Logo, company name

Description automatically generatedMinutes – Board of Trustees

Monday 20th of March 4pm, Paisley

**Attendance & Apologies**

|  |  |  |
| --- | --- | --- |
| **Members Present** | | |
|  | **Name** | **Title** |
| **OA** | **Ovoke Adams** | VP Student Development (Chair) |
| **RW** | **Roddy Williamson** | External Trustee |
| **CW** | **Catherine Whatley** | Student Trustee |
| **SE** | **Subuola Elufioye** | VP Education |
| **In Attendance** | | |
| **SD** | **Sinéad Daly** | Chief Executive |
| **DD** | **David Devlin** | Head of Student Union Support Services |
| **RS** | **Romina Scott** | Finance Manger |
| **RA** | **Sarah Graham** | Venues Manager |
| **CS** | **Cristina Scarafile** | Finance & Admin Coordinator (Minutes) |
| **Apologies** | | |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **YQ** | **Yusuf Qureshi** | External Trustee (votes given in writing) |

|  |  |  |
| --- | --- | --- |
| **Item No** | **Item** | **Lead** |
| **35.1** | **a. Welcome, opening, apologies & declaration of interests.**  **No declarations of interest**  **Action:** Sinead to email Lucie to find out who from the University should attend in Maeve place. | **Chair** |
| **35.2** | **a.** [**Minutes of meeting held on December 13th 2022**](#_Draft_Minutes)  **Approved**  **b. Matters Arising (Action Log)**  Q) Subuola asked if sabs could put a policy together regarding supporting bereaved students.  A) This would be the Universitywho should take this on. Suboula to contact Donna from the University to discuss this. | **Chair** |
| **35.3** | [**Finance Report**](#_Finance_Report)   1. **January Management Accounts**   Approved. | **RS** |
| **35.4** | **Budget Submission** Sinead discussed the two draft budget options with attendees. The first was a standing still budget and the second was our preferred budget with a view to improve services. Sinead will finalise this and send out to the board tomorrow.  Q) Subuola said there is a lot of requests for academic societies in Lanarkshire so we should add this to the request.  A) Sinead asked Subuola to put this information on the comms tracker so we have evidence of requests from Students.  Q) Catherine added that a lot of post grad students have commented on this also, under graduates are more catered for than postgraduates. It would be good to have more representation for postgraduates as they are on site almost full time.  A) Sinead suggested we arrange a meeting with postgraduates to get feedback and suggestions from them.  **Action:** Voke and Jamie will arrange this with a free lunch for 6-12 students and liaise with Catherine so she can ask the Post Graduate coordinator send an email invitation out. URGENT ACTION.  Q) Voke requested that we ask for more funding to travel more frequently to the other campuses.  A) Sinead agreed with this and already increased this request on the budget.  Q) Regarding the Gas and electricity bills – Roddy requests we push the university to take this out the budget, if we can’t control the heating why should we be paying for it. We can’t do anything about controlling this.  A) Sinead agreed and will flag this up with Archie and Martin.  **Action:** David to email Sinead budget cost for assisting international students visa applications.  Q) Roddy asked if we are going to give the university both budgets?  A) Sinead is having an informal meeting with Archie and Romina to get some feedback to both options and so we can make it clear a 10% uplift doesn’t cover our standing still budget.  **Action:** Voke, Subola and Sinead to sit down and discuss how the Sabbatical officers can support our budget also as they play an important part.  **Need to have a board meeting in April when we get our budget to approve the budget.** |  |
| **35.5** | **Chief Executive Report**   1. I will send this on later. My focus is in the Budget preparation. 2. [**Student Surveys Analysis**](#_Student_Feedback_Report) – Sinead discussed this at the meeting and added more resourcing of societies will help day time activities. | **SD** |
| **35.6** | a. [Support Services & Representation Team Report](#_Service_/_Team) Report taken as read.   1. Regarding the significant increase of plagiarism referrals with international students should it not be the Course leaders at University that should be addressing this? 2. David advised that the academic services advised they need help. Waiting to hear back from Deans   Subuola advised she had flagged this up with Lucy and Jonathan and advised we have two advice workers who are feeling overwhelmed with this.  Senate is on this week so we need to be prepared. Due to strikes Subuola & Sinead said to push we can attend via teams link.   1. **Student Officer Elections report**   Lowest turnout we have had – not many  We have a debrief meeting arranged to identify any improvements we can implement for next year.  Q) Roddy asked if the Democracy review are going to look at sabb appointments i.e., are all post grads going to fulfil the needs of all students?  A) Yes, this has to be looked at the democracy review.  **Action:** Cristina to add above to:   * Next agenda for Board and risk matrix to be updated at next meeting. * Standing agenda for Management committee. | **DD** |
| **35.7** | Commercial Report Sarah gave a verbal update and will forward this report on. | **SG** |
| **35.8** | Sabb Update **Action** David & Voke to investigate MSL regarding fixing our online payments.  **Action**: Regarding JP Morgan employability event, Voke to send David information so he can send an email out to student’s regarding this.  **Action:** Roddy suggested Voke get access to the reports from Gavin Lee on what jobs and level of jobs UWS students get after Funding Council | **Sabbs** |
| **35.9** | **Board Recruitment Update**  We are going to give another push this week for recruitment this week.  Recruitment Panel – Mark is on this.  **Action**: CS to send out a request to Roddy, Catherine & Yusuf and suggest times for interviews. | **Chair / CEO** |
| **35.10** | AOCB  * **Student Union of the Year 2022-23** –   To check all our students are defo going. Name Change: Regarding Name Change going through the constitution, at the last meeting in December, it was agreed to add this to March meeting so Trustees can suggest any changes or anything to be removed. **Action:** CS to be put on June Board. | **Sabbs** |
|  | **Date of Next Meeting**  Need to have a board meeting in April when we get our budget to approve the budget. | **Chair** |