

## Trustee Board Minutes

From meeting held on 29<sup>th</sup> June 2020 (Virtual Meeting)  
 18:00 – 20:00

### Present

Robert Smeath, External Trustee (Chair) **(RS)**  
 Joshua Williams, President **(President)**  
 Tobiloba Adeyemi, Postgraduate Officer **(PGO)**  
 Amanda Sefton, Education Officer **(EO)**  
 Ryan Ginger, Activities and Employability Officer **(AEO)**  
 Amelia Gibbins, Welfare and Community Officer **(WCO)**  
 Josh Dooler, Sports Officer **(SO)**  
 Joanne Park, International Officer **(IO)**  
 Johnny Davis, External Trustee **(JD)**  
 Henrietta Brealey, External Trustee **(HB)**  
 Wyn Williams, External Trustee **(WW)** (delayed arrival)  
 Chris Davies, External Trustee **(CD)**  
 Emma Wedge, External Trustee **(EW)**  
 Erica Conway, University Representative Trustee **(EC)** (delayed arrival)  
 Rosa Alaluf, Student Trustee **(RA)**  
 Christian Oko, Student Trustee (International) **(CO)**  
 Alice Tucker, Student Trustee (Undergraduate) **(AT)**

### In attendance

Jo Thomas, Chief Executive **(JT)**  
 Nick Bailey, Head of Finance **(NB)** (agenda Items 8, 14 & 15 only)  
 Adam Sheridan, Director of Engagement **(AS)** (agenda Items 9 & 12 only)  
 Sarah Wright, Director of Support and Development **(SW)** (agenda Items 6 & 10 only)  
 Sam Jones, Interim Executive Assistant **(SJ)** (note taker)

### Incoming Officer Team

Jules Singh, Education Officer-Elect **(JS)**  
 Rob Hegarty, Sports Officer-Elect **(RH)**  
 Rebecca Cutler, Postgraduate Officer-Elect **(RC)**  
 Amie Raphael, Activities & Employability Officer-Elect **(AR)**  
 Wei-Lun Chen, International Officer-Elect **(WLC)**  
 Charlotte Minter, Welfare & Community Officer Elect **(CM)**

### Apologies

Tom Goodman, Student Trustee (Postgraduate) **(TG)**

**The Chair welcomed everyone and the meeting commenced at 18:10.**

No	ITEM FOR DISCUSSION	NOTES	ACTION
0	<b>Welcome &amp; Introductions</b>	The Chair welcomed the Incoming Officer Team to the meeting. The Incoming Officer team introduced themselves to the Board.	<b>Noted</b>
1	<b>Approval &amp; Minutes of last meeting (11.05.20)</b>	The Chair presented the minutes of the previous meeting dated 11 <sup>th</sup> May 2020 for the Board's approval. The minutes were taken as read, with no questions asked.	<b>Noted</b>

		<b>The Board approved the Minutes dated 11<sup>th</sup> May 2020 as an accurate record of the meeting.</b>	<b>Approved</b>
<b>2</b>	<b>Matters Arising</b>	The Chair noted an outstanding item from the action tracker relating to the Guild's new brand identity. JT noted that the implementation of the new Guild branding had delayed due to the closure of campus and would be reviewed in the new academic year.	<b>Noted</b>
<b>3</b>	<b>HR Committee Minutes (04.06.20)</b>	The WCO presented the minutes of the HR Committee meeting, dated 4 <sup>th</sup> June 2020 for the Board's approval.  The minutes were taken as read, with no questions asked.  <b>The minutes were approved as an accurate record of the meeting.</b>	<b>Noted</b> <b>Noted</b> <b>Approved</b>
<b>4</b>	<b>Finance Committee Minutes (11.06.20)</b>	The SO presented the minutes of the Finance Committee meeting, dated 11 <sup>th</sup> June 2020 for the Board's approval.  The minutes were taken as read, with no questions asked.  <b>The minutes were approved as an accurate record of the meeting.</b>	<b>Noted</b> <b>Noted</b> <b>Approved</b>
<b>5</b>	<b>A&amp;R Committee Minutes (03.06.20)</b>	The EO presented the minutes of the HR Committee meeting, dated 3 <sup>rd</sup> June 2020 for the Board's approval.  The minutes were taken as read, with no questions asked.  <b>The minutes were approved as an accurate record of the meeting.</b>	<b>Noted</b> <b>Noted</b> <b>Approved</b>
<b>6</b>	<b>Hall Reps &amp; Student Mentors Scheme</b>	SW presented the Hall Reps & Student Mentors Scheme paper for the Board's approval.  SW updated the Board on the history of the Guild's relationship with the University's Campus Services (formally HAS) department in delivering the Hall Reps and Student Mentor Scheme. SW noted the recommendation to restructure the relationship into a single 5-year model, including combining the administration of both schemes within the Guild.  SW noted that moving forwards, both of the existing schemes would operate under a single Guild directorate and manager. SW noted that the new structure would hopefully transition the funding for both schemes into the main Guild block-grant funding, as previously the funding had been administered directly from Campus Services.  JD noted the possible impact of the restructure of the schemes to the ongoing SUMS/Guild financial review. JT noted that the extension of the Hall Reps and Student Mentors Schemes had been in planning before the beginning of the SUMS review, and the longer five-year settlement would contribute to the Guild and University's long-term working relationship.	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>

