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

Tuesday 28th September, via Teams

**Attendance & Apologies**

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

**Minutes**

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| **Item #** | **Item** | **Lead** |
| **28.1** | **Welcome, opening, apologies & declaration of interests**  Everyone was welcomed along to the meeting today and thanked for their attendance  **No declarations of interest were given for this meeting.** | **Chair** |
| **28.2** | **a. Minutes of meeting held on 25th June 2021**  **Minutes were approved as true and accurate record**  **Action log was updated with reports on actions** | **Chair** |
| **28.3** | **Feedback from Board Development Day**   1. Communication of Trustees - bio and photo of each Trustee to be linked to our website was agreed at meeting. Approval still needed from those who were unable to attend today’s meeting.   **Action: YQ & KS**   1. Training Needs Analysis needs done from skills form.   **Action: Trustees**   1. Finance Report to include section on what each funding stream is for to be added to Teams.   **Action:** **RS & SD**  **Committees**  **The following committee members were approved**  Appointments Committee  Ellie Gomersall  Mark Hamilton  David Lewis  Claire Morris  Management Committee  Roddy Williamson  **Note:** Committee Meetings where any of the above members are unable to attend, this will be communicated via Teams so a stand in can be arranged. | **Chair** |
| **28.4** | 1. **Finance Report**   RS went through the written Finance Report she had submitted to the board, the following are the main points;  We have worked extremely hard to reduce outgoings and spend prudently this year.  With the 10% cut in our block grant and no commercial income at all this year, we have:  Utilised the governments furlough scheme.  We have managed to secure funding of £68,610 from the localised Hospitality Grants.  We received £15,390 from UWS Community Building funding.  We received £24,000 from SFC to pilot our work around digital engagement; we have committed to continue this work, which will assist with the adjustment to hybrid learning/working.  We received £20,000 from UWS to help with fresher bag purchases  These additional funding streams allowed us to continually provide our high standard of services to the students of UWS without interruption during the pandemic. Year-end 2020-21 Management Accounts Here are the main points to consider:   * We have a deficit at the end of July of -£39,036. Main reasons for deficit this month;   + £4,037.79 of out-of-date stock had to be written off.   + Purchases for Freshers bags   + Accrual of Items ordered for the refurb of Level 4 (laptops/monitors) * We are looking at an overall year-end surplus of £101,245 v’s £86,570 expected, main reasons for difference;   + The £20,000 funding for freshers bags was given late on in the year and therefore not in the budget.   + We are considerably under budget on Gas & Elec due to the credit from UWS to compensate the gym moving into the building.   + Refund on music licence cost due to closure.  Carry forward to 2021/22 We are required to carry forward restricted income into the next financial year (see below) which totals £74,624, leaving an overall net profit of £26,621.   1. Restricted Income: Of this £101,245 surplus from last financial year we are required to carry any restricted income, this includes:  * £50,000 unspent of the restricted hospitality grant * £19,000 unspent from the restricted SFC Fund * £3,000 unspent from the restricted Community Building fund * £2,624 unspent from the restricted Foundation Scotland fund  1. Designated Reserve: We are proposing that we establish a designated reserve of £10,000 for our work in the London campus (on the agenda for discussion) 2. Unrestricted Income Carried Forward: We are proposing that we carry forward £15,000 that was allocated towards the branding of the SU into next year as there were delays in getting this done due to capacity issues with our supplier. It may be possible for them to issue an invoice for the last financial year, which would reduce our overall surplus. I will ask for this. 3. Designated Reserve for London Campus to be established of £10,000 for next year 4. Carry forward £15,000 allocated from last years budget to this year for branding of Ayr campus   With these (6) adjustments we would be left with an overall closing surplus of approx. £1,600  **Points discussed at meeting;**   * £50,000 unspent of the restricted hospitality grant   **This will go towards helping Commercial**   * £19,000 unspent from the restricted SFC Fund   **This will go towards paying for digital engagement and student interns.** Cash Flow Our cash at bank remains healthy due to the furlough and grant income. At the end of July 21 we were sitting at £189,629.43 Branding Ayr The Management Committee approved the quote of £14,220 for the branding of the SU Bar in Ayr. This was already budgeted but there were delays in getting the quotations due to capacity issues with EVM. We have attached the artwork for your information.  We have not gone out to tender on this, nor have we got two other quotes. The rationale for this was firstly, that we have a good established relationship with the company who have done the branding across our Paisley and Lanarkshire sites and we wanted the consistency of branding. We were unsure when we asked for the options and quotes about how much it would cost. They have also done a wonderful job on it. Secondly, it is time and pressure of work; we would like to get this done as soon as possible. Further Info We have arrangements in place to make the necessary upgrades to provide the best commercial offering to students while preparing for a safe re-opening within the, ever changing, government guidelines.   1. **Management Accounts for year end** 2. £50,000 unspent of the restricted hospitality grant 3. £19,000 unspent from the restricted SFC Fund 4. £3,000 unspent from the restricted Community Building fund 5. £2,624 unspent from the restricted Foundation Scotland fund   **Approved:**  **The Board approved all 4 unspent funds in the Management Accounts for year end can be carried forward.**  **c Budget for 2020-21**   1. Need to approve overall budget 2. A Designated Reserve for London Campus to be established of £10,000 for next year 3. Carry forward £15,000 allocated from last year’s budget to this year for branding of Ayr campus   **Approved:**  **The Board approved Budget for 2020-2021 including above mentioned points.** | **RS** |
