

Present

Ruth Pipkin, External Trustee **(RP)** (Chair)
 Joseph Hill, Education Officer **(EO)**
 Catherine Hardiman, Sports Officer **(SO)**
 Tianjie (Alice) Liu, International Officer **(IO)**
 Dean Turner, Welfare & Community Officer **(WCO)**
 Harry Brooks, Activities & Employability Officer **(AEO)**
 Benjamin Lockley, Postgraduate Officer **(PGO)**
 Simone Hawley, BAME Student Trustee **(SH)**
 Mikey Brown, Postgraduate Student Trustee **(MB)**
 Dionne Enam Williams, Undergraduate Student Trustee **(DW)**
 Johnny Davis, External Trustee **(JD)**
 Helen Stone, External Trustee **(HS)**
 Erica Conway, University Representative Trustee **(EC)** (except for Agenda Item 6)
 Yinbo Yu, External Trustee **(YY)**

In attendance

Syed Sadath, President Elect **(SS)**
 Devansh Jhamnani, Activities & Employability Officer Elect **(DJ)**
 Ritakshi Maheshwari, Post Graduate Officer Elect **(RM)**
 Hope Aquilina, Welfare & Community Officer Elect **(HA)**
 Alex Keen, Education Officer Elect **(AK)**
 Lara Parker, Sports Officer Elect **(LP)**
 Ravikiran Rajashekar, International Officer Elect **(RR)**
 Jo Thomas, Chief Executive **(JT)**
 Emily Badger, Director of Operations **(EB)**
 Nick Bailey, Director of Finance & Systems **(NB)**
 James Lindsay, Director of Community & Representation **(JL)**
 Adam Sheridan, Director of Engagement **(AS)**
 Lisa Clark, People & Administration Manager **(LC)** (note taker)

Apologies

Mitali Gohel, External Trustee **(MG)**
 Amira Campbell, Guild President **(President)**
 Emma Wedge, External Trustee **(EW)**
 Shruti Kohinkar, International Student Trustee **(SK)**

The Chair welcomed attendees and the meeting began at 18:00. All attendees were introduced.

No	Item for Discussion	Notes	Action
1a	Minutes of Previous Meeting (13.05.2024)	The Chair presented the minutes of the previous meeting, dated 13 th May 2024, for the Board's approval. The Board approved the Trustee Board minutes.	Noted Approved
2a	Matters Arising	The Chair noted all actions have been completed. The Chair noted Trustees will receive Freedom of Speech training in the Trustee Board Away day on 16 th September 2024.	Noted Noted
2b	Declarations of Interest	The Chair asked Trustees to declare any possible conflict of interest relating to the items on the meeting's agenda. The WCO & IO declared they will be employed as student staff at the Guild from September 2024.	Noted Noted
3	HR Committee Minutes (11.06.24)	The WCO presented the HR Committee minutes, dated 11 th June 2024 for the Board's Approval. The Board approved the HR Committee Minutes.	Noted Approved
4	Finance Committee Minutes (06.06.24)	The EO presented the Finance Committee Minutes, dated 6 th June 2024 for the Board's Approval. The Board approved the Finance Committee Minutes.	Noted Approved
5	Audit & Risk Committee Minutes (10.06.24)	The EO presented the Audit & Risk Committee Minutes, dated 10 th June 2024, for the Board's Approval. The Board approved the Audit & Risk Committee Minutes.	Noted Approved
6	Board Discussion Time	EC temporarily left the meeting at 6.10pm. JT joined the meeting at 6.10pm. The Chair introduced the context and background of the discussion, which focussed on recent events related to the campus encampment. The Board noted the Board Discussion Time.	Noted Noted Noted
7	CEO Report	EC rejoined the meeting at 18:21 JT presented the CEO Report, for the Board's information. The AEO noted the Bournbrook Starbucks Coffee shop was closing and asked if the decision to invest in a coffee shop in the Guild is the correct decision. AS noted the Guild offer is not a coffee shop, as we will be serving Starbucks coffee in Joes bar. SS asked if the Guilds Belief & Commitments Policy had been taken into consideration when working with Starbucks. AS noted we would not enter into contracts that were against the Guilds Belief & Commitments.	Noted Noted Noted Noted

