Trustee Board Minutes

From meeting held 8th January 2018

Present
Robert Smeath, External Trustee (Chair) **(RS)**
Ellie Keiller, President **(President)**
Adam Goldstone, Education Officer **(EO)**
Helena Bailey, Sports Officer **(SO)**
Henny Green, Welfare Officer **(WO)**
Jessica Levy, Representation and Resources Officer **(RRO)**
Kris Ali, Housing and Community Officer **(HCO)**
Shannon Farmer, Activities and Development Officer **(ADO)**
Ryan Bennett, Student Trustee (Undergraduate) **(RB)**
Bob Saunders, External Trustee **(BS)**
Richard Evans, External Trustee **(RE)**
Tanya Chadha, External Trustee **(TC)**
Wyn Williams, External Trustee **(WW)**

In attendance
Jo Thomas, Chief Executive **(JT)**
Rose Bennett, Postgraduate Officer **(PGO)**
Krizstina Mair, Incoming Student Trustee **(KM)**
Emily Badger, Director of Operations **(EB)**
Lucy Gill, Student Voice Manager (for agenda item 13 only) **(LG)**
Lisa Clark, HR and Admin Manager (note taker) **(LC)**

Apologies
Chris Davies, External Trustee **(CD)**
Chris Granger, University Representative Trustee **(CG)**
Laura Brindley, Student Trustee **(LB)**

The Chair welcomed everyone and the meeting commenced at 17:00

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	**Minutes from meeting held 23.10.17**	The Chair presented the Trustee Board minutes from the previous meeting held on 23rd October 2017 for the Board's approval. **The Board approved the Trustee Board minutes.**	**Approved**
2	**Matters Arising**	There were no matters arising discussed.	
3	**Finance Committee Minutes 30.11.17**	The RRO presented the Finance Committee minutes from 30th November 2017 for the Board's approval. The main points noted were: - The budget reforecast was presented and approved - The Committee approved the Management Accounts for September 2017 - The Committee discussed the living wage for student staff - A Street Kitchen report was presented	

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		- An update on Budget/Compact Discussion was provided BS asked if the Street Kitchen had been performing better than in Term 1. JT noted that today was the first day of trading in Term 2. **The Board approved the Finance Committee minutes.**	**Noted** **Noted** **Approved**
4	**HR Committee Minutes 14.12.17**	The WO presented the HR Committee minutes from 14th December 2017 for the Board's approval. The main points noted were: - People Strategy & HR Review was presented and approved - The Committee approved the removal of increments for core staff upon completing a 26 week probation, with immediate effect - Living Wage for student staff was discussed - The Committee received the recruitment demographics report for information - The Annual Equality & Diversity Report was presented - An update on Reward and Recognition was received **The Board approved the HR Committee minutes.**	**Noted** **Approved**
5	**2017/18 Budget Reforecast and Nov17 Cash Position**	The CEO presented the Budget Reforecast and Cash Position for the Board's approval. **2017/18 Budget Reforecast** JT noted that overall Net Income has been increased by £4.5k up to £43.0k. JT noted that the most significant adjustment relates to the Street Kitchen, where a budgeted surplus of £8.9k has been adjusted down by £58.7k to a forecast loss of £49.8k. JT further noted that this has been offset by a positive adjustment to the Venues forecast by £45.1k. JT noted that the vacancy savings provision has been reduced from £40k to £11k within the reforecast. BS noted the Guild had done well to cover losses in Street Kitchen, but expressed concern that it was not the position we wanted to be in. BS further noted that positive actions were being taken. It was agreed that conversations would be continued in Finance Committee. **November 2017 Cash Position** JT noted that the forecast assumes total cash balances will increase by £63.2k across the financial year from £2.125m to £2.188m as at 31st July 2018. **The Board approved the Budget Reforecast and Cash Position.**	**Noted** **Noted** **Noted** **Noted** **Noted** **Approved**
6	**Delegation of Authority**	The CEO presented the Delegation of Authority for the Board's approval.	

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		JT noted that the document was last reviewed in January 2017. It was further noted that the document is presented to the Board for approval, on an annual basis. JT noted this version has some minor changes to reflect organisational changes such as Street Kitchen and Risk Monitoring BS raised a query regarding the Residents Association Scheme. JT noted that the Guild had recruited to the vacant roles for the new scheme. The Chair noted the table on page 16 of the document should be made clearer. **The Board approved the Delegation of Authority**	**Noted** **Noted** **Noted** **JT** **Approved**
7	**Living Wage**	The CEO presented the Living Wage report for the Board's approval. The main points noted were: - The Guild had a long term commitment to paying the Living Wage. - At last year's Compact Meeting, the University agreed to provide funding to the Guild to enable us to pay the Living Wage to student staff in the non-commercial areas. This does not include those working within the commercial areas. - It is estimated the cost of paying the Living Wage to commercial student staff is £47.5K. - Finance Committee requested that Guild looked at options to meet this cost - The paper presented had been discussed at Finance and HR Committees - Finance Committee requested a discussion at the Trustee Board meeting. JT noted that the Guild had tried hard over the last few years to bridge the gap between the Living Wage and Student Staff wages. The Guild had increased Student Staff pay by 5% compared with increasing core staff by 1%. JT noted that if the Living Wages paper is approved, it would impact core staff pay scales. It was also noted that the current core staff pay scales are being looked at as these have eroded over time. The Chair thanked the Finance Manager and Director of Engagement for the work that had been done on this paper. The RRO spoke on behalf of the Officer team and noted that they acknowledged and agreed that the Living Wage was morally right but noted the Officer team were not comfortable with implementing the price increases. The President noted the Living Wage was on her manifesto and had	**Noted** **Noted** **Noted** **Noted** **Noted**

