



Board of Trustees Meeting

Minutes of **Board of Trustees Meeting** held on **Thursday 25th September 2019**
 at **12:30** in **The Students' Union Paisley Boardroom**

Meeting Start Time

12 30

Meeting Chair:

Franklin Jacob Babu

Attendance & Apologies

| Members Present | | |
|-----------------|------------------------|--------------------------------------|
| | Name | Title |
| FJ | Franklin Jacob | President – Chair (minutes) |
| DH | Dan Hutchison | Vice President Education |
| CH | Clare Hunter | Vice President Student Development |
| INiz | Ismail Nizami | Vice President Welfare and Wellbeing |
| SD | Sinéad Daly | CEO (minutes) |
| EG | Ellie Gomersoll | Student Trustee |
| JH | John Holleran | Student Trustee |
| RW | Prof. Roddy Williamson | External Trustee |

| In Attendance | | |
|---------------|------------------------------------|---|
| | Name | Title |
| RS | Romina Scott | Finance Coordinator |
| MC | Maeve Cowper (University Observer) | Director of Student Services and Administration (Interim) |

| Apologies | | |
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| | Name | Title |
| | Aileen McColl (admin assistant to the board) | Senior Administrator |

Minutes

| Item # | Item | Lead |
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| 18.1 | <p>WELCOME, OPENING, APOLOGIES & DECLARATION OF INTERESTS</p> <p>Everyone was welcomed along to the meeting today and thanked for their attendance. FJ gave a quick introduction about the previous year, Freshers' and the new composition of the BoT and also expressed the enthusiasm in taking up the role of the Chair of the Board of Trustees for the sabbatical year.</p> <p>Declarations of interests document were signed by all the trustees present and any interests were noted.</p> | Chair |
| 18.2 | <p>BOARD MEMBERSHIP</p> <p>In line with by-law 1 FJ the following positions were elected</p> | Chair |

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| | <p>Chair of the BoT – Franklin Jacob Vice Chair of BoT (continuing) – Prof. Roddy Williamson</p> <p>And the following members were appointed to the Board committees</p> <p>AUDIT AND RISK COMMITTEE ALL lay trustees Clare Hunter (nominated by the President) Ellie Gomersoll (Student trustee)</p> <p>APPOINTMENTS COMMITTEE Dan Hutchison and Ismail Nizami (or any two sabbatical trustees) John Holleran (Student trustee) Mark McRitchie (Lay trustee)</p> <p>ACTION – Dates to be agreed and Aileen to invite members</p> | |
| 18.3 | <p>A. MINUTES OF MEETING HELD ON 9TH MAY 2019</p> <p>ACTION 17.4 Finance – chase up Trevor (UWS CFO) for the usage of electricity since UWS Gym was opened.</p> <p>17.11 – Amazon lockers were removed from the building</p> <p><i>Minutes were approved</i></p> | Chair |
| | <p>B. MATTERS ARISING (ACTION LOG FOR NOTING) <i>See action log for more details</i></p> | Chair |
| 18.4 | <p>FINANCE:</p> <p>a. Management Accounts for year end 2018-19 SD updated £15,000 (approx.) VAT money was got back.</p> <p>RW asked if the deficit was built into 19/20 budget. SD – deficit is being carried forward and the 19/20 budget does not account for it and wait for completion of end of year accounts before we can take cognisance of deficit and how it can be reduced</p> <p><i>Paper approved</i></p> <p>ACTION SD to Explore to see further costs cuts on the 2019/20 annual budget to build in the reserves ACTION agree on reserves policy – delegated to management committee ACTION Discuss this further at the Management Committee and raise it with the auditors. RW to join the meeting with auditors on the 8th of October</p> | SD & RS |
| | <p>b. Budget 2019-20</p> <p>It was discussed that the board reviews commercial costs at the December meeting and make decisions on the commercial operations accordingly.</p> <p><i>Paper approved</i></p> <p>ACTION SD to present a report on financial/commercial operations</p> | SD & RS |
| | <p>c. Management Accounts – August 2019</p> | SD & RS |