		<p>RS updated the Board on developments with the SUMS review for the benefit of the Incoming Officer Team. RS noted that the transition to a five-year model was a positive example of longer-term funding arrangements with the University.</p> <p>JD noted the need to maintain tailored support and training for staff involved in both schemes. SW noted that the current level of training for student staff would continue as before, and disclosure training would be delivered to a wider range of staff including the Officer team.</p> <p>EW noted a possible risk of combining funding for the schemes leading to a reduction in funding. SW noted that a reduction of resources was a risk, however the benefits of combining the staff teams outweighed these risks. SW noted the need to emphasise the differences between each scheme and the service users they serve. JT noted that the Guild was confident of the University maintaining support for both schemes.</p> <p>RA noted the value of additional disclosure training for Student Group committee members. The AEO noted ongoing work to expand disclosure training to additional student stakeholders and student staff. The Board discussed the disclosure of personal information to Student Staff and Student Group committee members in relation to issues of misconduct. RS suggested further work in this area should be undertaken.</p> <p>RS suggested reviewing the progress of the newly constituted schemes at future Board meeting. SJ to include in agenda.</p> <p><b>The Board approved the Hall Reps &amp; Student Mentors Scheme paper.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>SJ</b></p> <p><b>Approved</b></p>
7	<b>Officer Action Plans</b>	<p>The Officer Team presented their final Officer Action Plan updates for the Board's Information.</p> <p>The President updated the Board on the progress made on support for care leavers, both at Birmingham and nationally. The President noted that despite the COVID-19 outbreak, the Officer team had made significant progress.</p> <p>The WCO noted progress on support for additional safety and support measures for students living in Selly Oak, an embedding of availability for sexual health testing in the Guild and on campus, the development of the University's new Mental Health Strategy and further information for students on the rights as private sector renters.</p> <p>The PGO noted an increase in Postgraduate Student engagement with the Guild, a dedicated Postgraduate study space, the PG skills acquisition programme and the Black Voices campaign.</p> <p>The Sports Officer noted progress on participation in University Sport, LGBTQ+ student participation in sport, the introduction of welfare committee members on Sports team committees and the reporting</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>on student sport by student media groups. The SO noted progress on the Guild's sustainability agenda, including the Guild's declaration of a climate crisis.</p> <p>WW arrived at 18:50.</p> <p>The AEO noted progress on increasing engagement in student group election turnout and the updating of student groups policies. The AEO noted that plans for a Student Staff recognition campaign had been disrupted by the COVID-19 outbreak.</p> <p>The IO the success of the 'One World Cup' sport programme and progress on reducing mental health support waiting times. The IO noted that plans for expanding employability support for International Students had been delayed by the COVID-19 outbreak. The IO noted ongoing work on International Student fees post-Brexit.</p> <p>The EO noted progress on self-certification, the Student Reps awards, and the 'no detriment' campaign, in light of the COVID-19 outbreak. The EO noted the successful passing of the democratic reform referendum, and the Guild's adoption of the International Holocaust Memorial Alliance (IHRA) definition of anti-Semitism.</p> <p>RS noted the need to continue to communicate the achievements of the Officer Team in meeting their manifesto commitments to students, despite the COVID-19 outbreak.</p> <p><b>The Board noted the Officer Action Plan updates.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
8	<b>2020-21 Draft Budget (Revised)</b>	<p>NB presented the revised 2020-21 Draft Budget for the Board's information.</p> <p>NB noted that in May the Trustee Board had requested a reduction to the Guild's planned capital expenditure. NB noted that the planned capital expenditure had been reduced by £41.2k to £139.2k. Of the £139.2k still retained, £79.2k was approved by Finance Committee for initial spend, whilst a further £60k included for a CCTV upgrade was subject to later approval by Finance Committee.</p> <p>NB noted that overall, net expenditure has only marginally improved by £0.5k, from £18.2k reported previously to £17.7k. NB noted that after taking account of allocations to restricted/ designated reserves, the impact upon 'free unrestricted reserves' would be a charge of £137.1k, an improvement of £11.7k compared to a charge of £148.8k presented previously.</p> <p>NB noted that the budget had been updated to include minor changes to the Guild's SUSS pension scheme liability. NB also noted minor amendments to the Budget as presented in May, including revisions due to changes to the Government's furlough scheme.</p> <p>NB noted that The Guild would continue seek to reduce net expenditure through accessing the Coronavirus Job</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>Retention Scheme (CJRS) during the first quarter of 2020/21, as well as implementing commercial strategy initiatives to generate greater trading surplus.</p> <p>JD noted that some IT expenditure was deemed as 'business critical', and some expenditure was expected in the event of the implementation of social-distancing for students and staff when the Guild building reopened. The Board discussed possible additional expenditure necessary for the reopening of the Guild building.</p> <p><b>The Board noted the revised 2020-21 Draft Budget.</b></p> <p><b>NB left the meeting at 19:00.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
9	<b>Income Generation Report</b>	<p>AS joined the meeting at 19:00.</p> <p>AS presented the Income Generation Report for the Board's Information.</p> <p>AS updated the Board on plans for the restarting of the Guild's commercial activity following the re-opening of the building. AS noted planned increases in event ticket prices and food &amp; drink prices to maximise revenues, and plans for up-selling of food deals.</p> <p>AS noted ongoing work to review current government guidance on social distancing, and re-opening commercial venues as soon as possible in compliance with the current requirements. AS noted plans for additional training of staff to improve customer service, leading to improved sales and revenue. AS noted that the commercial work related to technical services and room bookings had been paused due to furlough of relevant staff.</p> <p>AS noted that the majority of the Guild's commercial staff continued to be 'furloughed' due to the closure of the building, which had limited capacity for ongoing work on the commercial strategy.</p> <p>HB queried that the report forecast a re-opening of commercial services in January 2021. AS noted that depending on government regulations, there may be capacity to reopen commercial operations sooner than January, however there would be an ongoing need to ensure profitability.</p> <p>RC noted the difficulties around commercial student staff job security while the furlough scheme continued. AS noted that retaining student staff was a concern, however there was likely to be a reduced requirement for staffing upon reopening.</p> <p>WW noted an increase in national trends on applications for pavement table &amp; chair licences, with many commercial venues planning for a reduced seated capacity and a more flexible food and drink menu offer, and additional digital purchasing platforms. The Board discussed possible business models for food &amp; drink trade while social distancing remained in place. The EO noted an increase in commercial venues offering booked service only. HB</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>noted the possibility of additional 'takeaway' and delivery provision for licenced trade, and digital delivery of events. AT noted the delivery of ValeFest events online.</p> <p><b>The Board noted the Income Generation Report.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
10	<b>International Officer Role Review</b>	<p>SW presented the International Officer Role Review for the Board's Information.</p> <p>SW noted that following the introduction of the International Officer role two years ago, the Guild had conducted a review of the impact of the role.</p> <p>SW noted that the review had recommended the further involvement of core-staff in the International Student Network, the further involvement of the International Officer in the Birmingham International Academy (BIA), and further involvement of the International Officer in the Guild's operational work.</p> <p>The President noted ongoing work to increase EU student engagement with the International Officer role. The IO noted that following Brexit, EU students would be transitioning to away from the former model. RC noted a risk of a decline in EU student recruitment due to Brexit. The WC noted plans to focus on EU Student representation and support over the coming year.</p> <p>The President noted the high work-load of the International Officer and their position on a number of senior University Committees. The AEO noted the need for sufficient support for the International Officer role, which currently did not integrate into a particular Guild department. The SO noted the value of the International Officer role in supporting International Students across the whole of their University experience.</p> <p>The Board discussed the level of staff support for the International Officer role. SW noted plans to review the ongoing projects for the International Officer role, which may require additional resource. SW noted the value of the relationship with SMT. JT noted that due to the removal of the Events and Engagement post, there may be additional support required for the role.</p> <p><b>The Board noted the International Officer Role Review.</b></p> <p>SW left the meeting at 19:25.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
11	<b>Board Effectiveness Survey</b>	<p>EC joined the meeting at 19:25.</p> <p>SJ presented the Board Effectiveness Survey for the Board's Information.</p> <p>SJ noted that the annual Board effectiveness report had been conducted between May and July 2020, and had been completed by 13 Board members from a possible 18. SJ noted that the survey had been expanded compared to previous years to include</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>