		<p>The Chair noted this had been discussed in Finance Committee at length where it was agreed to trial, and as such we should start things quickly.</p>	Noted
		<p>The Chair thanked the Guild for organising Grad Ball at the alternative location at short notice, noting the positive response from students</p>	Noted
		The Board noted the CEO Report.	
8	Management Accounts (May 2024)	<p>NB presented the Management Accounts (May 2024), for the Board's approval.</p> <p>NB noted the Guild reported Net Income of £194.1k compared to forecast Net Income of £167.4k a positive variance of 26.7k or 16.0%. A negative variance of £11.7k was reported year-to-date for April, and therefore a positive swing of £38.4k.</p> <p>NB noted previously, both Finance Committee and Trustee Board were alerted to an identified negative variance of £36k in relation to Bars and Entertainments May-July. Approximately, one third of this has now been recognised/absorbed within the May 2024 management accounts, with the remainder included across June and July.</p> <p>NB noted an update on the Guild's cash position which totalled £4.98m as of 26th May 2024, bolstered by the quarterly block grant receipt, received on the final working day of the period.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
		The Board approved the Management Accounts.	Approved
9	Long Term Forecast	<p>NB presented the Long-Term Forecast for the Boards information</p> <p>NB noted the 5-year forecast had been updated as of May 2024, based upon the current position incorporating actual performance for 2022/23, the 2023/24 forecast and the 2024/25 approved budget. This position has been rolled forward for one additional year to 2028.</p> <p>NB noted the updated forecast has then been compared to the original 5-year Financial Plan produced in February 2022 to support the long-term block grant funding agreement.</p> <p>NB noted as per the previous report in May 2023, the revised forecast reports a deteriorating financial position compared to February 2022 although in the short term, this is partly mitigated by the positive outturn reported for 2021/22 and 2022/23.</p> <p>NB noted the Income & Expenditure summary covering 2020/21 – 2028/29 and the impact on Free Unrestricted Reserves, Cash, and the assumptions applied to Income and Expenditure within the forecast.</p> <p>JD asked whether the forecast assumes the use of growth funds, or does it assume we do not spend the growth funds. NB noted that 5-year projections assume we do spend the growth provision in full each year. NB noted that in 2022/23 we did not spend any growth funding</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>and designated it, whereas this year the fund increased by £100k, and £50k was allocated during the year.</p> <p>NB noted that funding principles developed in 2022 have been revisited and as such the gap identified is approximately £50k next year, increasing each year. The new long-term forecast has applied these principles, and the gap is similar to what is set aside in the growth funding, when rolled forward and taking inflation into account.</p> <p>JD asked if we are saying a financial hole is being plugged by growth funding, and how will this be impact over next 5 years. NB noted a further discussion would need to take place with University however it is in place until the end of the 2026/27 Strategic Plan subject to meet strategic targets.</p> <p>NB noted an updated position will be brought in October.</p> <p>The EO noted efficiency savings targets and asked how successful this had been so far. NB noted in the past where efficiency savings were made to improve efficiency such as system improvements. Further to this where existing contracts are reviewed e.g. the photocopiers contract, savings of £4k per year have been generated.</p> <p>HS noted that assuming the growth provision had originally been given to grow and is not spent each year, and we now realise we need it to cover day to day shortfalls, if we use it on this how do we fund radical changes long term. NB noted it is linked to the forecast growth of student numbers, and services now having to deliver to more students than previous years and this is forecast continue to grow.</p> <p>The PGO noted the growth numbers have not been reflected on student activity, as there is less society activity. JD noted they feel confident we are serving increasing numbers of students, and we should be proud of the growth.</p> <p>The Board noted the Long-Term Forecast.</p>	<p>Noted</p> <p>Noted</p> <p>NB</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
10	<p>Income Generation Update</p>	<p>AS presented the Income Generation Update for the Board's approval.</p> <p>AS provided an update regarding Income Generation, and specifically on the progress of the Commercial Development Implementation Plan</p> <p>AS noted the team effort for Grad Ball with a record year of 4k attendees. AS noted it had outperformed last year.</p> <p>AS noted areas identified for Income Generation opportunities include conferencing and private hire.</p> <p>The SO noted the requirement to put nights on for students and noting an Events Manager had been discussed previously.</p> <p>MB asked if we have a prospectus for Room Bookings. AS noted conferences are doing well with some stretching targets for next year,</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>and a prospectus is being developed. EB further noted the busy summer schedule and is more commercial than previous years, with plans to support this to encourage repeat business and establishing relationships with clients. There are resourcing challenges which are being looked at with a review of the room bookings offer. EB noted we are looking to now get a framework and foundation and are on track to hit next year's budget.</p>	Noted
		<p>HS noted the possibility of contacting new starters earlier perhaps on results day. EB noted we have limited access to this data as it is updated later than we would like. EB noted they are discussing this with University to see if we can access it earlier. EB noted it is a challenge as there are different data sources and the Guilds' data does not get updated until September when students are registered.</p>	Noted
		<p>HS noted that clubs in Birmingham bombard students on results day. AS noted the clubs want to make it look like they are busy and students tend to make sensible choices.</p>	Noted
		<p>The Board noted the Income Generation Update.</p>	Noted
11a	Strategic Update & Year 3 Operating Plan	<p>EB presented the Strategic Update & Year 3 Operating Plan for the Boards information.</p>	Noted
		<p>EB noted Year 2 (2023/24) reflects much the same picture as Year 1 (2022/23) in terms of performance and the delivery.</p>	Noted
		<p>EB noted Aim 1 and a number of strategic Enablers are on track and evidence good progress.</p>	Noted
		<p>EB noted some areas have a slight refocus, particularly around Aim 2.</p>	Noted
		<p>EB noted general operating challenges, noting the University were closely looking at our strategic performance particularly the NSS results and commercial performance.</p>	Noted
		<p>EB, noted a further update will be brought back to the September Board meeting to present further trend data and analysis work, ahead of the midyear Compact meeting.</p>	EB
		<p>The AEO noted the KPI targets seemed sensible except the election turn out which is ambitious and puts pressure on team. The Chair noted the recent low turnout for the General election with low turnout. EB noted Y5 targets have not been adjusted and are tethered to the Compact Meetings.</p>	Noted
		<p>JD noted if we were to look at historical trend we did get better voter turnout results. JD noted the Guild's goal to be in the top 3 nationally. JD noted we went from a 5 day to a 4-day voting period noting this should be reviewed rather than reducing the target.</p>	Noted

