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

Tuesday 22nd March, via Teams

**Attendance & Apologies**

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| **Members Present** | | |
|  | **Name** | **Title** |
| **EG** | **Ellie Gomersall** | President - Chair |
| **RW** | **Roddy Williamson** | External Trustee |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **MH** | **Mark Hamilton** | External Trustee |
| **KR** | **Karuna Rinkk (Shivani)** | Student Trustee |
| **CW** | **Catherine Whatley** | Student Trustee |
| **KM** | **Kevin Miguim** | VP Education |
| **CM** | **Claire Morris** | VP Student Development |
| **LH** | **Luke Humberstone** | VP Welfare and Wellbeing |
| **In Attendance** | | |
| **SD** | **Sinéad Daly** | CEO |
| **RS** | **Romina Scott** | Finance Manger |
| **RA** | **Rose Allison** | Venues Manager |
| **CS** | **Cristina Scarafile** | Finance & Admin Assistant (Minute) |
| **Apologies** | | |
| **YQ** | **Yusuf Qureshi** | External Trustee |
| **KS** | **Kimberly Slessor** | Student Trustee |
| **DL** | **David Lewis** | Student Trustee |
| **DD** | **David Devlin** | Head of Student Union Support Services |

**Minutes**

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| **Item No** | **Item** | **Lead** |
| **30.1** | **Welcome, opening, apologies & declaration of interests**  Everyone was welcomed along to the meeting today and thanked for their attendance  **No declarations of interest noted at this meeting** | **Chair** |
| **30.2** | **a.** [**Minutes of meeting held on December 7th 2022**](#_Minutes_of_Board_2)  Only changes required was the placement of attendee’s names.  **Minutes were approved as true and accurate record**  **b. Action log was updated with reports on actions** | **Chair** |
| **30.3** | [**Student Representation & Support Services**](#_SUSS_Department)  Sabina went through the SUSS report in David Devlin’s absence and made the following points;   * Sabina advised that she and Amy are going to go out and canvas feedback from students to find out why the nominee demographic was the way it was this year with regards to the Big Elections.   Q) Do we have demographic stats?  A) Sabina answered we will get these from NUS once they have processed them. Sabina also advised that we had shortened the voting time by minus 12 hours at the start and 12hours at the end. Due to this experience, we will not shorten the afternoon voting slot at the end next year.   * Rose wanted to congratulate Sabina and the team on how quickly the change of venue was dealt with at such a late stage. * Sinéad wanted to reassure the Board and attendees that a new process in welcoming new sabbatical officers this year is being looked at so handover is smoother and is done earlier than previous years.   Sabina continued;   * Representation is down a little bit on engagement. UWS are responsible for the recruiting process and the Unions role is to support the University where needed. * Feedback on the Rep training was that 97% of people find this valuable. * IAT = Institutional Associate Trainer   Q) Suggestion to break training down into mini groups or one-to-one mentoring?  A) We are looking at the possibility of a more formalised page with our teams page. Amy is integrating some training. This is on the multiple voices space. Formal mentoring system is more of a wish list due to capacity.   1. Regarding the Advice part of the report, there seems to be a considerable jump in cases. 2. As the academic year shifted slightly this resulted in cases that would have come in last year came in this year.   Also, there is a higher level of disciplinary appeals which could be due to studying being online last year and possibility student’s not having proper inductions. But we are looking into this to see if any support or interventions are needed.  If anyone is wanting any data or stats from Elections, please just as Sabina. | **Sabina** |
