# Logo, company name  Description automatically generatedDraft Minutes Board of Trustees

Thursday 22nd August 2024, 4.30pm, Paisley Union - Level 2

**Attendance & Apologies**

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|  **Members Present** |
|  | **Name** | **Title** |
| **OA** | **Omowaleola Adebayo** | President (Chair) |
| **RW** | **Roddy Williamson** | External Trustee (Vice Chair) |
| **MC** | **Maeve Cowper** | External Trustee |
| **FO** | **Favour Obinna** | Student Trustee |
| **AS** | **Aaron Sweeney** | Student Trustee |
| **TO** | **Timiebi Oyinpere** | VP Education |
| **ID** | **Immad Din** | VP Welfare & Wellbeing |
| **MS** | **Muhammad Saddique** | VP Student Development |
|  **In Attendance** |
| **RS** | **Romina Scott** | Deputy Chief Executive - Governance and Finance   |
| **DD** | **David Devlin** | Head of Student Union Support Services |
| **CS** | **Cristina Scarafile** | Finance & Admin Coordinator (Minutes) |
|  **Apologies** |
| **IA** | **Ismail Ali-Nizami** | External Trustee |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **PA** | **Paul Asare** | Student Trustee |
| **EM** | **Emily McIntosh** | UWS Direct of Student Success |
| **SD** | **Sinéad Daly** | Chief Executive |

1. **Welcome, opening, apologies & declaration of interests**

The Chair welcomed everyone to the meeting and noted all apologies.

1. **Democracy Review Discussion**

This meeting took place prior to the Board of Trustees meeting commencing. Separate minutes/actions were taken.

1. **Board of Trustees Meeting.**

3.1 There were no declarations of interest recorded.

3.2 Minutes were approved from the previous Board meeting which was held on the 27th of June 2024.

3.3Matters arising/Action Log

Bye Law 6 – Referenda and Policies: This will be part of the Democracy Review: DD redrafting this next week **Action: DD**

AOCB – External Teams Page to be set up for Trustees **Action: CS**

1. **Board Planning**

4.1 Membership of Committees

*Management Committee*

The Vice Chair confirmed to continue sitting on this committee along with the four

Sabbatical officers.

*Audit & Risk Committee*

All Trustees plus the President of the Union

*Appointments Committee*

The Finance & Admin Coordinator will email all Trustees when Appointment Committee has an action to check availability.

*HR Committee*

 All Lay Trustees plus the President of the Union

4.2 Recruitment for two Lay (External) Trustees was **approved**

1. **Finance Report & July’s Management Accounts**

These will be sent out separately for email approval due to time constraints of this part of the meeting.

**Action: Deputy CEO**

1. **Team Updates**

6.1 Deputy CEO Report

The Deputy CEO went through her report and highlighted the following:

* The Utility Invoices are being credited and capped at £50k
* The staff handbook is nearly complete
* We have a H&S meeting with the Sports Operations Manager from UWS this Wednesday to discuss the collaboration of an evacuation process for the Union building.
* Ayr update – The new venue renovations are progressing well and are on target to open in September
* Regarding the recent staff survey, initial analysis is showing an average improvement of 21% in all areas. This will be analysed in more detail.

The Board complemented the management team on their work with staff.

6.2 SUSS

The Head of Student Support Services gave the committee a verbal update of his and the department’s recent activities. Some of the highlights included:

* Attended the away days with the Sabbatical officers in Arbroath as well as assisting with the Wonkhe Training of Sabbs conference at Strathclyde Union.
* We are getting ready for freshers. We have completed all our tasks but there is a delay with the university regarding the bags.
* Freshers Day time events: We are holding workshops on friendship bracelets, sip and paint sessions across all 5 campuses. In addition, we have hired print clan so students can print their own design on totes bags.
* Regarding Issues for freshers. The SU are unable to provide nighttime events due to staff numbers. We asked university for assistance but unfortunately, they are unable to help. We reached out to Strathclyde Union who are going to collaborate an event with us.

The committee asked if the Union are putting on a bus for students for the Strathclyde event. The Head of Student Support Services advised we had priced this but is costing around £1,500 therefore we cannot provide a bus service however, due to Strathclyde Unions location it is accessible for public transport.

The committee asked how much Strathclyde are charging students for the event. The Head of Student Support Services thinks this will be a free event but will need to check.

* 1. Student Officers

The Sabbatical Officers each gave the committee a verbal update.

President/Chair

Is working on her manifesto’s and attended the following conferences/meetings

* SU away days in Arbroath
* Lead & Change conference in Birmingham
* Sparqs That’s Quality conference.
* Wonkhe training of Sabbs at Strathclyde Union.

Vice President Education

Advised he is having a lot of meetings with people who can help achieve his manifestos. He is also giving students the right information regarding, advice and Reps in their classes

VP Welfare & Wellbeing

Advised the committee he is currently working on a more achievable manifesto.

He has attended

* Senate,
* Graduations,
* NUS Conference in Birmingham

As well as scheduling other campus visits and meetings with the Advisory Team/Barbara.

VP Student Development

Advised that he attended the Graduations ceremony and met various UWS staff. His Lanarkshire campus visit has been postponed due to car issues. He attended the Lead and change conference in Birmingham.

For Freshers week he is involved in social media set up/student engagement with an aim to win the NUS award for student union of the year.

1. **Upcoming Committee Meetings**
* Executive Committee – 3rd of September at 10am
* Management Committee - 26th of September at 10:00am
* HR Committee – 26th of September at 4pm
1. **AOCB**

No further business was discussed.

Meeting closed.