

## Trustee Board Minutes

### Present

Alison Griffin, External Trustee (Chair)  
 Jack Mably, President  
 Ben Chapman, Activities & Development Officer  
 Izzy Lenga, Education Officer  
 Remy Claustres, Sports Officer  
 Roberto Sorrentino, Housing & Community Officer  
 Ross Strong, Welfare Officer  
 Daniel Longhorn, Student Trustee (Undergraduate)  
 Jeevan Jones, Student Trustee  
 Chris Granger, University Representative Trustee  
 Bob Saunders, External Trustee  
 Chris Davies, External Trustee  
 Richard Evans, External Trustee  
 Wyn Williams, External Trustee

### In attendance

Jo Thomas, Chief Executive  
 Ellie Keiller, President Elect  
 Brandon Hattiloney, Representation and Resources Officer Elect  
 Chris Wilkinson, Education Officer Elect  
 Georgie Freeman, Sports Officer Elect  
 Izzie Nicholds, Housing and Community Officer Elect  
 Natalie Cox, Activities and Development Officer Elect  
 Rose Bennett, Postgraduate Officer Elect  
 Elliott Packham, Executive Assistant (note taker)

### Apologies

Daisy Lindlar, Representation & Resources Officer  
 Claire Boothman, Student Trustee (Postgraduate)  
 Farah Abdelhameed, Student Trustee (International)  
 Tanya Chadha, External Trustee

**The Chair welcomed everyone and the meeting commenced at 17:15.**

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	<b>Minutes from 09.05.16</b>	The minutes from 7 <sup>th</sup> May 2016 were approved as a true record of the meeting with no amendments.	<b>Approved</b>
2	<b>Matters arising</b>	It was noted that the Trustee Board 'Buddy Scheme' will be discussed at the next meeting.	<b>JT</b>
3	<b>Minutes from HR Committee on 15.06.16</b>	The Welfare Officer presented the HR Committee minutes from 15 <sup>th</sup> June 2016 for the Boards approval.  The main points noted were:	

		<ul style="list-style-type: none"> <li>• A revised Health and Safety training package was purchased</li> <li>• Venues Sexual Harassment Policy was included in the staff handbook</li> <li>• The implementation of a new HR System was approved.</li> </ul> <p><b>The Board approved the HR Committee minutes.</b></p>	<b>Approved</b>
<b>4</b>	<b>Minutes from Finance Committee on 09.06.16</b>	<p>The Sports Officer presented the Finance Committee minutes from 9<sup>th</sup> June 2016 for the Boards approval.</p> <p>The main points noted were:</p> <ul style="list-style-type: none"> <li>• The Guild achieved a Gold Green Impact Award</li> <li>• £241.1k from last years unrestricted reserve of £991.1k was transferred to the designated building reserve as part of the year end reserves designation</li> <li>• The recommended gift aid payment of £45.0k from the trading subsidiary to the charity was approved</li> <li>• The CEO was given delegated authority to spend the strategic funding of £78.0k over the next 12-18 months.</li> </ul> <p>JJ noted that '£2.9' should read '£2.9k' in the Finance Committee minutes and request for this to be amended.</p> <p>JT noted that the Guild Awards expenditure increased due to the University increasing the cost of hiring the venue.</p> <p><b>The Board approved the Finance Committee minutes subject to the above amendments being made.</b></p>	<p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p>
<b>5</b>	<b>Audit and Risk Committee Minutes 10.06.16</b>	<p>The President presented the Audit and Risk Committee Minutes for the Boards approval.</p> <p>The main points noted were:</p> <ul style="list-style-type: none"> <li>• The 2015/16 Year End Audit Plan was approved</li> <li>• An update to the Financial Procedures Manual was approved</li> <li>• The SUSS pension deficit was predicted to increase to £241k by 2019/20</li> <li>• The new Guild DBS Policy was approved</li> <li>• The Committee were made aware of a potential court case relating to an incident on a Duke of Edinburgh Award expedition</li> </ul> <p>CG noted the potential for the SUSS pension scheme deficit to increase even further, given the forthcoming triennial valuation. The CEO was requested to discuss this matter with the SUSS Trustees.</p> <p><b>The Board Approved the Audit and Risk Committee minutes.</b></p>	<p><b>Noted</b></p> <p><b>JT</b></p> <p><b>Approved</b></p>
<b>6</b>	<b>Policy and Bye-Law Updates</b>	<p>The CEO presented the Policy and Bye-Law Updates paper for the Board approval.</p> <p>JT noted that most changes had arisen as a result of the removal of Guild Council and the introduction of a full time Postgraduate Officer.</p> <p>The Board discussed the Bye-Law changes and the following</p>	<b>Noted</b>