| **30.4** | [**Finance Report**](#_30.4_Finance_Report)  RS explained to the meeting she contacted Milne & Craig regarding Roddy’s question at the last meeting on depreciation and explained that this is an accounting process to demonstrate the cost of the assets during the year of use.  So is purely depreciation against assets.  Romina went on to highlight the following points;   * We have a Deficit of £4,010.97 for Feb 22 with an overall surplus of £95,400.81 (Aug to Feb). This figure is due to:   + The £5,562.41 deficit within commercial   (Please note this was expected within the £19,382.77 deficit Feb budget)   * + Underspending across membership this month of £8,397.02 – this will be spent in the coming months when invoices arrive.   The upgrade of level 4 is just about finished and looking fantastic, it certainly boosts my morale to work in such a nice environment. The total spend on this was £26,300.  RS pointed out the 10k for the London post has not been used, so we have 6k remaining.  The following suggestions were made;   1. Sinéad suggested we keep the London budget in place and when we get an update on what our budget will be for next year, we can use this to recruit this post earlier. 2. Also, suggestion that we have an interim Board meeting to discuss the results from the operational budget that we will be allocated from UWS   Q) Regarding the balance sheet prepayments, what does this consist of?  A) NUS invoices, photocopier lease agreement. These come out throughout the year instead of a one-off payment.  Q) Regarding the bar stock being at 8k, are we looking at the life span of this stock?  A) This is mainly spirits. The reason why it is so high is due to events being cancelled at Christmas and Lanarkshire, but Rose advised this is monitored and anything going out of date is put on promotion.  **Management accounts were approved at the meeting.** | **Romina** |
| **30.5** | [**Sabb Reports**](#_30.5_–_Sabb)  Report taken as read | **Ellie** |
| **30.6** | **[Commercial Report](#_30.6_Commercial_Services)**  Report taken as read.  Rose wanted to say thank you to her staff during the difficult time during covid and dealing with Book fair.  Meeting attendees asked Rose to pass on their thanks too.  Rose made the following points;   * There is a lack of Lanarkshire events due to glass panels are at risk of crumbling in on people. The University are in the process of suing the company who installed them. * On the 31st March Rose and Sinéad are meeting the Director of Finance to discuss potential partnership working with UWS. | **Rose** |
| **30.7** | **[Chief Executive Report](#_30.7_Chief_Executive)**  Report taken as read  Sinéad felt the operational planning meeting went well and was overall a much more positive and encouraging experience. When discussing the position for Student Voice Lead role it received positive feedback.  Q) Regarding the new budget we get, is there any possibility the new Principal can modify this after it has been announced?  A) Ellie advised the start date for the new Principle is flexible – the recruitment process is planned to be finished by July with the new Principle hopefully starting for the new academic year but could be later in the year however they have zero chance to amend the budget.  Bylaw’s update will go to June meeting. Sinéad will forward these on.  Bylaw reviews are being built in the annual action plan review in December. | **Sinéad** |
| **30.8** | **Developments at UWS (presentation)**  Please see attached PowerPoint which Sinéad went through at the meeting.  Q) There is a whole area of engagement resource the University has, could this be tapped into?  A) Sinéad advised she is trying to get access to the terms of reference. | **Sinéad** |
| **30.9** | **[Health and Safety Report](#_30.8_Health_&)**  Report taken as read  Q) Ellie asked for a bit more detail on incident reports 2 and 3.  A) Sinéad advised this was inappropriate behaviour towards another student. Male denied this and came in the next day to discuss the incident. It was explained that this is a safe space therefore we have to act accordingly to maintain a safe space for students.  Rose advised that we have employed a new stewarding company who are fantastic and flagging things up before they come up.  Sinéad is meeting with Rose and David on these incidents regarding follow up actions and there is a new template and process where Sinéad is notified of all incidents. | **Sinéad** |
| **30.10** | **AOCB**  **No AOCB was raised at the meeting** | **Chair** |
| **30.11** | **Date of Next Meeting – Tuesday 21st June at 4pm. Level 2 of Student Union.**  Please note that we may need to hold a meeting in April / early May once we hear back from Operational Planning. | **Chair** |