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| | <p>SD noted that £2500 from the annual budget of <i>Membership and Society costs</i> were transferred to the budget of <i>Event Costs – Freshers</i> to cover for freshets' activities.</p> <p><i>Paper approved with corrections</i></p> | |
| | <p>d. Finance Report</p> <p>Board decided to delegate authority to Management Committee for further discussion and agreement.</p> | SD & RS |
| | <p>e. Financial Management Procedure</p> <p>Board decided to delegate authority to Management Committee for further discussion and agreement.</p> | SD & RS |
| | <p>f. Hardship Fund Policy</p> <p>FJ thanked David Devlin (document author) for their work and contribution towards the revised policy.</p> <p><i>Paper approved with corrections</i></p> | SD & RS |
| | <p>h. Change of bank account</p> <p>Board decided to delegate authority to Management Committee for further discussion and agreement.</p> | SD & RS |
| 18.5 | <p>RISK MANAGEMENT</p> <p>a. Scheme of Delegated Authority</p> <p>SD - The limit of financial decisions that the BoT, and the CEO were increased for operational reasons given the board meets quarterly.</p> <p>Over £15,000 – Board of Trustees Between £5,000 - £15,000 – Management Committee Less than £5000 – CEO</p> <p>The SMT Lead for <i>Terms and conditions of employment including changes to terms</i> was given to the CEO.</p> <p><i>Paper approved</i></p> | SD |
| | <p>b. SAUWS Risk Management Matrix</p> <p>Every point was looked into with detail since the Audit and Risk Committee was not formed yet. The Audit and Risk Committee will review the document on a regular basis and reports will be summarised at the next Board meeting.</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Union strategy and KPI in planning process • Board will be seeking to recruit a Lay Trustee (treasure) position | SD |

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| | <ul style="list-style-type: none"> • Investment on new staff management system – Oasis • Staffing roles to be reviewed in line with the new strategy development • Explore further training opportunities for staff • To review how the societies income are monitored <p><i>Paper approved with corrections</i></p> <p>ACTION SD to liaise with UWS regarding examples of their risk register ACTION SD to find out what the UWS coverage for insurance ACTION SD to Investigate on NUS-backed staff survey and online training for staff ACTION CH to look at UWS online staff training facilities for training union staff</p> | |
| 18.6 | <p>GOVERNANCE /HR a. Update on move to new company</p> <p>SD – Application successful to wind up SAUWS and set up the new Company Limited SAUWS 2018.</p> <p><i>The transfer agreement was signed by 5 members of the Board including the Chair of the Board of Trustees.</i></p> <p>ACTION SD/FJ to arrange an AGM for the Board of Trustees</p> | SD |
| | <p>b. Staff Contracts</p> <p>It was noted that the revised staff contracts are simplified into a single document unlike the previous format which included the appointment letter and terms and conditions separately.</p> <p><i>Paper approved with corrections</i></p> <ul style="list-style-type: none"> - Agreed attention of wording regarding this year’s pilot 50 week working. | SD |
| | <p>c. Employee Handbook Part 1 (contractual)</p> <p>Due to the size of the employee handbook, a part of the handbook was revised and brought to the board and SD informed that the other parts will be presented at the next board meeting.</p> <p><i>Paper approved with corrections</i></p> | |
| | <p>d. Board Recruitment</p> <p>FJ informed about plans for recruitment of new student and external trustees. The information pack for a the treasurer position in the Board is ready to be shared with the Board members to comment and the advertisement for both positions will be sent out in the next few weeks.</p> <p>ACTION SD/FJ to circulate the trustee packs with the Board members for information</p> | Chair |
| 18.7 | CHIEF EXECUTIVE REPORT | SD |

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| | <p>The CEOs report was noted by the members. SD highlighted the success of 2019 fresher's and the exceptional efforts put by the staff team and the sabbatical team. Notes and contributions taken from the vision day on the 12th of June are being put together to help shape the strategic priorities of the Union.</p> <p>A big effort was put into the Paisley Union to upgrade the provisions to be better accessible for students to use the Union space.</p> <p>FJ thanked and appreciated the contributions and efforts of the Consultant (from Strathclyde Union) and the new Paisley Union Bar Manager. They played a major role in making Freshers events a successful one.</p> <p>SD also addressed the struggles and challenges with the equipment and space provisions at the Paisley Union space.</p> | |
| 18.8 | <p>AOCB</p> <ul style="list-style-type: none"> - DH informed the board that he will be the Scottish Green Party's candidate for Holyrood elections. | Chair |
| 18.9 | <p>DATES OF FUTURE MEETINGS AND CLOSE</p> <p>FJ thanked the members for their time and contributions.</p> <p>The next meeting was decided to be held on 11th December 2019 (whole afternoon). Confirmed timings and venue will be circulated via email.</p> | Chair |

Meeting End Time

15 45
