Audit and Risk Committee &Board of Trustees Minutes

Tuesday 31st October 2023 4pm, Paisley Union - Level 4, Boardroom

**Attendance & Apologies**

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|  **Members Present** |
|  | **Name** | **Title** |
| **UA** | **Uchechi Agbaraji** | President (Chair) |
| **RW** | **Roddy Williamson** | External Trustee  |
| **IA** | **Ismail Ali**-**Nizami** | External Trustee |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **MC** | **Maeve Cowper** | External Trustee |
| **PA** | **Paul Asare** | Student Trustee |
|  **In Attendance** |
| **SD** | **Sinéad Daly** | Chief Executive |
| **RS** | **Romina Scott** | Deputy Chief Executive - Governance and Finance   |
| **DD** | **David Devlin** | Head of Student Union Support Services |
| **SG** | **Sarah Graham**  | Venues Manager |
| **CS** | **Cristina Scarafile** | Finance & Admin Coordinator (Minutes) |
|  **Apologies** |
| **EM** | **Emily McIntosh** | UWS Direct of Student Success |
| **YQ** | **Yusuf Qureshi** | External Trustee  |
| **SE** | **Subuola Elufioye** | VP Education  |
| **OA** | **Ovoke Adams** | VP Student Development  |
| **FO** | **Favour Obinna** | Student Trustee |
| **MK** | **Manpreet Kaur** | VP Welfare & Wellbeing |

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| **Item No** | **Item** | **Lead** |
| **1** | **Welcome** Uchechi welcomed everyone to the meeting and noted all apologies. | **Chair** |
| **2.** | **Quality Arrangements and Student Engagement Briefing 23-24**Claire delivered a presentation to the Board which gave the Board an oversight of key developments in the quality arrangements for UWS and the HE sector.Claire will send Cristina a copy of her presentation to Cristina to forward to the Board. **Action: CS****Q)** Roddy asked why we wouldn’t go down the partnership route to gain information instead of Freedom of Information (FOI) route?**A)** Claire said yes, we could do that but means we have the FOI route as a backup if we are not provided with the information we ask for. Maeve suggested Freedom of Information (FOI) requests should be used sparingly. Mave said she could have from 6 to 12 FOI requests in her inbox per week so having a conversation via the partnership route would be much better and less laborious.  | **Claire Lumsden** |
| **3** | **Audit and Risk Committee**3.1 [Minutes from last Audit and Risk Committee](#_Draft_Minute_of) meeting - 15th of November 2022**Minutes Approved**[**3.2 Matters arising**](#_2.2__Audit)Cristina will get an update of the audit log and send updated version out.**Action CS** Maeve asked/suggested the Board get a monthly update email. Something like just bullet points of updates and good news etc.**Action SD**Paul agreed with Maeve a monthly update would be really beneficial.  | **Chair** |
| **4** | **[Report to Audit and Risk Committee](#_Audit_and_Risk)**Sinéad when through some of the highlights of the report and the difficulties the Cyber Attack caused and how challenging this has been, especially with being a small team. Also, with lack of internet in Ayr this is causing a huge issue with bar sales as students cannot use a credit card for payments. We are completely reliant on UWS IT to fix this.Q) Paul asked if we are allowed to have a backup internet connectivity as a union?A) Sinéad advised no we are not. David gave an overview of the difficulties the cyber-attack may have on elections and will keep the committee up to date with how this progresses. **Action: DD** | **CEO** |
| **5** | [**Scheme of Delegated Authority**](https://studentmailuwsac.sharepoint.com/%3Aw%3A/s/SAUWSAuditandRiskCommittee/EVqYvZWbkJFAmtxtIIFS-i4BEBvIDiqf9WSSyXTemdUSYw?e=w1CjGa)Q) Mark commented how SODA is helpful to clarify responsibilities, but found it interesting that there are more responsibilities laying with deputy opposed to Chief which is a big responsibility.A) Sinéad said there a lot are dual leadership responsibilities and as Romina covers many of the Finance aspects this may be why she has more. However, as this is the Board’s document Sinéad welcomed the Board to make any changes they may want.Roddy commented that he was not too worried about the deputies’ roles as this would allow the CEO time more time strategic view.Maeve commented that she agreed with Roddy with regards to shared responsibility, but CEO would lead in some cases and Deputy in others.**Approved.**  | **CEO** |
| **6** | **Organisational Risk Management Register**Sinéad commented that regarding the democracy review we were not happy with this and gave them feedback and requested this to be redone. Q) Maeve commented that the mitigate risk sections are really strong and you are not giving yourselves the credit of how much mitigation you are putting in place. It may be useful to look at a different format to present this. A) Sinéad said she agreed with Maeve. And happy to look at other formats that we are comfortable with. Roddy commented that sitting with all those reds on the risk register would be uncomfortable so agreed we review this. Sinéad will review this and email another version of this out for approval. **Action: SD** | **CEO** |
| **7** | **Board of Trustees Meeting.** **2.1** [**Minutes from last meeting**](#_Draft_Minute_of) Could not be approved due to the meeting not being quorate so will require email approval. CS will email this out to the Board to get approval and update minutes.**Action: CS** |  |
| **8** | **CEO Report**Sinéad said the meetings she has been having with Neil Morris have been really positive and supportive of the Students’ Union.Sinéad also advised that she is trying to get more funding for London.Maeve suggested visiting Bucks to introduce ourselves to the upcoming replacement for Neil, so we are on her radar which Sinéad agreed with. Sinéad advised she had met with Archie and Liz O’Reilly regarding a sustainable model for Ayr.Ismail requested the London campus paper be sent out once complete. Sinéad will send this out tomorrow. **Action: SD** | **SD** |
| **9** | **Finance Report and Management Accounts**This report was sent during the meeting. Once the Board have had time to review this Romina welcomes the Board to reach out to her for any clarification or questions. **Q)** Maeve commented we wouldn’t be alone in being disappointed with the democracy review, are we committed to Coole insight?**A)** Sinéad said no there is no plan to proceed with them going forward to take up anything else. We are not writing them off completely so will be selective on what we use them for.**Approval required via email once Board have had time to review documents.** **Action: CS** | **RS** |
| **10** | [**Student Support Services Report**](#_Student_Union_Support)Report taken as read. David commented that we are delivering on what we have promised, however, long term, as the staff are going above and beyond they cannot sustain this, he is concerned of burnout and staff retention.Sinéadadded this was discussed during the staff meeting on Friday with regards to what must give. Sinéad said we could advertise for a temp position for London but feels we shouldn’t as it will set us up with the same issues of retention and if the university value it then they should pay for it.David also added, we don’t have the capacity to train someone just for six months. Maeve commented she had been in this position before and had to provide evidence of the calibre of candidates received for a 6 month position, in that there were not the quality we need and evidence they are not sustainable**.**  | **DD** |
| **11** | **Venues Report**This report was sent during the meeting. Once the Board have had time to review this Sarah welcomes the Board to reach out to her for any clarification or questions.  | **SG** |
| **12** | **Student Officer Update**Uchechi gave the meeting a verbal update.Q) Paul asked if you finding it difficult to communicate with the students?A) Uche said yes getting feedback from students and also sharing feedback to students has been really difficult due to the Cyber Attack. Claire had set up a Teams page for student reps which has been really helpful. Sinéad suggested the Board go for a meal before or after the next meeting on the 12th of December. Cristina will send out and email/doodle pole to get feedback for this.  | **Student Officers** |
|  | **Close****Next meeting Tuesday the 12th of December 2023.** |  |