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

Wednesday 25th May 2022 at 11.30 am, Level 2

**Attendance & Apologies**

|  |  |  |
| --- | --- | --- |
| **Members Present** | | |
|  | **Name** | **Title** |
| **RW** | **Roddy Williamson** | External Trustee - Chair |
| **EG** | **Ellie Gomersall** | President |
| **MH** | **Mark Hamilton** | External Trustee |
| **YQ** | **Yusuf Qureshi** | External Trustee |
| **KS** | **Kimberly Slessor** | Student Trustee |
| **LH** | **Luke Humberstone** | VP Welfare and Wellbeing |
| **In Attendance** | | |
| **SD** | **Sinéad Daly** | CEO |
| **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 |
| **CW** | **Catherine Whatley** | Student Trustee |
| **DL** | **David Lewis** | Student Trustee |
| **KR** | **Karuna Rinkk (Shivani)** | Student Trustee |
| **CM** | **Claire Morris** | VP Student Development |
| **KM** | **Kevin Miguim** | VP Education |

**Minutes**

|  |  |  |
| --- | --- | --- |
| **Item No** | **Item** | **Lead** |
| **31.1** | **Welcome, opening, apologies & declaration of interests**  Everyone was welcomed along to the meeting today and thanked for their attendance. Roddy was standing in as Chair for this meeting until Ellie arrived from attending another meeting.  **No declarations of interest noted at this meeting** | **Chair** |
| **31.2** | a. [Minutes of meeting held on 22nd of March 2022](#_Draft_Minutes_of)  b. [Minutes of meeting held on 27th of April 2022](#_Draft_Minutes_of_1)  **Minutes were approved as true and accurate record**  c. Action log was updated | **Chair** |
| **31.3** | a. [Finance Report](#_30.4_Finance_Report)  b. Management Accounts  **Management accounts were approved at the meeting.**  c. Student Union Expense Policy  Romina went through the updated policy at the meeting highlighting the main changes which were expense increases to petrol, accommodation, and sustenance. Romina also highlighted the childcare expense which has been added which the meeting agreed was reasonable.  **This policy was approved with the following amendments;**   * Disclaimer for bicycle users to be added. * Entertainment budget to be removed.   (However, team building opportunities or NUS networking events can be agreed in advance).   * Staying with a friend instead of a hotel payment of £25 to be added – payment to be made via bank transfer to the friend.   Q) Regarding the budget going forward next year, commercial figures did not add up.  A) Overall, the commercial figure has not been included as we do not know if Ayr is going to be opening so was not added.  Q) Regarding the repairs and maintenance budget of 50K is this still something we have to commit to?  A) Romina and Sinéad both explained instead of the 50k, we have just to highlight what is needed. | **Romina** |
| **31.4** | **Proposals re: Staffing & Operational Planning**  Sinéad went through her proposals and gave the following updates to the meeting;   * Gavin Lee and herself had a meeting regarding Ayr. There has been great engagement from lecturers with regards to using this space. * Sinéad has put in a bid to the Innovation Fund and will find out in June if we will get this. * Also, she has applied for the ‘Awards for All’ funding of up to 10k. This will be used to improve the sound equipment in Ayr. Sinéad will update the meeting if we received this. * The University have expanded the remit of TEG who support Universities in England. They have been funded to expand engagement work and are giving £100 towards fresher’s bags for each London student.   Q) How long do TEG have this contract?  A) We are unsure, but SD is making it very clear to the University this is something we could be doing.  Q) Could TEG support us with recruitment?  A) When we advertise jobs, we could add that we are open to secondments at a minimum of 2 years. **The meeting agreed to adding this into the advert.**  Q) Luke asked, ‘Due to us not getting the budget amount we hoped I understand the sabb support removal this year but could this be something that can be preserved next year?’.  A) Sinéad agreed and will amend a role to ensure there is sabbatical support.  Q) Catering in Ayr figures are very low.  A) Rose advised catering is struggling across all the Universities.  Q) Do we know if students are going to be on campus in Ayr next year yet?  A) We are still waiting for confirmation of this.  Q) Would it be worth outsourcing the catering?  A) Sinéad asked UWS if they wanted to run it which they declined.  **The staffing & Operational Planning proposals were approved at this meeting**  **a.i. -** Welfare and Advice Worker– increase post from 25 to 30 hours per week  **a.ii –** Reconfigure Student Rep and Training Coordinator Job Description to incorporate Sabb support.  **a.iii -** London Post – alter to a Student Rep Coordinator  **b.i.** - Alter role of Finance and Admin Assistant to an Admin and Finance Coodinator with focus on Governance  **b.ii** – New Membership Administrator Post – 24 hours  **c –** Approve moving to one 30 hour Digital and Communications Coordinator  **d** – Paisley Supervisor – keep on for next year.  **e** – Approve amended Operational Planning actions.  **with the following to be re-instated.**   * + Providing the Sabbatical Officer team with high quality staff support to ensure they are well supported in their leadership roles and responsibilities for representing the voice of students at all levels.   + Supporting the Sabbatical officers with their manifesto’s and assisting them to prepare for and be active participants in the various committees they attend.   **And**   * Work with the Student Support Services to agree some outcomes that we can monitor our impact across the University community.     **Actions**  All job descriptions to be emailed to HR committee to allow match up to be done.  Proposal we approve budget in the June meeting once this is finalized. | **Sinéad** |
| **31.5** | **Support Services Report**  David provided an overview of the work of the Student Support Services with the following points   * The recent student survey had a higher uptake from international students, which we think is due to some of the work which has been done recently, for example Kevin’s Symposium. * We are still waiting for the full feedback from the survey as there has been a delay due to a Covid outbreak at the company. We just have the highlights from the survey at the moment.   Q) Is the data fully comprehensive?  A) This was rounded up.  Q) Regarding the hardship fund running out, what monitoring has been done throughout the year to flag this up?  A) The balance had continued to be the same as last year, only this year due to a number of students not budgeting for the end of their SAAS funding there was a spike in requests just near the end of the academic year. Since this spike we have not received any further requests as we would never turn a student in need away. Also, as a result we are going to look at what we can do next year to help students prepare for that.  Q Due to the cost-of-living increase, will the hardship fund be increased?  A) David advised this has not been increased.  Q) Is there a pattern to which groups of students are more likely to request this funding?  A) David advised the pattern is generally that those who seek hardship from us are generally women, who are parents and are classified as mature students.  Exceptions to this are when students are in extreme situations – an example would be a student who has needs a safe place to stay – we put them in halls. | **David** |
| **31.6** | **Board Skills Audit**  Q) Regarding the gap in HR experience could our future recruitment include this.  A) Sinéad replied that we will proactively recruit these skills. We have Law at work which we use for HR support.  Q) Suggestion to get the new 4 sabbs to complete a similar Board Skills Audit.  A) Sinead agreed with this.  CS to add the Board Skills Audit document under HR. | **Sinéad and Board** |
| **31.7** | **Chief Executive Report**  Sinéad commented on the following points;   * Sinéad will email out various policies as to get approval. Any that anyone wishes to discuss can be brought up at June meeting. * Green impact award, we have submitted this document and are hopeful we will achieve this.   Appraisals – The following proposals were made to amend this form.   * Have a separate document regarding wage increments to allow staff to fully reflect at their appraisal without concern this would affect their potential wage increase. * Remove competency bit regarding NUS Scotland and instead add in our own values. * Once completed go to the HR committee for approval. | **Sinéad** |
| **31.8** | **AOCB**  Ellie and Roddy will gather CEO feedback from the Board via email instead of Sinéad doing another 360. | **Chair** |
| **31.9** | **Date of Next Meeting –**  Thursday 23rd June at 2.30pm – This will be a shorter meeting then followed by a celebration dinner at 4pm to welcome in the new Sabbatical Officers. | **Chair** |

