



Trustee Board Meeting

Monday 12th May 2025, 16:00– 18:00
Mandela Room, Guild of Students

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)**
 Dionne Enam Williams, Undergraduate Student Trustee **(DW)**
 Mikey Brown, Postgraduate Student Trustee **(MB)**
 Mitali Gohel, External Trustee **(MG)**
 Helen Stone, External Trustee **(HS)**
 Penelope Hackett, External Trustee **(PH)**
 Erica Conway, University Representative Trustee **(EC)** (joined 19:00)
 Harshitha Naidu, International Student Trustee **(HN)** (joined 18:11)

In attendance

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

Apologies

Emma Wedge, External Trustee **(EW)**
 Johnny Davis, External Trustee **(JD)**

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 (24.03.2025)	<p>The Chair presented the minutes of the previous meeting, dated 24th March 2025, for the Board's approval.</p> <p>PH noted that a question was asked during the Income Generation Update about the term time trading and asked that it be added to the minutes.</p> <p>The Board approved the Trustee Board minutes pending the amendment.</p>	<p>Noted</p> <p>CD</p> <p>Approved</p>

2a	Matters Arising	The Chair noted the action tracker.	Noted
		NB noted that the outstanding action will be picked up with PH.	NB
		The Board noted the Action Tracker.	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.	Noted
		No interests were declared.	Noted
3	HR Committee Minutes (08.04.25)	The WCO presented the minutes of the HR Committee Meeting, dated 8 th April 2025, for the Board's approval.	Noted
		The WCO noted that the incoming Officers' contract, Code of Conduct, Handbook and policies were approved subject to legal review, and a number of Staff policy changes were approved.	Noted
		The Board approved the HR Committee Minutes.	Approved
4	Finance Committee Minutes (03.04.25)	The SO presented the minutes of the Finance Committee Meeting, dated 3 rd April 2025, for the Board's approval.	Noted
		The SO noted that closing the gap between student pay and the national living wage was discussed and the Committee agreed to revisit this at future meetings.	Noted
		The Board approved the Finance Committee Minutes.	Approved
5	Engagement Committee Minutes (29.04.25)	The SO presented the minutes of the Engagement Committee Meeting, dated 29 th April 2025, for the Board's approval.	Noted
		The SO noted that the Systems Team presented data around student recruitment which the Committee found insightful.	Noted
		The Board approved the Engagement Committee Minutes.	Approved
6	Budget 2025/26	NB presented the Budget 2025/26 for the Board's approval.	Noted
		NB noted that the draft budget has previously been approved by the Finance Committee.	Noted
		NB noted the draft budget reports a net Income position of £9.4k which is an improvement on the 2024/25 forecast.	Noted
		NB noted the total movement for 2025/26 finance year end as of October 2024 is £317k.	Noted
		NB noted that the draft budget assumes a net strategy allocation of £230k.	Noted
		HN joined the meeting at 18:11.	Noted

		<p>JT noted the small working group comprised of PH, EW and EO', which had provided useful and supportive feedback and contributions to the Memorandum of Understanding as part of the process.</p> <p>PH noted point 3.6 for possible further review. JT to review.</p> <p>PH noted point 21.6 on dispute resolution and noted that it is stated in the case of a lack of agreement, the case would come to Trustees. PH asked if that would be a conflict of interest for the Trustees in that scenario. JT noted that if a lack of agreement were to get to that level, the understanding was that the matter would likely go to an external body.</p> <p>EC joined the meeting at 19:00.</p> <p>The Board approved the Memorandum of Understanding pending the amendment.</p>	<p>Noted</p> <p>JT</p> <p>Noted</p> <p>Noted</p> <p>Approved</p>
10	Officer Action Plans	<p>The Officer Team presented the Officer Action Plans for the Board's information.</p> <p>President: noted that the West Midlands conference has been completed and ongoing work on podcast project and International Student Forum.</p> <p>Activities & Employability Officer: noted completion of the Global networking event and ongoing work on student success stories podcast and project with Worklink.</p> <p>Welfare & Community Officer: noted completion of housing project, ongoing review of the housing hub and work with MP which has included a collaborative statement on how the MP and Guild are working together to make Selly Oak better. The WCO noted attendance to Parliament to represent Birmingham students.</p> <p>Postgraduate Officer: noted completion of Post Graduate dedicated space in Aston Webb and ongoing work on language barrier project in collaboration with BIA to promote their language services and workshops.</p> <p>Education Officer: noted the completion of the Student Engagement with Research project by hosting the Research Showcase.</p> <p>International Officer: noted ongoing work on a Food Festival event and Language Cafe.</p> <p>Sports Officer: noted the completion of the Sports Access Fund of awarding and ongoing work on feedback/review and Club Executive.</p> <p>MG noted that Officers presentation progress could be improved and encouraged the Officers to use numbers to quantify their impact to properly track progress.</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>PH asked about the women's participation in sport and asked the SO if there were any highlights from the focus groups. The SO confirmed that none of the students raised any of the concerns that might not have been expected.</p> <p>HN asked if the mixed gender swimming pool changing rooms is something that came up as an issue, The SO noted that it was highlighted as a concern that did not necessarily bother the students in the focus group. HN noted that it would be helpful to have some signage at the pool to make new users aware that it is mixed gender area. The SO to action a request for signage in the pool area.</p> <p>The Board noted the Officer Action Plans.</p>	<p>Noted</p> <p>SO</p> <p>Noted</p>
11	CEO Report	<p>JT presented the CEO Report, for the Board's information.</p> <p>JT noted that a Trustee recruitment process had begun but did not receive any applications that met Guild requirements, and therefore we the recruitment was reopening and working with a recruitment agency.</p> <p>JT noted that we have successfully appointed Independent Persons for Audit & Risk and Finance Committees.</p> <p>JT noted that we have had an Internal Audit visit liked to the strategic KPIs which went well, and the audit report will be presented to the Audit & Risk Committee.</p> <p>JT noted that planning and preparation is ongoing in advance of the new Officer Team starting on 23rd of June.</p> <p>JT noted a resignation of a long-serving member of staff who will be retiring. The Board passed on their thank for the 25 years of service at the Guild.</p> <p>The Chair asked if the actions that came out of the Audit around the KPIs will be coming back for discussion, JT confirmed it will be included in the strategic operating plan and also be presented at the next Board meeting.</p> <p>The Board noted the CEO Report.</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>
12	Officer Elections Report 2025	<p>JT presented the Officer Elections Report 2025 for the Board's information.</p> <p>JT noted that over the course of voting which took place between 10th March and 14th March, 9346 unique voters cast 72k individual votes.</p> <p>JT noted that we reverted back to a 5-day voting period and new incentives were trialled.</p> <p>JT noted election data is still being reviewed, and a second paper will be presented to the July Board meeting with those insights.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

		JL noted that the fourth All Students Vote took place between 1st – 4th April, the second Scrutiny Panel meetings of the Academic Year took place on 25th and 26th March and the Guild Officer Group met on 25th March. The Board noted the Democracy Operations Update.	Noted
15	AOB (Any Other Business)	MB noted the proposed Martyn's Law legislation aimed at protecting public spaces that hold events from terrorism and asked if the Guild is compliant. AS confirmed that we are and are keeping an awareness on any further developments.	Noted
16	Meeting Reflection	No items noted.	Noted

The Chair closed the meeting at 19:58.

Date of Next Meeting: Monday 7th July 2025