

### Present

Ruth Pipkin, External Trustee **(RP)** (Chair)  
 Syed Sadath, Guild President **(President)**  
 Alex Keen, Education Officer **(EO)**  
 Lara Parker, Sports Officer **(SO)**  
 Ravikiran Rajashekar, International Officer **(IO)**  
 Hope Aquilina, Welfare & Community Officer **(WCO)**  
 Devansh Jhamnani, Activities & Employability Officer **(AEO)**  
 Ritakshi Maheshwari, Postgraduate Officer **(PGO)**  
 Simone Hawley, BAME Student Trustee **(SH)**  
 Mikey Brown, Postgraduate Student Trustee **(MB)**  
 Mitali Gohel, External Trustee **(MG)**  
 Helen Stone, External Trustee **(HS)**  
 Emma Wedge, External Trustee **(EW)**  
 Yinbo Yu, External Trustee **(YY)**

### In attendance

Jo Thomas, Chief Executive **(JT)**  
 Nick Bailey, Director of Finance & Systems **(NB)**  
 James Lindsay, Director of Community & Representation **(JL)**  
 Adam Sheridan, Director of Engagement **(AS)**  
 Emily Badger, Director of Operations **(EB)**  
 Chike Dike, Executive Assistant **(CD)** (note taker)  
 Mark Gurney, Dains Auditors **(MaG)** (Agenda Item 1 only)

### Apologies

Erica Conway, University Representative Trustee **(EC)**  
 Johnny Davis, External Trustee **(JD)**  
 Dionne Enam Williams, Undergraduate Student Trustee **(DW)**

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

No	Item for Discussion	Notes	Action
1	<b>Audit Completion Report 2023/24 &amp; Financial Statements</b>	MaG joined the meeting at 18:00.	<b>Noted</b>
		MaG presented the Audit Completion Report 2023/24 & Financial Statements for the Board's approval.	<b>Noted</b>
		MaG noted that he is pleased to issue a clean audit report subject to receiving the signed letter of documentation.	<b>Noted</b>
		MaG also noted that there were no noted frauds that the Audit & Risk Committee are aware of.	<b>Noted</b>

		<p>MaG noted one point brought forward was the split of pre-payments between short and long term which had been rectified between the 2023 and 2024 audits.</p> <p><b>The Board approved the Audit Completion Report 2023/24 &amp; Financial Statements.</b></p> <p>MaG left the meeting.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
2	<b>Minutes of Previous Meeting (16.09.2024)</b>	<p>The Chair presented the minutes of the previous meeting, dated 16<sup>th</sup> September 2024, for the Board's approval.</p> <p><b>The Board approved the Trustee Board minutes.</b></p>	<p><b>Noted</b></p> <p><b>Approved</b></p>
3a	<b>Matters Arising</b>	<p>The Chair noted the action tracker.</p> <p>The Chair noted the outstanding actions are on the agenda today or remain ongoing.</p> <p><b>The Board noted the Action Tracker.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
3b	<b>Declarations of Interest</b>	<p>The Chair asked Trustees to declare any possible conflict of interest relating to the items on the meeting's agenda.</p> <p>No conflicts of interests were declared.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
4	<b>Finance Committee Minutes (08.10.24)</b>	<p>The President presented the Finance Committee minutes, dated 8<sup>th</sup> October 2024 for the Board's approval.</p> <p><b>The Board approved the Finance Committee Minutes.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
5	<b>Audit &amp; Risk Committee Minutes (15.10.24)</b>	<p>The EO presented the Audit &amp; Risk Committee Minutes, dated 15<sup>th</sup> October 2024 for the Board's approval.</p> <p><b>The Board approved the Audit &amp; Risk Committee Minutes.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p>
6	<b>CEO Report</b>	<p>JT presented the CEO report for the Board's approval.</p> <p>JT noted that since the last Trustee Board meeting Welcome Week has taken place. JT noted that the staff team is focusing on the Strategic Plan and Officer manifestos.</p> <p>JT noted the adverts for the Trustee recruitment will close this week and it is hoped to appoint to the vacancies by the next Board meeting.</p> <p>JT noted work by the Officers around securing a meeting with the University and the Friends of Palestine society.</p> <p>JT noted that the recent mid-year review Compact meeting was a positive meeting with helpful discussion around NSS outcomes and income generation.</p> <p>HS asked what application rates are in relation to the staff vacancies. JT confirmed that most vacancies were within Coordinator positions which is reflective of the sector and noted applications rates are good. JT noted that candidate expectations are high for entry graduate roles which is also reflective of the sector.</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>JT noted that the previously approved new Guild Code of Practice for Freedom of Speech should be rescinded following the change in Government approach. The Board to agree to step down the agreed Code of Practice pending more information and revert to using the University Code of Practice.</p> <p><b>The Board approved rescinding the Code of Practice.</b></p> <p><b>The Board noted the CEO Report.</b></p>	<p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p>
7	<b>2023/24 Year End Management Accounts</b>	<p>NB presented the 2023/24 Year End Management Accounts, for the Board's approval.</p> <p>NB noted that the overall Guild reported net income of £246k which was greater than our forecast of £35k in February 2024.</p> <p>NB noted that most of the savings came from restricted and designated activities.</p> <p>MG asked if these positive year end numbers would be expected to repeat next year. NB noted that the underspend came from unused funding and core staff vacancies, and as such it is unlikely to be repeated.</p> <p><b>The Board approved the 2023/24 Year End Management Accounts.</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>2023/24 Cashflow Statement &amp; Balance Sheet</b>	<p>NB presented the 2023/24 Cashflow Statement &amp; Balance Sheet, for the Board's approval.</p> <p>NB noted that the overall positive cash position has improved by £246k which that has moved the Guild from a net liability to a net asset positive position of £77k.</p> <p>NB noted that the overall asset grew by £217k and the free and unrestricted reserves fell by £35.8k</p> <p>HS asked if the Guild offered the same payment terms to trade creditors, and NB noted that we are bound by respective terms and conditions, and that the Guild is timely with its payments.</p> <p><b>The Board approved the 2023/24 Cashflow Statement &amp; Balance Sheet.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p>
9	<b>Long Term Forecast &amp; Financial Scenarios</b>	<p>NB presented the Long-Term Forecast &amp; Financial Scenarios paper, for the Board's approval.</p> <p>NB noted the confidential nature of the paper and explained that these are the two financial scenarios being considered at present, with other scenarios to be considered in the future.</p> <p>NB noted that the unallocated strategy provision noted a reduction of £52.2k.</p> <p>NB noted the SMT has met with the Chair and JD to review the scenarios and consider how we can review the services we provide.</p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>

