

# Minute of Board of Trustees Meeting



Wednesday 4<sup>th</sup> December 2019, 13:30 at UWS Committee Room

Members Present		
	Name	Title
FJ	Franklin Jacob	President – Chair
DH	Dan Hutchison	Vice President Education
CH	Clare Hunter	Vice President Student Development
IN	Ismail Nizami	Vice President Welfare and Wellbeing
SD	Sinéad Daly	CEO (minutes)
EG	Ellie Gomersall	Student Trustee (by Skype)
AT	Aishwarya Tiku	Student Trustee
RW	Roddy Williamson	External Trustee

In Attendance		
	Name	Title
A.McC	Aileen McColl (administrator to the board)	Senior Administrator

Apologies		
	Name	Title
MMcR	Mark McRitchie	External Trustee
MC	Maeve Cowper	Director of Student Services and Administration (Interim)

Item #	Item	Lead
19.1	<p><b>WELCOME, OPENING, APOLOGIES &amp; DECLARATION OF INTERESTS</b></p> <p>Everyone was welcomed along to the meeting today and thanked for their attendance.</p> <p>Declarations of interest forms were signed, SD explained the requirements of the form.</p>	Chair
19.2	<p><b>BOARD MEMBERSHIP approval</b></p> <p>IN introduced our new board member Aishwarya Tiku to members and explained her experience, and recommended Aishwarya to the Board as a Student Trustee. Decision Approved: Proposed by In and seconded by MMcR. This decision needs to be ratified by student council. IM will ensure it's on the agenda of the next Student Council.</p> <p><b>HR Committee:</b> It was clarified that the members of the HR committee is the President and the Lay Trustees.</p>	IN
19.3	<b>A. MINUTES OF MEETING HELD ON 9<sup>TH</sup> MAY 2019 - Approved</b>	

	<p><b>Minutes were approved</b></p> <p><b>B. matter arising (action log for noting)</b>  <b>Electricity Bills:</b> This is still an ongoing negotiation with UWS. Sinead to see about getting metered readings so we can monitor more closely our usage.</p> <p><b>Reserves Policy</b> – agreed to move towards 2 months running costs.</p> <p>NUS Affiliation Benefits: Agreed given the governance changes taking place this year to relook at the benefits of affiliation. To be put on Senior Managers meeting agenda in May with a view to exploring a referendum on affiliation later in the next academic term as it's been several years since we have reviewed this.</p> <p><b>Interns:</b> IN asked about 20k for interns, SD gave update and will chase this up.</p> <p><b>Board Recruitment: FJ</b> We still require Student Trustee, and 2 External Trustees. Recruitment is ongoing but we will put a push on this in the new year.</p>	<p><b>SD</b></p> <p><b>SD</b></p> <p><b>SD</b></p> <p><b>Appointment Committee</b></p>
19.4	<p><b>FINANCE:</b></p> <p><b>a. Commercial overview</b>  Fresher's was very successful, but highlighted some of the challenges we are facing, i.e. inherited deficit, the Union does not have a great reputation with students, we are now looking at how we can develop level 1 and increase sales.  <b>SD</b> informed the meeting we are launching a discount card for Ayr Campus Union, also visiting halls asking what students want.  Wage percentages must be reduced.  Societies' events have been very slow, this must be reviewed and increased.  Meetings have been arranged with external organisations, there is potential for hiring out the venue in Paisley.  Marketing and social media must be improved, and the upgrade of level 1 should help.  KPI's and wage percentages and up selling are being put in place.  <b>FJ</b> gave his thanks to Strathclyde staff member for their effort in helping with our progress.</p> <p><b>APPROVED</b></p> <p><b>b. Audited accounts for 2019/</b>  <b>SD</b> explained this will be a 15 month audited accounts for next year as we are now saufs 2018  Auditors will attend the board meeting in January to present the audited accounts.</p>	
19.5	<p><b>STRATEGIC PLAN UPDATE</b></p> <p><b>a. Draft Priorities, Vision and Mission Statement</b>  It was agreed to come back to this point in January.  <b>SD</b> asked for input to be given to her from now until January  We will be meeting with the Vice Chancellors Executive Group (VCEG) to get their input into the strategic plan.  <b>Action:</b> A channel has to be opened on SLACK for the Strategic plan, Strategic pillars, Welfare and Advice Work  On agenda for January Board</p>	<p><b>SD</b></p>
19.6	<p><b>STRUCTURAL REVIEW</b></p>	

	<p><b>a. Draft Structure</b>  <b>FJ</b> gave the background to the rationale of this.  <b>SD</b> explained the strategic plan, and what students want from a Students' Union. It was clarified that the Head of Commercial would be a part-time secondment from Strathclyde SU, we are waiting for confirmation from their Chief Executive. The following issues were raised for further consideration:</p> <p>Digital and Media post being part time. Particularly given the importance that this role has within the union (this was also something that was raised by Redbrick's consultation).  Explore the possibility of getting support from UWS for improving our website.</p> <p><b>Decision:</b> Board gave approval in principal and delegated authority to the HR committee to take forward.</p> <p><b>b. Enterprise and Employability Proposal</b>  <b>CH</b> gave a full explanation on PowerPoint.</p> <p><b>Decision:</b> It was agreed that CH should bring forward a paper for discussion at the board that outlined the costs, benefits for students and SU.</p>	<p><b>SD / FJ</b></p> <p><b>CH</b></p>
<p><b>19.7</b></p>	<p><b>CHIEF EXECUTIVE REPORT</b></p> <p><b>SD</b> updated everyone with progress being made, the change of bank still a bit of an issue but OSCR assure us everything is ok. The will be Board recruitment drive in January. There will be Trustee training in January and the 3 new interns to help international students. <b>SD</b> will ask <b>RS</b> to amend the management accounts layout. <b>FJ</b> thank <b>SD</b> for all the work she has done.</p>	
<p><b>19.8</b></p>	<p><b>SABBATICAL REPORTS</b></p> <p><b>a. Update from Sabbs</b> <span style="float: right;"><b>information</b></span>  <b>CH</b> is working with Jamie to increase the number of Societies, volunteering is not going as well as it could be at the moment.  T2 enterprise competition  <b>IN</b> is working on student poverty and hardship, has also opened a free shop in Paisley and hopes to expand this. Welfare will provide water to students at exams  <b>DH</b> is working on the transport campaign for free student transport.  <b>FJ</b> thanked <b>SD</b> for her help and support and spoke in depth on work he has been doing on graduation fees, also working on equality and diversity issues.</p> <p>Feedback from the Court about our new structure for The Court Report was very positive, particularly as it had much more qualitative data.</p> <p><b>Action:</b> Court Report to be put onto SAUWS website.</p> <p style="text-align: center;"><b>The January board meeting will be over 2 days.</b></p>	<p><b>FJ / KH</b></p>
	<p><b>Meeting End Time 16.45</b></p>	<p><b>Chair</b></p>