of 90% • People – we have been prioritising leadership and development across the team with a programme for Managers, and a programme for anyone else in the Guild known as Leadership programme. The Fulltime officers and Senior Leadership Team coach comes in once term	

	• The Platforms – we carried out a Digital review and we are in Year 1 of the new modular approach with MemPlus, FIXR, and webflow. The Digital Managers and President sit on the Universities Digital Strategy 2030 • Our space – we have been working on an Estates Strategy that takes in to account the Devonshire House Refurbishment • Going forward the Insights team will be gathering more data, mapping our data to graduate outcomes • The board are invited to discuss this presentation. Question put to the board: Is there anything missing here? How would you like to see progress against the Strategy? **Agreed as received**	
	Break 15:55 – 16:05	
TB-22.30	**Cost of Living crisis initiatives for staff** <u>To review:</u> AC highlighted key points from the paper. Paper taken as read. Key points: • These initiatives have been staff led, and Marysia Popow our People and Culture Manager have rolled out these initiatives • Cost of Living initiatives have been well received by the Guild staff • The initiatives have purposefully not affected the long term salary bill • The board will be kept up on date on other initiatives given to staff **Agreed as received**	
TB-22.31	**Teaching Excellence Framework (TEF) Student Submission** <u>To note:</u> TB highlights key points from the paper. Paper taken as read. Key points: • Approach taken is data driven and student narrative driven • The video made was put together with the University team which was sent along with the TEF submission • The University are looking at a light touch TEF paper for non TEF submission years **Agreed as received**	
TB-22.32	**Estates Strategy – Devonshire House update** <u>For oversight:</u> TB highlights key points from the paper. Paper taken as read. Key points: • £850k of funding secured to refurbish the Devonshire house spare. The proposed works have been presented to the Student Advisory Board for student input	

	• Estates Strategy planning which provides the opportunity to secure a new purpose-built Guild space(s) on the Streatham Campus as part of a ten-year University Estates Strategy • The Learning Environments Strategy group meetings this week. There is a section in this group dedicated to the Guild • Student societies and media groups affected by the Devonshire refurb have been • Sustainability – this has been considered for the refurbishment **Agreed at received**	
TB-22.33	**Sustainability** <u>To discuss:</u> MK and EdS present the paper and presentation to the Board. Key points: • The board is asked to consider the questions and discussion points on the presentation slide 5 • Sustainability should be a priority of the Guild and this is in our Strategy • Ensure we have sustainability considered in all decisions made at the Guild • A sustainability strategy around how the Guild is working towards being more sustainable is suggested ACTION: Add Environment impact to Cover sheets, and include sustainability training **Agreed as received**	
TB-22.34	**Conflict of Interest Register (rolling item)** <u>To note:</u> **Agreed as received**	
	Any Other Business None declared	
	Trustee Board meeting feedback form: ***https://forms.office.com/e/Rzx8JAmX7X***	
	Date of Next Meeting: Wednesday 12th April 2023	

<u>Action Log</u>

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-22.14**	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	July 2023
13/2/23	**TB-22.33**	ACTION: Add Environment impact to Cover sheets, and include sustainability training	AC/DA	