		<p>amendment is to be made:</p> <ul style="list-style-type: none"> <li>In Bye-Law 4.1, the membership of the Assessment Group is to include all eight Officers, four Liberation Representatives and three Full Members</li> <li>In Bye-Law 8.7, the phrase 'students from non-traditional backgrounds' is to change to 'underrepresented students' in all of the Officer duties descriptions</li> </ul> <p><b>The Board approved the Policy and Bye-Law Updates subject to the amendments above being made.</b></p>	<p>JT</p> <p><b>Approved</b></p>
7	<b>NUS Good Governance Update</b>	<p>The CEO presented the NUS Good Governance Update for the Board's approval.</p> <p>JT noted that a working group have been working through the NUS Good Governance code in order to ensure that the Guild's governance is managed to best practice standards. JT further noted that as a result of this work, 75 of the 87 NUS compliance statements are now considered to be fully achieved. This compares to 55 in September 2015.</p> <p>JT further noted that further work is required, predominantly related to the new democratic process.</p> <p>AG requested a further update on the progress of the Good Governance Group at the March Trustee Board meeting.</p> <p><b>The Board approved the NUS Good Governance Update.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p>JT</p> <p><b>Approved</b></p>
8	<b>New Democratic Structure 2015-16 End of Year Report</b>	<p>The President presented the New Democratic Structure 2015-16 End of Year Report for the Board's information.</p> <p>JM noted that 'Your Ideas' was positively received but Officer Question Time needs further work to engage students.</p> <p>CA noted that awareness of the new process is good and that achieving understanding should be the focus of communications going forward.</p> <p>The Board discussed how best to set quoracy for Ideas to pass on the 'Your Ideas' platform. They Guild Byelaws are to be amended, stating that quoracy is to be set annually.</p> <p><b>The Board approved the New Democratic Structure 2015-16 End of Year Report.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p>JT</p> <p><b>Noted</b></p>
9	<b>Strategic Plan Update</b>	<p>The CEO presented the Strategic Plan Update for the Board's approval.</p> <p>JT noted that 14 of the 27 Theme KPI's are recorded as 'green' with only 4 coded as 'red' with 1 awaiting notification as it relies on data from the National Student Survey. JT further noted that all themes with satisfaction measures are awaiting data from the Guild Student Satisfaction Survey which is conducted in November and December.</p> <p>JJ noted their concerns about the poor satisfaction levels with Joe's</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>

		<p>Bar. The CEO noted that changes to the menu and refurbishment aim to improve this.</p> <p>DL raised a question about how the Joe's Card will be improved. The CEO noted that work is ongoing in order to improve the Guild's loyalty card offering.</p> <p><b>The Board approved the Strategic Plan Update.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
10	<b>Street Kitchen and Joe's Bar Project Update</b>	<p>The CEO presented the Street Kitchen and Joe's Bar Project update for the Boards Information.</p> <p>JT noted that Finance Committee had approved for the Street Kitchen project to go to tender and provisionally approve work to Joe's Bar kitchen in order to implement the new menu.</p> <p>The CEO noted that the pre tender cost currently stands at £250k, comprised of £187k for design and build and £63k for enabling works.</p> <p>AG raised a question about the risks of construction work taking place during term time affecting student. The CEO noted that no construction work will take place during Welcome Week and all asbestos is to be removed over the summer vacation.</p> <p>CA raised a question about the Guild's branding and marketing plan for the Street Kitchen. JT noted that operational processes, including marketing, will become a priority over the summer vacation.</p> <p>The CEO noted that Finance Committee approved, in principle, a smaller project to redesign the Joe's Bar kitchen in order to facilitate a new menu.</p> <p>BS noted that some items will have to be removed from the menu, which don't currently sell very well in order for this to happen.</p> <p><b>The Board noted the recommendations of Finance Committee.</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>Implications of NUS Disaffiliation</b>	<p>The Education Officer presented the Implication of NUS Disaffiliation report for the Board's information.</p> <p>The paper predicted that the total cost to the Guild in terms of loss of income and additional costs incurred would be £72k - £75k.</p> <p>IL noted that a vote was held through 'Your Ideas' on whether to hold a Referendum on NUS Affiliation and that this idea did not pass, receiving 480 votes against and 458 votes in favour. IL further noted that there is still the possibility for the New Officer Team to hold a referendum in term 1.</p> <p>WW noted that there would be a risk of the NUS Referendum diluting the Officer's energy. IL and BH noted that the debate could provide an opportunity to engage students with the positive aspects of NUS.</p> <p>CG noted that any economic arguments must be accurate.</p> <p>The Board discussed a potential NUS Referendum and advised</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>

		Officers to monitor the situation but not let the debate consume all of their other activities, and to report at the September meeting.  <b>The Board noted the Implications of NUS Disaffiliation report.</b>	<b>Noted</b>
12	<b>CEO Report</b>	The CEO presented the CEO report for the Board's approval.  JT noted that a new Director of Engagement has been appointed and will start work on 8 <sup>th</sup> August.  <b>The Board approved the CEO report.</b>	<b>Noted</b>  <b>Noted</b>  <b>Approved</b>
13	<b>Guild Officer Report</b>	The President presented the Guild Officer Report for the Board's information.  <b>The Board noted the Guild Officer Report.</b>	<b>Noted</b>  <b>Noted</b>
14	<b>AOB</b>	There were no items of AOB to discuss	<b>Noted</b>

The Chair closed the meeting at 19:05.

Signed .....

Date .....

APPROVED