Trustee Board Minutes

From meeting held 8th May 2017

APPROVED

Present

Alison Griffin, External Trustee (Chair)
Brandon Hattiloney, Representation and Resources Officer
Chris Wilkinson, Education Officer
Izzie Nicholds, Housing and Community Officer
Georgie Freeman, Sports Officer
Natalie Cox, Activities and Development Officer
Ross Strong, Welfare Officer
Daniel Longhorn, Student Trustee (Undergraduate)
Jeevan Jones, Student Trustee
Bob Saunders, External Trustee
Chris Davies, External Trustee
Richard Evans, External Trustee
Wyn Williams, External Trustee

In attendance

Michael Garrett, Director of Support and Development
Ben Bailey, Director of Student Services (University) (for agenda item 1 only)
Rose Bennett, Postgraduate Officer
Adam Sheridan, Director of Engagement
Emily Badger, Director of Operations
Nick Bailey, Finance Manager
Elliott Packham, Executive Assistant (note taker)

Apologies

Ellie Keiller, President
Jo Thomas, Chief Executive
Claire Boothman, Student Trustee (Postgraduate)
Chris Granger, University Representative Trustee
Farah Abdelhameed, Student Trustee (International)
Tanya Chadha, External Trustee

The Chair welcomed everyone and the meeting commenced at 18:05.

No	ITEM FOR DISCUSSION	NOTES	ACTION
1	**Overseas Campus Presentation**	The University Director of Student Services provided a presentation on the University's plans for a new Overseas Campus for the Board's information. BB noted that the University plans to create a campus in Dubai, with the first students arriving in September 2018. BB further noted that information regarding the project will be released to the public on 23rd May 2017. The Board discussed the Guild's operating model in Dubai.	**Noted** **Noted**

		BB left the meeting at 19:05.	
2	**Minutes from meeting held 16.03.17**	The Chair presented the Trustee Board minutes from the previous meeting held on 16.03.17 for the Boards' approval. **The Board approved the Trustee Board minutes.**	**Approved**
3	**Matters Arising**	There were no matters arising from the minutes.	
4	**Minutes from Finance Committee held 11.04.17**	The RRO presented the Finance Committee minutes from the meeting held on 11.04.17 for the Board's approval. The following items were noted: - The Committee approved the 2017/18 Draft Budget but expressed concerns that the budget is not sustainable. - An increase in Gradball ticket prices by £2.50 was approved **The Board approved the Finance Committee minutes.**	**Noted** **Approved**
5	**Minutes from HR Committee held 27.04.2017**	The WO presented the HR Committee minutes from the meeting held on 27.04.17 for the Board's approval. The following items were noted: - The Guild's Volunteering Policy was approved - The Committee noted the Staff Engagement Survey results **The Board approved the HR Committee minutes.**	**Noted** **Approved**
6	**2017/18 Budget**	The Finance Manager entered the meeting at 19:15 and presented the 2017/28 Budget for the Board's approval. NB noted that Finance Committee had approved the 2017/18 Budget subject to the block grant allocation. NB further noted that two items of expenditure on IT and Room Bookings Software were also approved subject to the block grant. NB noted that a decision had been made at the University's SPRC meeting on the Guild's block grant for 2017/18. NB noted that the Guild had requested a £314k increase and received a £223k increase. NB further noted that the increase given covered increased funding for the Community Wardens Scheme, Global Buddies and the 'Not On' Campaign. NB noted that £34k had been given to cover staff pay inflation and that this would mean matching the University's proposed 2.5% pay increase might not be possible. NB further noted that £94k had been requested to cover the cost of the living wage for student staff and £47k had been allocated. NB noted that the Guild would therefore have to meet from commercial revenues the remaining £47k in order to achieve a living wage for student staff. NB further noted that no grant was provided to cover an increase in business rates and the SUSS pension deficit. AG noted that following the next Finance Committee, the Budget should be emailed to the Board for approval by email resolution.	**Noted** **Noted** **Noted** **Noted** **Noted** **JT/NB**