# Action Log – for Board of Trustees

**Overdue Action (red text)**

**Live (amber text)**

**Completed (green text)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meeting Date** | **Item** | **Item Title** | **Action** | **Owner** | **Due date** | **Update** |
| 25th May  2022 | **31.3** | **Student Union Expense Policy** | **Policy to have the following amendments;**  -Disclaimer for bicycle users to be added.  -Entertainment budget to be removed.  -Staying with a friend instead of a hotel payment of £25 to be added – payment to be made via bank transfer to the friend. | **RS** | Asap | **Live –**  **All has been done except bicycle user disclaimer to be added on PeopleHR** |
| 25th May  2022 | **31.4** | **Proposals re. Staffing & Op Planning** | All job descriptions to be emailed to HR committee to allow match up to be done.  Proposal we approve the budget in the June meeting once this is finalized.  When we advertise jobs, to add that we are open to secondments at a minimum of 2 years. | **SD/DD**  **SD**  **DD** | For next HR committee meeting  June Board meeting  When we advertise |  |
| 25th May  2022 | **31.6** | **Board Skills Audit** | CS to add the Board Skills Audit document under HR. | **CS** | Asap | **Completed** |
| 25th May  2022 | **31.7** | **Chief Executive Report** | Appraisals   * Separate document regarding wage increments. * Remove competency bit regarding NUS Scotland and instead add in our own values. * Once completed go to the HR committee for approval. | **SD/JMcD** | Asap | **Completed & sent to HR Committee for approval** |
| 25th May  2022 | **31.8** | **AOCB** | To obtain CEO feedback from the Board via email instead of Sinéad doing another 360. | **RW & EG** |  |  |
| 22nd Mar  2022 | **30.7** | [**Chief Executive Report**](#_30.7_Chief_Executive) | Bylaw’s update will go to the June meeting. Sinéad will forward these on.  Bylaw reviews to be built in the annual action plan review in December. | **SD**  **SD** | June Meeting  December |  |
| 22nd Mar  2022 | **30.9** | **Health and Safety** | Sinéad to meet with Rose and David on follow up actions for current incident reports which are outstanding. | **SD** | For next Health & Safety meeting. |  |
| 7th Dec 2021 | **29.4** | **Finance Report** | Bounce Back Loan – Report to be produced against what was spent against this loan for the Level 4 refurbishment. | **RS** | For next meeting | **Completed and in March Finance Report** |
| 7th Dec 2021 | **29.5** | **KPI Update** | KPI’s be organized into a traffic light system to make this earlier to read. | **SD/DD** | 21st Dec | **Completed** |
| 7th Dec 2021 | **29.6** | **Support Services and Representation Team Report** | More advertising required regarding information of the hardship funds available, and the student services support we have to assist with mental health. | **DD** | asap | **T.B.A** |
| 7th Dec 2021 | **29.7** | **Sabb Update** | EG to post her Sabb report on Teams. | **EG** | 8th Dec | **Completed** |
| 7th Dec 2021 | **29.9** | **Chief Executive Report** | * SD/RA/EG to meet with Estates to plan what building improvements are needed. * Before AGM Meeting starts, to go through Governance spreadsheet regarding Bi-Laws that need urgently reviewed. | **SD/RA/**  **EG**  **SD** | 21st Dec  27th Jan | **Completed**  **Completed** |
| 7th Dec 2021 | **29.12** | **Meetings** | * Agenda & Notice for AGM needs to be sent out before 16th December. * HR Committee date to be agreed | **DD**  **EG/CS** | 16th Dec | **Completed**  **Completed** |
|  | **29.13** | **AOCB** | 1. Review of our Articles of Association - Amend Memorandum to be reviewed annually. 2. Can we check with Student Council regarding name change? EG will put on next Student Council agenda in February. 3. Notifiable Events – Ensure future training is updated to include this e.g., add slides to trustee training. | **SD**  **SL**  **SD** | Annually  February | **Ongoing**  **University Court has approved now need to have referendum with Student body.**  **Completed** |