		<p>MB noted the elections KPI measures shallow engagement and encourages fixation on a narrow aspect. MB noted we must do what we can, as long as we know the election target we can set is possible.</p> <p>AK noted that while election turnout was not where we wanted, the candidate engagement was high.</p> <p>JL noted that part 2 of the election paper will come to the Board in September. JL noted the election campaigns starts in August when students come onto campus.</p> <p>The PGO noted that PTES was open for 2 months with 7k responses. The PGO noted we have to keep the election turnout target as University staff are highly interested in it as a metric.</p> <p>The Board noted the Strategic Update and Year 3 operating Plan.</p>	<p>Noted</p> <p>Noted</p> <p>JL</p> <p>Noted</p> <p>Noted</p>
11b	Aim 3 – Wellbeing Plan	<p>JL presented Aim 3 Wellbeing Plan for the Boards approval.</p> <p>JL noted supporting and enhancing the wellbeing of students at the University of Birmingham is a key strategic aim for the Guild. JL noted the target of 75% students agree the Guild has a positive impact on their wellbeing noting we are currently at 48%. JL noted the next step will need a significant amount of resource and investment. JL noted Officers manifesto topics over the last 5 years and a clear trend in wellbeing topics becoming or remaining important to the student electorate.</p> <p>JL noted the proposal looks to create capacity to deliver frameworks and criteria and coordinate comms and resources.</p> <p>JL noted the University are supporting students at points of crises and look to us to compliment this in delivering activities & campaigns. This is about a delivery of a complimentary package aligned to the University support provision.</p> <p>JL noted the proposal to create a department within Community & Representation directorate to focus solely on Wellbeing issues with the introduction of 2 new staff roles in 2024/25, with a further 2 additional roles in 2025 and 2026 subject to affordability.</p> <p>The WCO noted having this structure in place would be very useful, and noted Harm Reduction is an area of work that the University expects us to work in partnership with them on.</p> <p>EC noted the growth fund and that they are supportive of the principle. EC noted the 2 posts next year and asked is there unallocated funding in the Long-Term Forecast that the posts can be put against. NB confirmed the 2 future posts could be funded from the growth fund subject to other constraints.</p> <p>HS noted their concern to working with University as a complimentary package if they are planning the expansion of their welfare support. JL</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>noted the University offering is a different service and is more around clinical, direct counselling. JL noted the University want a coordinated student engagement plan to work on proactive wellbeing and for the Guild to lead on this.</p> <p>The EO asked how this proposal relates to Residence Life. JL confirmed that this proposed department would work in tandem covering the whole of campus, coordinating campaigns in accommodation and in the community.</p> <p>MB noted he was not clear what this team will be doing to improve welfare. MB noted if we run successful campaigns and events there will be further costs to consider.</p> <p>The IO asked if there would there be any duplications across Residence Life and Hall Reps teams. JL noted they see this department as the convenors of wellbeing campaigns at the Guild. The Manager role would coordinate campaigns and the funding would be separate</p> <p>JD noted they support the idea in principle and would wish to see what the 2 roles deliver in the first year. JD noted we should think creatively with the 2 additional roles in 2025 & 2026.</p> <p>The Chair and HS noted their support but would like to see the impact the roles make before committing to the other roles. JD noted we should fund and review again next year as there is a clear student need.</p> <p>MB asked why this proposal was not coming to the Board with fully operating plans, and JT advised that we know there is a growing issue with wellbeing and by bringing all the manifestos together we see we have a clear need for this service. JT noted by developing the Residence Life project it now gives us the opportunity to bring other areas together under Aim 3. JT noted they consider it a reasonably good offer at low risk.</p> <p>DW noted lots of students suffer in silence and asked how will we get students to engage. JL noted the intention to use student peer to peer routes. The PGO asked how students will access the service. JL noted the team to be visible and out on campus talking to students delivering activities and working with local departments.</p> <p>YY stated they were in principle supportive of the proposal.</p> <p>The Board approved Aim 3 – Wellbeing Plan with a review after 1 year.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Approved</p>
12	Risk Management Policy & Risk Register	This item was deferred to the next Trustee Board Meeting.	LC
13	Good Governance Action Plan	This item was deferred to the next Trustee Board Meeting.	LC