		<p>additional questions and topics noted in the Good Governance peer-review exercise in 2019.</p> <p>SJ noted that overall the results of the survey had been very positive, with a mean average score of 3.55/4 (89%), compared to 3.43/4 (85%) in 2019. The areas which scored most highly included audit processes, commitment to equal opportunities and creative thinking, while areas scoring weakest included Board diversity, innovation and values.</p> <p>RS suggested conducting a demographic review with the new intake of the Board including the incoming Officer team.</p> <p>The Board discussed the additional set of board competencies included in the survey. EW noted that while Board members had scored lower on ability to advice on legal matters, this was a more operational area where the Board often sought professional advice.</p> <p>The PGO noted the possibility of additional support for International Student's applying for the role of Trustee. SJ to review with PGO.</p> <p><b>The Board noted the Board Effectiveness Survey.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>SJ</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
12	<b>Your Ideas &amp; OQT Update</b>	<p>AS presented the Your Ideas update for the Guild's Information.</p> <p>AS noted that the Guild was moving forwards with the implementation of the new member's democratic platform, following a successful reform referendum earlier in the year.</p> <p>AS updated the Board on the most recent cycle of 'Your Ideas'. AS noted that at the most recent meeting of Guild Policy Development Group, three ideas had been passed unanimously, including the Guild's adoption of the IHRA definition of anti-Semitism.</p> <p>AS noted that the Guild had successfully transitioned to conducting the Guild's democratic meetings online, including a meeting of Officer Question Time held online, which had been viewed more than 2,700 times by students.</p> <p>The President updated the Board on the ongoing work of transitioning to the new democratic platform. AS noted the hard work of Guild staff in transitioning to the new student representation structure over the summer, despite the difficulties posed by the closure of the building. AS noted that plans were on track for elections to the newly constituted committee's in the new academic year.</p> <p><b>The Board noted the Your Ideas &amp; OQT Update.</b></p> <p>AS left the meeting at 19:30.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