| 28th Sept 2021 | **28.3** | **Feedback from Board Development Day** | * Approval needed for photo and bio added to website * Training Needs Analysis to be completed * Finance Report to include funding stream information | **YQ & KS**  **Trustees**  **SD & RS** |  | **Approved. Waiting on bio’s to add to website** [**click here to view**](https://www.uwsunion.org.uk/union/bot/#Board%20Make%20up) **- Cristina chased 31/3/22**  **TNA hasn’t happened yet**  **Completed** |
| 28th Sept 2021 | **28.5** | **Commercial Update** | * Food sales | **SC & RA** | 12th Oct | **This is being monitored** |
| 28th Sept 2021 | **28.7** | **Support Services & Representation Team** | * Student Survey updates to be shared with Board * KPI’s added to Agenda for next meeting | **DD**  **DD** |  | **DD to ensure on agenda for next board meeting.** |
| 28th Sept 2021 | **28.8** | **Sabb Update** | * Council Policies to be circulated | **EG** | 12th Oct | **Completed and on agenda** |
| 28th Sept 2021 | **28.9** | **Chief Exec Report** | * Audit structure to be collated and advised to Board * Feedback from staff regarding incentives | **SD & CS**  **SD** |  | **Completed** |
| 28th Sept 2021 | **28.10** | **For Board Approval** | * Policy Proposal to be put on teams for discussion | **SD & CS** |  | **No longer required** |
| 28th Sept 2021 | **28.11** | **Schedule of Meetings** | * To be put up on teams for discussion | **SD & CS** |  | **Ongoing** |
| 25th June 2021 | 27.2 | **Board Membership** | * Update Companies House | **SD** | 9th July | **Completed** |
| 25th June 2021 | 27.4 a | **Finance Report** | * **Inform the bank and update finance policy to reflect increase in daily banking limit to £45K** | **RS** |  | **Bank informed and Finance Policy being worked on** |
| 25th June 2021 | 27.4 c | **Finance Report** | Check how the figure of £118,000 (commercial income) compared to previous years. | **SD** |  | **Commercial income for 19-20 (exc grant was £149,810 until March 2020) it was £157,157 for year-end 2019.** |
| 25th June 2021 | 27.4 c | **Finance Report** | * Review Admin staffing provision in 6 months. | **EG (chair)** | Jan 2022 | **Ongoing** |
| 25th June 2021 | 27.6 | **Support Services and Representation Team** | * **Share student survey with Board.** | **DD / SD** |  | **Completed. Is on Teams and was shared as part of development day. On agenda for Sept meeting.** |
| 26th March 2021 | 27.2 | **Appointment Committee Update** | * Keep board informed of progress re. recruitment | **IN** |  | **There are 3 Trustees for adoption onto the Board at the June meeting. This means we now have a full complement of Trustees.** |
| 26th March 2021 | 27.4 | **Finance Report** | * Revisit Budget once Block Grant is confirmed. * Plan needs to be developed for Bounce Back Loan | **RS**  **SD** | June 21 | **Block Grant confirmed ast £650,000 and on the agenda.**  **Budget of £25k approved to invest in our office space.** |
| 26th March 2021 | 27.5 | **Commercial Report** | * Update the Risk Assessment to take cognisance of organisational and health and safety risks. | **RA** | June 21 | **On agenda for approval** |
| 26th March 2021 | 27.6 | **Support Services and Representation Team** | * Amend the paper to remove reference to Ellie being first trans woman elected as President. * Acknowledge the huge achievements made by the Students Support Services team – in particular the marvelous levels of engagement in our Rep Systems, Student Councils and election. | **DD** |  | **Completed** |
| 26th March 2021 | 27.8 | **Bye Law 6 – Referenda and Policies** | * There was a discussion what is meant by the definition of a policy and policy decision**.** It was agreed that this section of the Bye Law should be part of a wider discussion and evaluation of student council and policy submission. | **DD** |  | **Will be done as part of a democracy review.** |
