

Minute of Board of Trustees Meeting



Thursday 23rd January 2020 at 13:30 in UWS Brough Committee Room

Attendance & Apologies

Members Present		
	Name	Title
FJ	Franklin Jacob	President – Chair
CH	Clare Hunter	Vice President Student Development
INiz	Ismail Nizami	Vice President Welfare and Wellbeing
SD	Sinéad Daly	CEO
EG	Ellie Gomersall	Student Trustee
AT	Aishwarya Tiku	Student Trustee
RW	Roddy Williamson	External Trustee
In Attendance		
A.McC	Aileen McColl	Senior Administrator (minutes)
M.C	Maeve Cowper	Director of Student Services and Administration (Interim)
AW	Alex Webb	Milne Craig auditor
PT	Paul Thompson	Milne Craig auditor
RS	Romina Scott	Finance co-ordinator
Apologies		
DH	Dan Hutchison	Vice President Education
JH	John Holleran	Student Trustee
M.McR	Mark McRitchie	External Trustee

Item #	Item	Lead
20.1	<p>Welcome, opening, apologies & declaration of interests 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. No declarations of interest were given for this meeting.</p>	Chair
20.2	<p>Board membership approval Board recruitment update: Applications for various positions is ongoing. Hopefully by the next board meeting there should be a full board team. SD suggested getting in touch with Linda. FJ to contact Malcolm Foley IN explained the interview selection process. Three candidates have been interviewed with no success, there are another 9 to interview. Board approved</p> <p>Decided to recruit by email A.McC to Notify companies house of JH's resignation.</p>	IN
20.3	<p>A. Minutes of meeting held on 4th December 2020 approval</p> <p>No questions being asked, Minutes were then approved.</p>	Chair
	<p>B. matter arising (action log for noting) All matters were explained in full.</p>	Chair

	<p>Item 13.6a to be put in to March agenda Action log layout to be changed.</p> <p>Item 16.4 NUS is under structural review, by the September Board meeting it should be clearer what they can offer. This can be an open meeting.</p> <p>December meeting for AGM</p> <p>18.5b completed what is best tool for completing a staff survey annually NUS not providing No record of what we are covered for with UWS</p> <p>18.4b completed 18.4a costs savings have been identified Cost of electricity for building was discussed in depth.</p>	
20.4	<p>AUDITED ACCOUNTS approval</p> <ul style="list-style-type: none"> Audited accounts 2020-20 presented by Milne Craig <p>Milne Craig thanked SAUWS namely RS for the help we gave during the audit. Alex Webb explained the duties of trustees shared collectively and equally, also giving a detailed explanation of the accounts , and how the deficit arose in July also how the deficit was reduced. Balance Sheet Cash flow statement AW explained all aspects of balance sheet SD explained the high cost of staff expenses / travel costs and how we are reducing this. SD explained the grant was front loaded as there was more expenditure at the start of term for Fresher’s events etc. SD explained the hardship fund was restricted. FJ thanked Mine Craig for the way they presented the accounts and the help they have given us over the year. A control balance sheet account can be set up SD asked what we need to do to resolve the stock difference, this was discussed and explained.</p> <p>Accounts Approved</p>	SD
20.5	<p>Structural REVIEW UPDATE information</p> <p>Report from HR Committee and progress update was given to the Board by SD.</p> <p>General update SD has started a Chief Executive course.</p> <p>Company transfer is formally completed, but still to transfer all monies then this will be complete, then notify OSCR.</p> <p>Decision SD to write to OSCR to formally request name change back to SAUWS. Also inform companies’ house.</p> <p>Strategic Plan Student feedback now needs to be collated. SD will feedback this to the board. Meeting with VCEG, Steve Olivier, Trevor Gabriel and Jo plus sauws exec team is taking place</p>	SD/HR ctte

	There is a need to plan more in advance with sauws calendar of events etc.	
20.6	<p>CHIEF EXECUTIVE REPORT Information</p> <p>20.6.1 Restructure Update SD informed the Board of SAUWS meeting regarding proposed restructure, and explained the rationale, ensuring how we deliver is consistent. Support from USSA will continue (PR) on a reduced basis.</p> <p>UWS HR are assisting us with a matching in process</p> <p>All managers involved have been informed they are at risk of redundancy and letters will be sent out today.</p> <p>Details of this will be given at senior management meeting. Everyone involved has been informed of their rights</p> <p>Digital This position to be reduced to part time, but more hours can be worked over Fresher's etc. There is a need to free up money to allow SAUWS to engage a specific (MSL) for website update.</p> <p>CH suggested talking to the business school and consider student interns to consult with students to find out how they want to be communicated with.</p> <p>ACTION CH to Organise a meeting with Theo from business school to facilitate the Business School assisting with consultation with students re. methods of digital communication.</p> <p>Explore use of students to help with development of digital comms and website.</p> <p>Confidential Item Discussed – see separate minute</p> <p>20.6.2 Memorandum of Understanding with UWS approval We had a lengthy discussion regarding the MOU. See Appendix 1 for agreed document.</p> <p>ACTION: Sinead to email Steve Olivier and Emma Cuckow and will take forward discussion.</p>	SD SD
20.7	<p>Sabbatical reports information</p> <ul style="list-style-type: none"> • London Campus • Sabb updates including information on engagement with external organisations <p>All sabs gave reports.</p> <p>IN gave report on free shop and winter jackets explaining how these worked and how successful they had been.</p> <p>CH gave report on enterprise, Lanarkshire campus also want enterprise space. Volunteering still a work in progress. Planning societies' events, and new societies have been formed.</p> <p>FJ gave update on HR and working on appraisals, also visited London campus, great feedback, also met with Assistant Dean of Anglia Ruskin.</p> <p>Elections: we have contested elections for all posts Strathclyde have withdrawn from joining sauws for the results of the big elections, it had been considered that sauws may not host it as this is the last year USSA will be in that building, but it was agreed that it should be hosted at SAUWS with the other Universities attending.</p>	Sabb

20.8	AOCB None Noted	information
20.9	Dates of future meetings Agree future meeting dates A.McC to send round Doodle-poll	Chair
	12.30 - 13.00 Close and lunch	Chair
	Meeting End Time	