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		been presented through Your Ideas. The President that noted part of an Officers Trustee role is to consider the impact of any decisions and be prepared to answer to students as to why the Living Wage has not been implemented. BS noted he was happy to support the decision but expressed caution as the student body had endorsed payment of the Living Wage through Your Ideas and the Presidents manifesto, and this may be a political issue. BS further noted the University had granted the funds to be used for the Living Wage and RS noted any discussion with the University should be pragmatic. **The Board did not approve the implementation of Living Wage for student staff given the current financial considerations.**	**Noted** **Noted** **Noted** **Approved**
8	**Strategic Plan KPI's (2014-17)**	The CEO presented the final Strategic Plan KPI's 2014-17 report for the Board's approval. The main points noted were: - Targets were ambitious - Over half the KPI's have been met and many were almost completed - All enablers have been completed - 2 red KPI's in commercial activity - Organisation has moved in the right direction - Personal thanks to be recorded for the hard work of the staff team BS asked for it to be formally noted that the Officers and staff team have done a fantastic job and have moved the Guild significantly forward during this strategic plan. RE noted the targets were huge and recognised they had been stretching targets The Chair noted the process had been robust and the changes implemented had been significant. **The Board approved the Strategy KPI's Report.**	**Noted** **Noted** **Noted** **Noted** **Approved**
9	**Strategy 2018 - 21**	The Director of Operations presented the Strategy 2018-21 report for the Board's information. The main points noted were: - Final report received from Social Engine - Research had been carried out by Social Engine - Focus groups had taken place and results included in the report - Report makes a series of strategic recommendations - Propose to look at recommendations in more detail and complete stop/start exercise - Propose to come back to the next meeting with more detailed work for approval	**Noted**

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		The EO spoke on behalf of the Officer team and proposed the plan has 6 themes: - Communications, Digital and Branding - Support - Improving Learning & Academic Experience - Personal Development - Engagement & Participation - Student Voice The EO further noted the relationship with the University as a key enabler should be missed. **The Board noted the report, and it is to be presented again at the next meeting in March 2018.**	**Noted** **Noted** **Noted**
10	**People Strategy & HR Review**	The Director of Operations presented the People Strategy and HR Review report for the Board's approval. The main points noted were: - The Guild worked with an external consultant to produce the review - Report has been presented to HR Committee and was approved - Broadly agree with approach to devolve some HR processes to managers, but will need step changes and will be worked towards - Updated timescales will be presented at the next HR Committee EK noted the report and papers were very detailed and that it was a good piece of work. The Chair asked if there were any budget implications and the CEO reported there were none. **The Board approved the People Strategy and HR Review Report**	**Noted** **EB/LC** **Noted** **Noted** **Approved**
11	**Policy Assignment/ Internal Audit**	The CEO presented the Policy Assignment/Internal Audit report for the Board's approval. The main points noted were: - As a response to the recent Internal Audit, it was recommended to formally assign policies to relevant committees - A Policy tracker has been developed - Recommended a review period of 5 minutes is added to the end of each committee agenda for a period of reflection and discussion BS noted the level of detail on committee papers was very high. BS further noted there were many papers circulated for meetings which all had to be read. JT agreed that this is to be reviewed. **The Board approved the Policy Assignment/Internal Audit report.**	**Noted** **JT** **Approved**
12	**Risk Management**	The CEO presented the Risk Management Policy report for the Board's approval.	

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	Policy	The main points noted were: - The report has been presented to Audit & Risk Committee - Risk Register has to come to Trustee Board every 2 years - Risk Register is approved by Audit & Risk Committee each year - Risk Management Policy required to document key risk management processes in the Guild and highlight key roles with responsibility for risk management **The Board approved the Risk Management Policy report.**	**Noted** **Approved**
13	**PTES/PRES**	The Student Voice Manager joined the meeting to present the PTES/PRES report with the PGO. The main points noted were: - The Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES) gather the opinions and gauge the satisfaction of taught and research postgraduates regarding their academic experience. - This report explores the key themes arising from the 2017 PTES and PRES results - Last year's response rate was 21% and 28% - This year's response rate was 43% and 45% - Feedback is an issue for PGRS - Opportunity to benchmark against other Students' Unions through NSS survey data - A report will be presented bi-annually in future in line with the research RE asked if the University had responded with an action plan, PGO confirmed they had and the University had been very responsive. BS noted the relationship with the University in regards to Post Graduates was important LG left the meeting. **The Board noted the PTES/PRES report.**	**Noted** **Noted** **Noted** **Noted** **Noted**
14	**Your Ideas Summary**	The Your Ideas Summary was noted for the Board's information. The report noted that the ideas which passed were: - - A chemist on campus - Microwaves in the library café - Open up Postgraduate Research Space in the library to all Postgraduate Students. **The Board noted the Your Ideas update.**	**Noted** **Noted**
15	**CEO Report**	The CEO Report was noted for the Board's approval. The report noted: - Compact & Budget Meetings 2018-19 had been bought forward to align with University timeline - Guild continues to attend ASSP meetings regarding the Dubai campus	

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		- CEO recently met with new Director of Estates who recommends revisiting the request for funding from the University Capital Project Management Group - The Guild continues to meet regularly with MedSoc and support them in becoming a Guild Society - The Guild is making preparations for GDPR - Planning for Elections 2018 is underway **The Board noted the CEO report.**	**Noted** **Approved**
16	**Officer Report**	**The Board noted the Officer Report.**	**Noted**
17	**AOB**	There were no items of AOB	**Noted**

The Chair closed the meeting at 18.30 hrs.

Signed …… **Date ……**

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