# Logo, company name  Description automatically generatedMinutes of Board of Trustees Meeting

Thursday 23rd June 2022 at 2.30pm, Level 2

**Attendance & Apologies**

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|  **Members Present** |
|  | **Name** | **Title** |
| **EG** | **Ellie Gomersall** | President - Chair |
| **RW** | **Roddy Williamson** | External Trustee  |
| **MH** | **Mark Hamilton** | External Trustee |
| **KS** | **Kimberly Slessor** | Student Trustee |
| **CM** | **Claire Morris** | VP Student Development |
| **KM** | **Kevin Miguim** | VP Education |
| **LH** | **Luke Humberstone** | VP Welfare and Wellbeing  |
| **RG** | **Rebecca Grant** | President – Chair |
| **OA** | **Ovoke Adams** | VP Student Development |
| **SE** | **Subuola Elufioye** | VP Education |
| **KA** | **Kehinde Awolaja** | VP Welfare and Wellbeing |
|  **In Attendance** |
| **DD** | **David Devlin** | Head of Student Union Support Services |
| **RS** | **Romina Scott** | Finance Manger  |
| **RA** | **Rose Allison**  | Venues Manager |
| **CS** | **Cristina Scarafile** | Finance & Admin Assistant (Minute) |
|  **Apologies** |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **YQ** | **Yusuf Qureshi** | External Trustee |
| **CW** | **Catherine Whatley** | Student Trustee |
| **DL** | **David Lewis** | Student Trustee |
| **KR** | **Karuna Rinkk (Shivani)** | Student Trustee |
| **SD** | **Sinéad Daly** | CEO |
| **MC** | **Maeve Cowper** | Head of Student Development UWS |

**Minutes**

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| **Item No** | **Item** | **Lead** |
| **31.10** | **Welcome, opening, apologies & declaration of interests**Everyone was welcomed along to the meeting today and thanked for their attendance. As this was the first meeting for the new Sabbatical officers, everyone introduced themselves.**No declarations of interest noted at this meeting** | **Chair** |
| **31.11** | a. [Minutes of meeting held on 25th May 2022](#_Draft_Minutes_of) **Minutes were approved as true and accurate**b. Action log was updated* **Action 27.8** - Bye Law 6 – Referenda and Policies - To be made a standing item on board meetings In matters arising.
 | **Chair** |
| **31.12** | a. [Finance Report](#_30.4_Finance_Report) b. Management Accounts**Management accounts were approved at the meeting.**c. Proposal to delay going to tender for auditors for 1 year.Q: What is the reason why we need to delay this?A: RS advised she did not realise the amount of work involved to prepare the tender and will do this earlier going forward**.****Approved – delay going to tender for auditors for 1 year.**  | **Romina** |
| **31.13** | [**Operational Planning/Budget**](#_Budget_Report_2022/23)The Students’ Union was advised at the beginning of this week they have been awarded 21k from the Innovation Fund which had been applied for therefore, the budget which was sent along with the agenda for this meeting is to be disregarded and an updated budget will be circulated for online approval to include this additional funding as soon as possible.**Approval delayed until new budget circulated**. The meeting thanked everyone who assisted in applying for this fund and the great opportunity it has given to collaborate with the university further due to this fund. Q) When the budget is sent out, can we also have a comparison from the previous year so we can compare the two years?A) RS replied yes and will send out a comparison from last year to this year. | **David** |
| **31.14** | [**Annual Review of By Laws**](#_Bye-Law_Review)DD advised that the complaints procedure had been redrafted, so it was more user friendly for students. Q) Will this not need to go to student council for the non-technical aspects that need changed?A) David agreed to take this to the next Student Council.DD advised that the Core of discipline By Law needs completely reworked and will also be done at the next Student Council so David can get students’ input. | **David** |
| **31.15** | [**Support Services Report**](#_Service_/_Team)Taken as readDD advised regarding freshers, key dates will be released by university by the end of June, once we have more concrete dates from the university, we can start putting our freshers plans into action.DD advised that the new Sabbatical Officers will be on the panel for the Freshers Group which will be early in July so they can be involved with this. Comment – Ellie asked that the sabbs be imbedded in processes like freshers before decisions are made so they are involved in the planning.  | **David** |
| **31.16** | **HR Committee****Approval was given for the following changes in the appraisal system.** * Separate document regarding wage increments.
* Competency section regarding NUS Scotland replaced with our own values.
 | **David** |
| **31.17** | **AOCB**RW thanked the leaving Sabbatical Officers on behalf of the Board.  | **Chair** |