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

Saturday 29th October 2022 at 2.30pm, Level 4

**Attendance & Apologies**

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| **Members Present** | | |
|  | **Name** | **Title** |
| **RW** | **Roddy Williamson** | External Trustee & Vice Chair |
| **MH** | **Mark Hamilton** | External Trustee |
| **KS** | **Kimberly Slessor** | Student Trustee |
| **OA** | **Ovoke Adams** | VP Student Development |
| **KA** | **Kehinde Awolaja** | VP Welfare and Wellbeing |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **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 |
| **Apologies** | | |
| **YQ** | **Yusuf Qureshi** | External Trustee (votes given in writing) |
| **CW** | **Catherine Whatley** | Student Trustee |
| **SE** | **Subuola Elufioye** | VP Education |

**Minutes**

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| **Item No** | **Item** | **Lead** |
| **33** | **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** |
| **33.1.** | a. [Minutes of meeting held on 27th September 2022](#_Draft_Minutes_of)  **Minutes will be approved via email.** | **Chair** |
| **33.2** | **President Vacancy**   1. **Proposal re. dealing with Vacancy**   In addition to the written Proposal Sinéad outlined the steps taken to prepare the proposal, including getting advice from UWS. She explained the importance of the decision that the board needed to make and the only consideration should be ensuring that we are acting in the best interests of the students and upholding student democracy.  Clarification was sought on the following:  **Was the University satisfied with the proposal to keep the post vacant?**  Sinéad advised that on balance it was felt that this was an appropriate step to take, particularly given that we were not advising replacing the role. They were keen to work with us to ensure that the broader responsibilities of the role of President were covered AND that the manifesto commitments that the President was elected on could be honored and implemented.  The Interim Principal and Vice Chancellor will be meeting with the Sabbs weekly to ensure they feel adequately supported.  **MMR: How can we demonstrate to the student body that the President’s manifesto commitments and responsibilities are being met?**  **Action:** It was agreed that we would draft reports for Student Council detailing the work that has been undertaken. The Board will also be provided with reports of progress made.  **Action:** We will draft a general Communication statement that will go out to all students explaining the rationale for the decision and how we will ensure that the manifesto commitments and responsibilities will be covered for the remainder of the academic year. We will liaise with the University on this as well.  **KS: How do the Sabbs feel about the proposals and the additional responsibilities that they will carry.**  **OA:** He stated that he felt comfortable with the proposals and that they can cover the additional responsibilities. He feels well supported by the staff team and CEO.  **KA:** She stated that she was comfortable with the decisions. There is a lot of crossovers in the manifesto points that they can cover. She also felt well supported by the staff team and CEO.  **Risk of the decision:**  The board agreed with the risks and discussed how to mitigate the risks. Additional points were noted:  **Student Push Back:**  Student Comm’s are very important to ensure students feel informed of the decisions being made. If there is any push back from students the Board are to be notified and we will meet to explore if any additional measures need to be taken, including revisiting the decision.  It was noted that there were no comments made at Student Council about the vacancy.  **MMR: Is there a risk of media interest or reputational damage?**  We will ensure that we are clear of the legal responsibilities to ensure that the Presidents confidentiality is respected and maintained. This will, if necessary, be explained.  On balance it was felt the risks were low. The CEO will report to the Board and the university if there is any approaches made.  **Reputational Damage:**  The student comms is very important in this regard. The Sabbs also have a responsibility to ensure that they are including the broader aspects of the Presidents manifesto points and responsibilities in their communications with students and the University.  YQ: His comments were read out and noted.  **Board Unanimously approved leaving the post vacant for the remainder of the calendar year.**   1. **Draft Amendments to Bye Law 4 – Elections**   The proposals were discussed in full.  MMR asked about the broader responsibilities that Sabbs hold in terms of being able to be a trustee, and that may be a reason they can no longer hold office.  **Approved:** Additional Amendment to Bye Law 4:  Reword section 8.a.ii to include reference to section 27 of the Constitution that refers to holding office as a trustee. It will now read:   1. **Elected Officers Leaving Office**    1. **Sabbatical Officers will be deemed to be vacant if:**       1. They Resign or die       2. They are removed from office as a sabbatical officer as per Article 26.2 and 27 of the Constitution       3. Ceases to have a contract of employment with the Students Union.   **Board Unanimously approved amended Bye-Law 4.**   1. **Approve new Chair of Board arrangements**   Agreed we would take this forward at the next board meeting. In the meantime, RW will chair. | **Sinéad** |
| **33.3** | [**Ayr Campus proposal**](#_Proposal_allow_UWS)  The board discussed in full. Concerns were raised following recent years experiences of being let down at the last minute by UWS commercial. They stressed the importance of ensuring that this venture is being progressed in partnership with UWS commercial.  On balance they felt this provided a great opportunity to improve the student experience. We will review at the end of the year.  **Board Unanimously approved UWS Commercial Services providing food from Union space.** |  |
| **33.4** | [**Board**](#_Bye-Law_Review) **Resignations and Appointment Committee.**   * + - * 1. **David Lewis:**   Sinead advised that she had been contacted by David Lewis, who tendered his resignation as a Student Trustee, due to the pressure of his academic work.  **Action:** The Board noted the decision and thanked David for his contribution over the last few years.   * 1. **Karuna Rinkk (Shivani)**   Sinéad advised the board that Shivani had emailed her several months back expressing her challenges in attending the board meetings due to pressure of academic work and other issues. Sinead agreed to meet and discuss things with her as she had not actually said she wished to resign. Shivani did not attend either meeting. It has now been well over three board meetings that she has not attended, which is in breach of the requirements outlined in the constitution.  **Action:** The board agreed that RW will email Shivani to let her know that we will proceed with replacing her on the board and thank her for her contribution to the board over the last couple of years.  **Action:** Update Companies House.   * 1. **Appointment Committee**   **Approved:**   * MMR, KS and two Sabbs (to be agreed at next Sabb meeting) will form new Appointments committee. * Sinead to send out application packs for them to look over and can agree new changes. |  |