| 26th March 2021 | 27.8 c | **Referendum on Strike Action** | * If the strike is to go ahead we need to seek legal advice on any potential risk for the Union, for example, being sued if a student fails their exams for taking action etc. | **SD** |  | **Student Council decided not to go ahead with the referendum so no action needed.** |
| 18th Dec 20 | 25.3 | **Board Membership & recruitment update** | * Go to advert again in New Year – we’ll put a deadline of end of the first week in February for Student Trustees. * Ismail, Sinead and Luke will meet in January to finalise process for recruitment. * Consider whether Bye Law for Appointments committee needs updated. | **LH / IN** | Jan 29 | **Completed** |
| 18th Dec 20 | 25.6 | **Audit and Risk Committee Report** | **Finance policy needs updated to reflect new positions and SODA.** | **SD** | March 21 | **Completed** |
| 18th Dec 20 | 25.7 | **Chief Exec Report** | Report from UWS Governance Review:  Review Bye Law 3a  Meet re. License to Occupy - SD | **SD** | March 21 | **Was reviewed and updated.**  **License to occupy – University have agreed for us to pay for just general internal repair and upkeep.** |
| 18th Dec 20 | 25.9 | **Constitutional Issues** | 1. **NUS affiliation – Action: C**heck if we are required to check with Student Voice – unsure if a referendum is required. We will check our governance and NUS if it’s necessary. |  |  | **Completed – no referendum required.** |
| 18th Dec 20 | 25.10 | **HR Committee Report** | **Building Communities Student Engagement Post -** Additional hours – agreed to go consultancy basis – Sinead to send out appeal to NUS Scotland network to see if there is anyone suitable that can help. David and Sinead to take forward in January. | **SD** | **Jan 21** | **Completed and she is in post.** |
| 14th October | 24.1 | Welcome / Declaration of interests | All directors to send proof of ID and address for Auditors | **SD** |  | **completed** |
| 14th October | 24.6 | Finance Report | SD to arrange meeting with Archie McIver, new Director of Finance | **SD** |  | **completed** |
| 14th October | 24.7 | Chief Exec Report | MOU approved and to be sent to Emma. | **SD** |  | **completed** |
| 14th October | 24.8 | Sabb Report | Agreed to have a board meeting to present the Sabb team plans of work. | **IN** |  | **Completed** |
| 15th June | 23.2 | Budget Options Paper | Prepare a draft finance paper for Court – but will circulate to board for comment before sending | **SD** |  | **Completed** |
| 28th May | 22.3 | Board membership Update | Arrange interview date for External Trustee  Update recruitment packs and undertake recruitment drive with students | **IN & Appt Ctte**  **IN**  **SD** |  | **Completed but felt he was an unsuitable candidate.** |
| 28th May | 22.3 | Board membership Update | Inform Companies House of updated trustees | SD |  | **Completed** |
| 28th May | 22.3 | Board membership Update | Audit and Risk Committee Membership: agree Student Trustee Membership in Sept / October when we’ve completed recruitment. | BoG |  | **Dates sent out and recruitment underway for student trustees** |
| 28th May | 22.3 | Board Membership Update | Agree Dates for all Sub Committees and BoG for the Next Year | IN |  | **Completed** |
| 28th May | 22.4 | Strategic Plan | Take forward amendments and publication of the Strategic Plan.  Agreed to take forward as part of AGM. | SD |  | **Completed** |
| 28th May | 22.4 | Strategic Plan | Agree operational plans and KPI’s so we can measure our progress.  **Action: December board will have agreed** | SD / DD / Sabbs / BoG |  | **Completed** |
| 28th May | 22.6 | Finance Report | Apply for Bounce Back Loan | SD |  | **Completed and successfully applied for £50k** |
| 28th May | 22.8 | Chief Exec Report | SD to send fortnightly reports to BoG with updates | SD |  | **Not sent fortnightly due to annual leave and staff being back at work.** |
| 28th May | 22.10 | Date of Next Meeting | Arrange BoG meeting once Block Grant Approved | IN |  | **Completed** |