13	<b>CEO Report</b>	<p>JT presented the CEO report for the Board's Information.</p> <p>JT updated the Board on the Guild's current approach for reopening the building, with the aim to reopen the building by the 1<sup>st</sup> September, in line with the University's approach for the reopening of campus.</p> <p>JT noted that work on the Guild's strategy had been paused due to pressures of COVID-19 and the furloughing of a number of staff, however work on the Guild's targets for Year 3 of the strategy would continue over the summer and an update would be presented at the September Board meeting.</p> <p>JT noted ongoing work on the next steps for the Guild's involvement in the UoB Dubai campus.</p> <p>JT updated the Board on the planned restructure of the Guild staff team. EC noted the University's 'voluntary leavers' scheme. The Board discussed progress on the Guild's restructure.</p> <p><b>The Board noted the CEO report.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
14	<b>SUSS Pension Update</b>	<p>NB presented the SUSS Pension Update for the Board's Information.</p> <p>The report was taken as read, with no questions asked.</p> <p><b>The Board noted the SUSS Pension Update.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
15	<b>HMRC Update</b>	<p>NB presented the HMRC Update for the Board's Information.</p> <p>The report was taken as read, with no questions asked.</p> <p><b>The Board noted the HMRC Update.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
16	<b>AOB</b>	<p>HB noted the possibility of the Guild now implementing 'flexible furlough' to increase staff capacity in the short-term. JT noted that the Guild was exploring options for bringing back members of the core-staff team part-time, depending on the reopening of the building.</p> <p>RS noted that this was the last meeting for CA after 6 years on the Board. RS thanked CA for her support for the Guild in marketing and communications. The Board thanked CA and wished her all the best for the future.</p> <p>RS noted that this was the meeting for AT and CO. The Board thanked AT and CO for their contribution to the Guild this year and wished them all the best for the future.</p> <p>RS noted that this was also the last Trustee Board meeting for the outgoing Officer Team. The President noted the hard work of the Officer Team and their achievements, despite the difficulties related to the COVID-19 outbreak and the closure of the building. The Board wished the outgoing Officer Team all the best for the future.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>



17	Meeting Reflection	No items noted.	Noted
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The Chair closed the meeting at 19:45.

Signed .....

Date .....

DRAFT