		<b>The Board approved the Long-Term Forecast &amp; Financial Scenarios.</b>	<b>Noted</b>
10	<b>Income Generation Update</b>	<p>AS presented the Income Generation Update for the Board's approval.</p> <p>AS noted, that the Business Development Manager recruitment was successful, and an offer has been made pending references.</p> <p>EB noted that the annual student survey, includes a section on commercial to explore students' views which will also be supported with focus groups. The report will be available in the new year.</p> <p>MB asked if the new Business Development Manager is going to focus on this project and JT noted that the Manager will need to work with the Venues team to stabilise operations initially.</p> <p><b>The Board approved the Income Generation Update.</b></p>	<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p>
11	<b>Welcome Week 2024</b>	<p>The WCO and EO presented the Welcome Week 2024 update for the Boards approval.</p> <p>The WCO noted that last years' feedback and data was positive.</p> <p>The WCO noted that there were two wristbands available to students during Welcome 24, one for new students and another for returning students which gave them access to different club night events.</p> <p>The WCO noted that the Officer team delivered over 50 welcome talks to introduce the Guild and inform new students of who we are and what we do.</p> <p>The EO noted that there were increases in engagement across departments and we had 33k entries despite the bad weather.</p> <p>The EO noted that engagement in Welcome was dominated by first year and undergraduate students and noted good engagement with Post graduate students.</p> <p>MG asked if we should be measuring engagement with Postgraduate (PG) students in the same way we measure Undergraduates as Welcome week is more targeted at first year students. The President and PGO noted that most PG International students come during the first week for Welcome week and noted there was PG speed friending and other events that were targeted at these students.</p> <p>EW asked who we consider first years. EO noted that first years are considered by year of entry so first year Postgraduates students are included.</p> <p>EB highlighted plans to begin planning for Welcome Week much earlier in 2025 using the feedback from Welcome 24 to inform the framework, as well as outgoing and incoming Officers to frame that.</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>

		YY asked if it would be useful to add social media engagement as a parameter to evaluate engagement, EB noted that we do have that data which goes to Engagement Committee.  <b>The Board approved the Welcome Week 2024 report.</b>	<b>Noted</b>  <b>Approved</b>
12	<b>Impact Report 2023/24</b>	ChM joined the meeting at 19:30.  EB presented Impact Report 2023/24 for the Board's information and noted that this is still a work in progress and the video and presentation remains in development.  ChM noted the presentation and video as a way of capturing the impact of the Guild for stakeholders and students.  ChM requested feedback on the video and asked if there is anything the Trustees considered was missing.  The EO asked where the video will be available. ChM noted that the video will be uploaded on the website along with the presentation and the plan is to build a dedicated impact hub where information can be available.  SH noted that the video was positive but flagged that the music does not match the tone of the video. EB noted that this will be reviewed.  The Chair asked for the presentation and video to be circulated.  <b>The Board noted the Impact Report 2023/24.</b>	<b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>Noted</b>  <b>EB</b>  <b>EB</b>  <b>Noted</b>
13	<b>AOB (Any Other Business)</b>	Nothing to discuss.	<b>Noted</b>
14	<b>Meeting Reflection</b>	No items noted.	<b>Noted</b>

The Chair closed the meeting at 20:25.

**Date of Next Meeting: Monday 13<sup>th</sup> January 2025**