14	Democracy Operations Update	<p>JL presented the Democracy Operations Update for the Boards information.</p> <p>JL noted since the launch of the Democratic System in September 2023,46 Ideas and Policies have been submitted.</p> <p>JL noted between March 2024 – April 2024 two items, Palestinian Solidarity and a Guild Arms Trade policy, generated high levels of engagement.</p> <p>JL noted prior to the progression of both items, legal advice was sought. It was concluded that as a charitable institution, the Guild was not able to take action or use its resources (including the time of the Guild Officers) to implement these ideas in their current format. It was agreed that it would be better to seek to amend the Ideas through Guild Action Groups to the extent we are able, rather than proceed immediately to the All Student Vote.</p> <p>The PGO noted their concern with the Idea regarding Palestine and how it was treated, and further noted the legal advice to not send it directly to an All Student Vote but believed it delayed democratic opinion for students. The PGO also noted the Idea was an anonymous submission.</p> <p>JL noted the legal protections in place and that Guild are clear that as many students engaged should be involved in the process as possible.</p> <p>The Board noted the Democracy Operations Update.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
15	Full Time Officer Report	<p>The Officers presented the Full Time Officer Report for the Boards information.</p> <p>The EO noted their main highlight from the year was understanding how big organisations work, how students impact their own experience and how the Officers can influence.</p> <p>The SO noted they'd had a great year as an Officer, with their personal development improving, and understanding meetings such as the Trustee Board had been interesting.</p> <p>The WCO noted how they have reacted to crises as they happen, had input into improving services for students, and noting it had been a great year and they had learnt a lot.</p> <p>The AEO noted they love what the Guild does and that it has been an important part of the work they do, as well as being part of a society and the role had changed their University experience.</p> <p>The IO noted that in most meetings they were the only non-native speaker and as such they had developed their skills in meetings and conversations. The IO noted the work they had done to remove the 15 hours working cap for students.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		<p>The PGO noted they had been a student for 6 years and an Officer for 2 years. The PGO noted they had seen strikes, covid and encampments and noted that the Guild is a lovely place to work.</p> <p>The Chair thanked the Officer team 2023/24 for their hard work over the last 12 months.</p> <p>The Board noted the Full Time Officer Report.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
16	AOB (Any Other Business)	<p>The Chair requested Trustees to submit their responses to the Board Effectiveness Survey.</p> <p>The Chair noted the next Trustee Board meeting and Away Day is 16th September 2024. Trustees are asked to email their preference for a social dinner or drinks following the meeting.</p> <p>HS noted the recent Open Day and the positive comments heard from attendees about the Guild.</p>	<p>All</p> <p>Noted</p> <p>Noted</p>
17	Meeting Reflection	No items noted.	Noted

The Chair closed the meeting at 20:25.

Date of Next Meeting: Monday 16th September 2024