

Minutes of Meeting 8 of the Board of Trustees held on 20th June 2017 in the Boardroom, Paisley, commencing at 9.30 am.

Heather Armstrong, SSR in the Chair

Meeting Commenced at 9.45 am.

Members Present:

Heather Armstrong	Senior Student Representative / Chair	HA
John Black	President of Education	JB
Johnathan Cranstoun	President of Sport and Wellbeing	JC
Mark McRitchie	External Trustee	MMcR

In Attendance:

Janine Hunt	Chief Executive SAUWS	JH
Moirra Smith	Interim Management Accountant	MS
Bre Edwards	Director of Student Life UWS (observer)	BE
Jan Buchanan	Head of Finance UWS (observer)	JBu
Emma Shotter	V.P. Education Elect (observer)	ES
Aileen McColl	Admin Assistant (minute taker)	AMcC
Emma Shotter	Observer	ES

Apologies

Lisa McCusker	President of Student Support	LMcC
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8.1 Welcome and introductions were made by HA. HA explained M.McR was running a few minutes late but the meeting would not be quorate without him and asked for a short time to be allowed for his arrival.

M.McR arrived at 9.45 am.

Declaration of Interests:

HA asked if anyone had any declaration of interests. There were none to be noted.

8.2 Approval of Minutes of previous meeting:

HA asked if everyone had a chance to read through the minutes from the previous meeting and if there were any amendments to be made. Minor adjustments were agreed.

JH reported the Union Manager Hamilton had left SAUWS employment with effect from 31st May, and all negotiations were now completed.

8.3 Matters arising from Board of Trustees meeting 7 on 18th May:

a. Budget proposal version 3

The meeting noted that the block grant request is with UWS. JH explained the Board of Trustees are not being asked to approve this budget at the moment as SAUWS block grant had not yet been approved.

JH thanked JBu and MS for the excellent work they had done regarding the development work on the budget. At the meeting of 18th May there was a projected 2.96% deficit of £32k and the Board asked JH and MS to re-examine and look at what commercial revenue was going to be, to examine sponsorship and staffing costs to see where these figures could be adjusted and amended. The changes made as of 7th June has a projected surplus of 0.5% of £5,450. The meeting noted that Engagement Officer role has been removed and increased targets for sponsorship included.

MMcR commented that this was excellent work and SAUWS should be pleased to be moving in this direction.

b. Business Development Proposal – *postponed matter arising*

JH explained SAUWS are still waiting on detailed costings from NNE Associates (Events Company)

8.4 Matters for Discussion & Approval

Update of Appointments Committee and agreement of next steps.

HA explained the Appointments Committee met on Friday 16th June 2017, and this involved 2 members of the Board, a student (Mark McPhaill). Advice had been taken from both NUS and UWS

JH informed the meeting the timescale was established at the Board meeting on 4th May to start the recruitment process for members of the Board of Trustees, this was for four Student Trustees and three External Interim Trustees. JH explained the content of the Appointments Committee was to help SAUWS move forward. JH asked the meeting to note, as per the Constitution there should be one student from each Campus as UWS now has five campuses.

Student Trustee:

SAUWS had received six applications. The appointment of Student Trustees would be for a period of up to two years. HA had a telephone conversation with all applicants, with a guide to specific questions. It was agreed the student status of all should be confirmed.

DECISION: 8.4 (1)

An in depth discussion about Student Trustees then ensued, and the Board confirmed the Appointments Committee recommendations for the four Student Trustees to be appointed as the following:

Stuart Aitken
Saiful Bhuiyan
Monica Reid

Ethan Wilson

Interim Trustee:

JH stated she had approached five people for the position of External Interim Trustee and had either met or spoken at length with each of them, one could not fulfil the work due to his own workload, and withdrew which left four. A second proposed Interim Trustee could only fulfil the position until July, and as there would be no board meeting before then, it was decided this candidate would not be suitable. The Interim Trustee role would be for a maximum of six months.

Three Sabbatical Officers had either met with or had a telephone conversation with all applicants. UWS had raised the issue of a conflict of interest regarding one applicant. The meeting had a full discussion over the matter and JH strongly disagreed with the view of some of meeting that one candidate had an enduring conflict of interest and advised that matters of potential conflict should be managed within the Board environment with the appropriate policy framework.

DECISION: 8.4 (2)

All three applications were discussed in full, and the decision was to agree with the Appointments Committee's recommendation that the following would be confirmed in appointment:

Professor Roddy Williamson

Lynn Tennent. (Following on from this meeting Lyn Tennent had withdrawn)

JH asked the Board where at this short notice SAUWS would find someone with the commercial and financial background experience needed to guide the organisation through the current period?