| **28.5** | **Commercial Update**  SD gave a verbal update on Commercial in RA absence  Some highlights include our first ever social event in the Lanarkshire Campus – which went really well with 170 in attendance. All of our planned evening events have gone well so far. However, on Wednesday was very quiet – we will keep an eye on this.  We have had some issues with regards to the sales of food during the day so far this week – the campus has been dead. We have also only sold 9 meal plans (a hot meal 3 nights a week). RA & SD will review this in a couple of weeks.  **Action: RA & SD will review this in a couple of weeks**  **Question asked: Have we been advertising meal deals?**  **Answer: Yes**  **If anyone has any further questions relating to Commercial, please let EG or SD know and will get answers for you.** | **SD** |
| **28.6** | **London Campus Options Paper**  **Option 1** - 21 Hour Student Engagement and Representation Coordinator with Independent Survey  **Option 2 -** Enhanced presence on London campus with existing staff and independent evaluation  **Approved:**  **The Board discussed in depth both options and voted, which resulted in Option 1 being approved.**  **This was not unanimous, and points noted during the discussion were the financial pressure this option could potentially cause, such as the possible deficit at year end. Another point was that Commercial will be relied on heavily to assist with this option.** | **CHAIR** |
| **28.7** | **Support Services and Representation Team**  SD gave a verbal update on DD behalf.  With regards to the recent National Student Survey Results DD is collating this information and will forward this to the Board in the next couple of weeks and will update the Board frequently.  **Action: DD to share student survey with Board.**  **Action: KPI’s to be added to next Board meeting Agenda.** | **SD** |
| **28.8** | **Sabb Update**  EG updated the board. Please see Staff Meeting Presentation attached on Teams.  **Action: EG will circulate the Council Policies in a couple of weeks.** | **CHAIR** |
| **28.9** | **Chief Executive Report**  SD updated the Board on Health and Safety, Staffing and Repairs and Maintenance from her report.  During the meeting it was suggested a section of the Appraisal policy was amended. This was agreed and SD made the following amendment.  **Previous wording;**  **Dealing with difficulties**  It is the responsibility of both parties to raise issues at an early stage and make a joint attempt to identify where and why communication maybe breaking down.    Areas of disagreement that cannot be resolved should be recorded on the record of the meeting. Only where there are extreme or regular breaches of this policy and/or expectations should it be necessary to consider using the grievance or disciplinary procedures.    **Formal Disciplinary Matters**  The meetings should not be used to address formal disciplinary matters which should be dealt with in separate meetings.    Support, supervision and appraisal meetings should be used to constructively discuss concerns about standards of work or conduct and how these can be addressed.    **New wording;**  **Dealing with difficulties**  It is the responsibility of both parties to raise issues at an early stage and make a joint attempt to identify where and why communication maybe breaking down.  Areas of disagreement that cannot be resolved should be recorded on the record of the meeting.  **Formal Disciplinary Matters**  The meetings should not be used to address formal disciplinary matters which should be dealt with in separate meetings. Only where there are extreme or regular breaches of this policy and/or expectations should it be necessary to consider using the grievance or disciplinary procedures.  Support, supervision and appraisal meetings should be used to constructively discuss concerns about standards of work or conduct and how these can be addressed.  **Action: SD and CS will collate an audit structure and advise the Board**  **Action: SD will get feedback from staff regarding their thoughts on extra incentives for those who are contributing over and above in their roles.** | **SD** |
| **28.10** | **For Board Approval**  **Action: SD/CS Policy Proposal –to be put up on teams for discussion and approval as time ran out for this.**  **Approved;**  **Appraisal, support & Supervision Policy**  **Bye Law Amendment** | **CHAIR** |
| **28.11** | **Schedule of Meetings**  **Action: SD/CS to put up on teams for discussion and schedule agreement as time ran out for this.** |  |

**Overdue Action (red text)**

**Live (amber text)**

**Completed (green text)**

# Action Log – for September 2021 Board of Trustees

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| **Meeting Date** | **Item** | **Item Title** | **Action** | **Owner** | **Due date** | **Update** |
| 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** |  |  |
| 28th Sept 2021 | **28.5** | **Commercial Update** | * Food sales | **SC & RA** | 12th Oct |  |
| 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 | **EG advised in a couple of weeks at meeting** |
| 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** |  |  |
| 28th Sept 2021 | **28.10** | **For Board Approval** | * Policy Proposal to be put on teams for discussion | **SD & CS** |  |  |
| 28th Sept 2021 | **28.11** | **Schedule of Meetings** | * To be put up on teams for discussion | **SD & CS** |  |  |
| 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 | **EG to ensure it’s on the agenda for board meeting in the new year.** |
| 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 | **Is being worked on and presented to Audit and Risk Cttee in November** |
| 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** |