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Description automatically generatedDraft Minutes – Board of Trustees

Tuesday 6th June 4pm, Paisley Union Level 2

**Attendance & Apologies**

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

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| **Item No** | **Item** | **Lead** |
| **36.1** | **a. Welcome, opening, apologies & declaration of interests.**  Sinéad explained to the meeting what declaration of interest is to the new board members.  Once those who were attending online had joined the meeting Subuola welcomed everyone and asked them to introduce themselves.  **b. New Trustees to be approved by the Board:**   1. Favour Obinna Student Trustee 2. Paul Asare Student Trustee 3. Maeve Cowper External Trustee 4. Ismail Nizami External Trustee   New Trustees were ***Approved*.** | **Chair - SE** |
| **36.2** | **a.** [**Minutes of meeting held on 20th March 2023**](#_Draft_Minutes_–)  ***Approved***  **b.** [**Matters Arising (Action Log)**](https://studentmailuwsac.sharepoint.com/:x:/s/BoardofTrustees/EQazawMnLPZAsR0FAFHtMS0BCptADYdWMOb08-qMlsiQdg?e=g963VZ)  ***Approved*** | **Chair** |
| **36.3** | **Trustee Welcome and brief overview of the Union activities**  Sinéad gave the meeting an overview of the Union and the various committees. | **SD** |
| **36.4** | 1. [**Finance Report**](#_Finance_Report)   RS gave the meeting an overview of the layout of the finance report and how the Unions finances are managed so all new members are familiar with this.  RS invited members to familiarise themselves with this and invited members to contact her if they needed clarification on anything.  Q) Paul asked if this was this year’s accounts?  A) RS advised, yes this is the years accounts and at the end of the year this gets submitted to the accountants.  RS highlighted the following points to the meeting   * We have a deficit of -£2,409 for Apr 23 as opposed to an expected deficit of -£12,943 this figure is due to; * At the end of Apr 23 our cash at the bank was sitting at £128,811.30 plus a separate account holding £3,117.09 for society funds. * We are sitting at an overall surplus of £38,775 (Aug to Apr inclusive)   Anything you would like explained or to see in this report please let Romina know.  ***Finance Report and Management Accounts were: Approved.***   1. **Auditors’ approval**   Romina updated the meeting on her comparisons against other companies and recommended we continue with Milne Craig.  ***Approved*** | **RS** |
| **36.5** | [**Sabb Update**](#_Sabb_Update)  Report taken as read. | **VA and SE** |
| **36.6** | [**Chief Executive Report**](#_Chief_Executive_Report)  Report taken as read.  Q) Roddy asked regarding the student survey, is there any data on the distribution of our students across campuses?  A) Sinead has asked for this information so this will be sent on to the meeting in June when she receives this information. **Action SD**.  Sinéad also let the meeting know that Emily MacIntosh will be sitting on the board from UWS going forward.   1. Staffing: Contract changes:    1. Agree to have notice period kept at one month for all staff except for Senior roles.   Q) Maeve advised in her experience notice periods in this sector, from Welfare level it is 2 months’ notice.  A) Sinéad agree this needs to be grade specific.  ***Approved that Advisors, Team Leaders i.e. all on that grade to be 2 months’ notice, anything under this is 1month.***  Q) Paul asked if this is the same as the university  A) Sinéad advised yes, we are similar to the university.   1. Annual leave:    1. Annual leave year: change to be in line with academic year. Aug – July    2. Birthday leave: approve one day’s leave for birthdays in line with the rest of UWS.   ***Both b(i) and b(ii) were Approved***  Regarding the Board development days Sinéad asked the Board how many days they would want this over and what would you like to get out of this?  - Maeve suggested 2 days over 2 weeks.  - Roddy commented that Board meetings are very task focused and suggesting we look at strategic conversations also. Sinéad to give examples of previous development days so we can decide what would be useful.  - Paul agreed we need a separate day out with the Board meeting.  We will go for 1 day initially with an independent facilitator rolling this out. This will be an in-person meeting. **Action: CS** will send out a doodle pole.   1. Re: Board meeting for Budget and Operational planning approval for Monday 19th June.   Everyone at the meeting could do this day. CS to check with Mark and Yusuf if they can also make this. On Friday 16th Sinead will email out proposal.   1. Re: [Code of Practice with the University of the West of Scotland](#_Appendix_2:_CODE)   Roddy suggested it would have been handy to see the changes. **Action: SD** will email this again with the tracked changes.  ***Approved*** | **SD** |
| **36.7** | [**Support Services & Representation Team Report**](#_Student_Union_Support)  Report taken as read.  Maeve commented that when the hub received a large number of enquiries, it was useful to investigate why and to identify what the university are possibly failing to communicate to students.  **Action: SD** will get Jorgen to investigate what the high volume of advice calls are regarding. | **SD** |
| **36.8** | [**Commercial Report**](#_Commercial_Services)  Report taken as read. | **SD** |
| **36.9** | AOCB Re: Constitutional Review & Name change  This is ongoing Sinead to advise once minor changes are determined. | **Chair** |