Action Log – for Board of Trustees

**Overdue Action (red text)**

**Live (amber text)**

**Completed (green text)**

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| **Meeting Date** | **Item** | **Item Title** | **Action** | **Owner** | **Due date** | **Update** |
| 22nd Mar  2022 | **30.7** | [**Chief Executive Report**](#_30.7_Chief_Executive) | Bylaw’s update will go to the June meeting. Sinéad will forward these on.  Bylaw reviews to be built in the annual action plan review in December. | **SD**  **SD** | June Meeting  December |  |
| 22nd Mar  2022 | **30.9** | **Health and Safety** | Sinéad to meet with Rose and David on follow up actions for current incident reports which are outstanding. | **SD** | For next Health & Safety meeting. |  |
| 7th Dec 2021 | **29.4** | **Finance Report** | Bounce Back Loan – Report to be produced against what was spent against this loan for the Level 4 refurbishment. | **RS** | For next meeting | **Completed and in March Finance Report** |
| 7th Dec 2021 | **29.5** | **KPI Update** | KPI’s be organized into a traffic light system to make this earlier to read. | **SD/DD** | 21st Dec | **Completed** |
| 7th Dec 2021 | **29.6** | **Support Services and Representation Team Report** | More advertising required regarding information of the hardship funds available, and the student services support we have to assist with mental health. | **DD** | asap | **T.B.A** |
| 7th Dec 2021 | **29.7** | **Sabb Update** | EG to post her Sabb report on Teams. | **EG** | 8th Dec | **Complete** |
| 7th Dec 2021 | **29.9** | **Chief Executive Report** | * SD/RA/EG to meet with Estates to plan what building improvements are needed. * Before AGM Meeting starts, to go through Governance spreadsheet regarding Bi-Laws that need urgently reviewed. | **SD/RA/**  **EG**  **SD** | 21st Dec  27th Jan | **Completed**  **Not completed before AGM but on agenda for March meeting** |
| 7th Dec 2021 | **29.12** | **Meetings** | * Agenda & Notice for AGM needs to be sent out before 16th December. * HR Committee date to be agreed | **DD**  **EG/CS** | 16th Dec | **EG & CS discussed next HR committee meeting will be February as January is almost over.** |
|  | **29.13** | **AOCB** | 1. Review of our Articles of Association - Amend Memorandum to be reviewed annually. 2. Can we check with Student Council regarding name change? EG will put on next Student Council agenda in February. 3. Notifiable Events – Ensure future training is updated to include this e.g., add slides to trustee training. | **SD**  **SL**  **SD** | Annually  February | **Ongoing – will ensure**  **Needs to go out via email as missed on last student council. Court representative. Sabina will do**  **Completed** |
| 28th Sept 2021 | **28.3** | **Feedback from Board Development Day** | * Approval needed for photo and bio added to website * Training Needs Analysis to be completed * Finance Report to include funding stream information | **YQ & KS**  **Trustees**  **SD & RS** |  | **Approved. Waiting on bio’s to add to website** [**click here to view**](https://www.uwsunion.org.uk/union/bot/#Board%20Make%20up) **- Cristina chased 31/3/22**  **TNA hasn’t happened yet**  **Completed** |
| 28th Sept 2021 | **28.5** | **Commercial Update** | * Food sales | **SC & RA** | 12th Oct | **This is being monitored** |
| 28th Sept 2021 | **28.7** | **Support Services & Representation Team** | * Student Survey updates to be shared with Board * KPI’s added to Agenda for next meeting | **DD**  **DD** |  | **DD to ensure on agenda for next board meeting.** |
| 28th Sept 2021 | **28.8** | **Sabb Update** | * Council Policies to be circulated | **EG** | 12th Oct | **Completed and on agenda** |
| 28th Sept 2021 | **28.9** | **Chief Exec Report** | * Audit structure to be collated and advised to Board * Feedback from staff regarding incentives | **SD & CS**  **SD** |  | **Completed** |
| 28th Sept 2021 | **28.10** | **For Board Approval** | * Policy Proposal to be put on teams for discussion | **SD & CS** |  | **No longer required** |
| 28th Sept 2021 | **28.11** | **Schedule of Meetings** | * To be put up on teams for discussion | **SD & CS** |  | **Ongoing** |
| 25th June 2021 | 27.2 | **Board Membership** | * Update Companies House | **SD** | 9th July | **Completed** |
| 25th June 2021 | 27.4 a | **Finance Report** | * **Inform the bank and update finance policy to reflect increase in daily banking limit to £45K** | **RS** |  | **Bank informed and Finance Policy being worked on** |
| 25th June 2021 | 27.4 c | **Finance Report** | Check how the figure of £118,000 (commercial income) compared to previous years. | **SD** |  | **Commercial income for 19-20 (exc grant was £149,810 until March 2020) it was £157,157 for year-end 2019.** |
| 25th June 2021 | 27.4 c | **Finance Report** | * Review Admin staffing provision in 6 months. | **EG (chair)** | Jan 2022 | **EG to ensure it’s on the agenda for board meeting in the new year.** |
| 25th June 2021 | 27.6 | **Support Services and Representation Team** | * **Share student survey with Board.** | **DD / SD** |  | **Completed. Is on Teams and was shared as part of development day. On agenda for Sept meeting.** |
| 26th March 2021 | 27.2 | **Appointment Committee Update** | * Keep board informed of progress re. recruitment | **IN** |  | **There are 3 Trustees for adoption onto the Board at the June meeting. This means we now have a full complement of Trustees.** |