BE offered to go to her networks to try and find someone with a suitable background who would be interested.

It was discussed by the meeting about contacting Student Trustees and Interim Trustees, HA would contact all Student Trustees and speak to the two, who were not appointed about bringing them into the fold as their skill set fits with SAUWS values. MMcR commented he would be happy to help organise any social events for new Sabbatical Officers and Trustees to encourage a good relationship between all.

HA informed the meeting she would be attending UWS Court on Thursday 22nd June and was comfortable she could update on behalf of the Board about the Appointments Committee process and the discussion at the Board meeting.

8.5 Management Accounts Discussion – April 2017

MS gave her apologies for the lateness of the accounts noting trading had now ended until September, and there had only been two weeks of trading in April and one week in May. The accounts shown up to the end of April accurately reflects trading to the end of commercial activity. MS discussed other budget items and informed the meeting the result was the forecast had been dropped

down from a £70k deficit down to a projected £53k deficit. There were no questions asked on this.

MS explained for the meetings information, MS included the same table as in the March report, to let the meeting see the headline movement's against the budget. The revised forecast reserves are sitting at £68k which is only 6 weeks of operation.

The meeting noted there is a carry forward of £5k in planned expenditure in the membership budget which is put aside for items required such as the printing of the student handbook etc. The forecast also took into account, the provision of any holiday pay for student staff etc.

MS said moving forward is to focus to year end close, and it would be wise to spend time now producing the year end accounts and would not impinge into the next financial year. Time had been spent with individual budget holders over the accounts and performance.

JBu advised managers need to profile properly and be held to taking corrective action where needed, as SAUWS reserves are impacted. She noted that there are new auditors coming in and they need to make a judgement as to whether SAUWS are a going concern or not.

M.McR and JBu both noted the work of the interim management accountant and that the Board needs to understand the financial implications of decisions made, and the unintended consequences of decisions made in the past.

8.6 Hardship Report 2016 -17

Claire Lumsden was invited into the meeting to present the report.

JH asked if this was sufficient detail, in terms of the annual review SAUWS would normally provide a report to the Finance and Resources Committee to account for the Hardship Fund allocation not to the Board.

CL gave a background and history of the Hardship Fund over the 13 year period. Research has been done on the cost of living and over the next few years this will go up, this will likely have an impact on the hardship fund noting there is a gap in the fund which needs to be filled.

The meeting noted the widening impact of the fund and the excellent relationships developed with UWS Student Services by SAUWS advice workers. In addition, it advised CL as to where additional funds could be sought from external sources. JBu advised about "the welfare fund" held by the local authorities. UWS brings in a lot of money to Paisley and local authorities are willing to assist, especially as 81% of UWS students come from a disadvantaged background.

A discussion arose about making some of the hardship a loan system, but the amount of work involved in recovering this would not be feasible

8.7 Annual Report 2016 – 17 - SSR

The meeting noted the contents.

8.8 AOB and confirmation of Board cycle meetings.

HA discussed the table for upcoming meetings, after discussion MMcR advised he could not make the December meeting, it was agreed another date would be found for this as a replacement.

The meeting also noted that there should be 4 board meetings in the year. Members of the sabbatical team requested the following matters to be incorporated into the draft meeting cycle.

- the sport and wellbeing annual report
- FRC format and delegated authority framework

The CEO noted that there was also the following matter postponed

- Staff feedback on the organisation report -Jamie Spurway Training
13.02.17

Lanarkshire Project:

HA informed the meeting there is a timescale we will not be able to achieve by 30th June with a draft project planned and a work stream that revolves around that. UWS are keen to work with the Board. HA and JH will be meeting regularly to ensure the right amount of support is given to SAUWS.

HA informed the meeting this was JB's last meeting, he had served for 2 years on the Turnaround Board and the Board of Trustees noted their thanks for all the work he has done.

The meeting closed at 11.50

ACTION LIST

ITEM NUMBER	ACTION	BY
8.3	The budget would be taken to UWS Court this week and brought back to the next Board meeting.	Heather Armstrong <i>Matter complete</i>
8.3b	Matter of Business Development proposal postponed until next meeting	BDC 14.08.17 <i>Matter arising</i>
8.6	It was agreed SAUWS should further explore sourcing additional funds, fundraising possibly being the best route to top up the Hardhsip Fund and implement a process for managing over three trimesters	Claire Lumsden
8.8	Draft meeting cycle and sub committee matters to be discussed at next meeting	Board 14.08.17 <i>Matter complete</i>