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		The WO raised a concern that the Activities Budget had been decreased. NB is to speak to AS and attempt to take this into account when rewriting the budget. The ADO noted their concerns that the Derecognition Pot was being used to fund the Student Groups Grants. NB noted that of the £57.5k Student Group Grant budget, £7.5k was funded through the Derecognition Pot. AG noted that the reasoning behind the £100k operating surplus target should be emphasised more strongly in the next budget paper. **The Committee noted the 2017/18 Budget.** NB left the meeting at 19:45.	**NB/AS** **Noted** **NB** **Noted**
7	**Strategy 2018-2021 Proposal**	The Director of Operations entered the meeting at 19:45 and presented the Strategy 2018-21 Proposal for the Board's information. EB noted that consultation with the 2016-17 Officer Team, 2017/18 Officer Team, Trustee's and staff will take place between May and July 2017. CA noted that the new strategy should be discussed during the Trustee Board Away day in July. EB also noted that there would be many inputs into the strategy, including the Guild's own research, University research and the Universities' 2026 Strategy. The Board requested that an International Student Barometer is to be included into the research. EB noted that the research will be presented in more depth during the Trustee Board Away Day. **The Board noted the Strategy 2018-21 Proposal.**	**Noted** **JT/EB** **Noted** **EB** **EB** **Noted**
8	**Staff Engagement Survey**	The Director of Operations presented the Staff Engagement Survey for the Board's information. EB noted that this is the second year the Guild has conducted its staff engagement survey with Agenda Consulting, which allows the Guild to compare the responses with other Student Unions and the 3rd Sector as a whole. EB noted that the question chosen to create the employee engagement index was: '71. I would wholeheartedly recommend this organisation as a good place to work' EB further noted that positive responses to this question were down from 77% in 2016, to 65% in 2017. EB further noted that this was	**Noted** **Noted**

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		mostly due to an increase in neutral responses and that this was also reflected across the survey. EB noted that the Senior Management Team met to analyse the results of the survey and that an action plan will be developed. EB further noted that the key areas for improvement highlighted by the survey include reward and recognition, leadership and development and promotion. EB noted that Senior Managers will feedback to their teams on the results of the survey. AG noted that Team Meetings should be used to get further research to gain a better understanding of the results of the survey. EB further noted that the Guild achieved IIP Silver and that the report contrasted with the results of the Staff Engagement Survey. The Board noted that the outputs as a result of the Staff Engagement Survey should be discussed at the next Trustee Board Away day. **The Board noted the Staff Engagement Survey.** The Director of Operations left the meeting at 20:10.	**Noted** **Noted** **Noted** **JT/EB** **Noted**
9a	**Officer and NUS Delegate Elections 2017 Summary**	The Director of Engagement entered the meeting at 20:10 and presented the Officer and NUS Delegate Elections 2017 Summary for the Board's information. AS noted that a number of changes and new initiatives had been implemented as part of the Officer and NUS Delegate Elections and these including Register an Interest and the 'Not A Role Model' Tour by Suli Breaks. AS noted that the total number of votes received was 8507 which represented a 14% increase on last year and was the highest number of votes ever recorded at the Guild. AS further noted that this unfortunately did not meet the target number of votes, which as 12,000. AS noted that the number of complaints significantly reduced this year and that making complaints public helped contribute to this. AG noted that the 12,000 votes target was unrealistic and that this should be learnt from when setting future targets. **The Board noted the Officer and NUS Delegate Elections 2017 Summary.**	**Noted** **Noted** **Noted** **Noted** **Noted**
9b	**Elections Demographics**	The Director of Engagement presented the Elections Demographics Report for the Board's information. AS noted that some of the data is sparse and therefore possibly not reflective of the student population. AS noted that this was due to the requirement of students to self-define themselves when registering with the University.	**Noted**

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		The Board noted the Elections Demographics Report. AS left the meeting at 20:20.	**Noted**
10	**Your Ideas Update**	The RRO presented the Your Ideas Update for the Board's information. The RRO noted that there were 18 ideas put forward for comment and voting and 1 idea passed. This was 'Free Academic Transcripts For All' which passed with 209 votes in favour and 2 against. The RRO noted that voter numbers were lower than in previous rounds due to it immediately following on from the Officer and NUS Delegate Elections 2017, but was higher than the same period last year. **The Board noted the Your Ideas Update.**	**Noted** **Noted** **Noted**
14	**Officer Report**	**The Board noted the Officer Report**	**Noted**
15	**CEO Report**	**The Board approved the CEO Report**	**Approved**
16	**AOB**	AG noted that the Guild had received a letter from the Charity Commission which is to be circulated to all Trustees. AG noted that they would be stepping down from their role as Chair of the Trustee Board at the end of the calendar year or earlier if a new Chair is appointed sooner. AG noted her apologies for the July Board meeting and requested that the meetings commence at 17:30 in September and October. Trustees agreed to the earlier start time.	**JT/EP** **Noted**

The Chair closed the meeting at 20:45.

Signed …… **Date ……**

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