| 26th March 2021 | 27.4 | **Finance Report** | * Revisit Budget once Block Grant is confirmed. * Plan needs to be developed for Bounce Back Loan | **RS**  **SD** | June 21 | **Block Grant confirmed ast £650,000 and on the agenda.**  **Budget of £25k approved to invest in our office space.** |
| 26th March 2021 | 27.5 | **Commercial Report** | * Update the Risk Assessment to take cognisance of organisational and health and safety risks. | **RA** | June 21 | **On agenda for approval** |
| 26th March 2021 | 27.6 | **Support Services and Representation Team** | * Amend the paper to remove reference to Ellie being first trans woman elected as President. * Acknowledge the huge achievements made by the Students Support Services team – in particular the marvelous levels of engagement in our Rep Systems, Student Councils and election. | **DD** |  | **Completed** |
| 26th March 2021 | 27.8 | **Bye Law 6 – Referenda and Policies** | * There was a discussion what is meant by the definition of a policy and policy decision**.** It was agreed that this section of the Bye Law should be part of a wider discussion and evaluation of student council and policy submission. | **DD** |  | **Will be done as part of a democracy review.** |
| 26th March 2021 | 27.8 c | **Referendum on Strike Action** | * If the strike is to go ahead we need to seek legal advice on any potential risk for the Union, for example, being sued if a student fails their exams for taking action etc. | **SD** |  | **Student Council decided not to go ahead with the referendum so no action needed.** |
| 18th Dec 20 | 25.3 | **Board Membership & recruitment update** | * Go to advert again in New Year – we’ll put a deadline of end of the first week in February for Student Trustees. * Ismail, Sinead and Luke will meet in January to finalise process for recruitment. * Consider whether Bye Law for Appointments committee needs updated. | **LH / IN** | Jan 29 | **Completed** |
| 18th Dec 20 | 25.6 | **Audit and Risk Committee Report** | **Finance policy needs updated to reflect new positions and SODA.** | **SD** | March 21 | **Completed** |
| 18th Dec 20 | 25.7 | **Chief Exec Report** | Report from UWS Governance Review:  Review Bye Law 3a  Meet re. License to Occupy - SD | **SD** | March 21 | **Was reviewed and updated.**  **License to occupy – University have agreed for us to pay for just general internal repair and upkeep.** |
| 18th Dec 20 | 25.9 | **Constitutional Issues** | 1. **NUS affiliation – Action: C**heck if we are required to check with Student Voice – unsure if a referendum is required. We will check our governance and NUS if it’s necessary. |  |  | **Completed – no referendum required.** |
| 18th Dec 20 | 25.10 | **HR Committee Report** | **Building Communities Student Engagement Post -** Additional hours – agreed to go consultancy basis – Sinead to send out appeal to NUS Scotland network to see if there is anyone suitable that can help. David and Sinead to take forward in January. | **SD** | **Jan 21** | **Completed and she is in post.** |
| 14th October | 24.1 | Welcome / Declaration of interests | All directors to send proof of ID and address for Auditors | **SD** |  | **completed** |
| 14th October | 24.6 | Finance Report | SD to arrange meeting with Archie McIver, new Director of Finance | **SD** |  | **completed** |
| 14th October | 24.7 | Chief Exec Report | MOU approved and to be sent to Emma. | **SD** |  | **completed** |
| 14th October | 24.8 | Sabb Report | Agreed to have a board meeting to present the Sabb team plans of work. | **IN** |  | **Completed** |
| 15th June | 23.2 | Budget Options Paper | Prepare a draft finance paper for Court – but will circulate to board for comment before sending | **SD** |  | **Completed** |
| 28th May | 22.3 | Board membership Update | Arrange interview date for External Trustee  Update recruitment packs and undertake recruitment drive with students | **IN & Appt Ctte**  **IN**  **SD** |  | **Completed but felt he was an unsuitable candidate.** |
| 28th May | 22.3 | Board membership Update | Inform Companies House of updated trustees | SD |  | **Completed** |
| 28th May | 22.3 | Board membership Update | Audit and Risk Committee Membership: agree Student Trustee Membership in Sept / October when we’ve completed recruitment. | BoG |  | **Dates sent out and recruitment underway for student trustees** |
| 28th May | 22.3 | Board Membership Update | Agree Dates for all Sub Committees and BoG for the Next Year | IN |  | **Completed** |
| 28th May | 22.4 | Strategic Plan | Take forward amendments and publication of the Strategic Plan.  Agreed to take forward as part of AGM. | SD |  | **Completed** |
| 28th May | 22.4 | Strategic Plan | Agree operational plans and KPI’s so we can measure our progress.  **Action: December board will have agreed** | SD / DD / Sabbs / BoG |  | **Completed** |
| 28th May | 22.6 | Finance Report | Apply for Bounce Back Loan | SD |  | **Completed and successfully applied for £50k** |
| 28th May | 22.8 | Chief Exec Report | SD to send fortnightly reports to BoG with updates | SD |  | **Not sent fortnightly due to annual leave and staff being back at work.** |
| 28th May | 22.10 | Date of Next Meeting | Arrange BoG meeting once Block Grant Approved | IN |  | **Completed** |