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

Tuesday 26th March 2024, 4pm, Paisley Union - Level 2

**Attendance & Apologies**

|  |  |  |
| --- | --- | --- |
| **Members Present** | | |
|  | **Name** | **Title** |
| **UA** | **Uchechi Agbaraji** | President (Chair) |
| **RW** | **Roddy Williamson** | External Trustee |
| **MC** | **Maeve Cowper** | External Trustee |
| **IA** | **Ismail Ali-Nizami** | External Trustee |
| **FO** | **Favour Obinna** | Student Trustee |
| **PA** | **Paul Asare** | Student Trustee |
| **SE** | **Subuola Elufioye** | VP Education |
| **In Attendance** | | |
| **EM** | **Emily McIntosh** | UWS Direct of Student Success |
| **SD** | **Sinéad Daly** | Chief Executive |
| **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** | | |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **OA** | **Ovoke Adams** | VP Student Development |
| **MK** | **Manpreet Kaur** | VP Welfare & Wellbeing |

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

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

There were no declarations of interest.

1. **Board of Trustees Meeting.**

Minutes were approved from the previous Board meetings which was held in two parts on the 12th of December ‘23 and the 7th of February ’24

It was agreed that the Student Council minutes are added to the Board agenda going forward as well as added to the new External Board of Trustees Teams page.

**Action:** CS

[**2.2 Matters arising**](https://studentmailuwsac.sharepoint.com/:x:/r/sites/BoardofTrustees/Shared%20Documents/General/Board%20Action%20Log%20Progress%20Record.xlsx?d=w036bb3062c2740f6b11d050051ed312d&csf=1&web=1&e=OTTMbN)

**27.8 Bye Law 6 – Referenda and Policies**

DD advised that the papers are getting updated, and this will be completed by the end of next week. Also, the new Union Chair will be elected via the next Student Council meeting on 27.3.24.

**7. Annual Review of Bye Laws**

Discussion at the last meeting around a disconnect regarding communication between the sub-committees and Board. (SD) A new external Board of Trustee Teams page has now been created where all minutes from the Board and sub-committee minutes are located.

1. **Sub Committees Update**

Upcoming Committee dates

* Executive Committee (9th April)
* Management Committee (25th April 10am-12noon)
* Audit & Risk (28th May 4-6pm)

Management Committee (25th July 10am-12noon)

1. **Student Officers Update**

It was agreed this report has been taken as read.

(SE) Discussion regarding the challenges with the Exceptional Progression offered to students due to the cyber-attack which allows students to progress from one year to the next without necessarily having the credits to progress. There is an issue with some Post Graduate students only having 80 credits which has left them with an 80 credit deficit, equivalent of 4 modules.

The Sabbatical Officers are holding focus groups for students at the end of March and beginning of April across different campuses. Coffee and breakfast will be served at different campuses to engage with students and get their feedback.

VA is currently at the ACUI conference in Denver and will feedback once he is back.

1. **Student Support Services Report**

This report was taken as read.

DD gave the following verbal updates:

The Big elections were a great success with a total of 2,683 votes being cast. We have 4 new sabbatical officers elected and are starting our onboarding process. We are currently still analyzing the information from the elections.

Advice service less busy than it was this time last year. The Membership team are looking into this.

There was an increase in hardships due to cyber-attack, approximately £3,000 which is getting reimbursed to us from the university.

Paws for stress was a huge success. Paramedic society requested we do this again for them over the summer and we have just had confirmation this will be going ahead.

SD commented that the team have done exceptionally well in delivery of elections, so well done to David and his team.

1. [**Finance Report & Deputy CEO Report**](#_Deputy_CEO_Report)

This report was taken as read.

RS held a meeting prior to the current meeting starting to offer attendees time to go through February’s management accounts and answer any questions or clarify information. There were no attendees to this meeting therefore RS made the following suggestion going forward. When the agenda and papers are sent out, if anyone has any questions to get in touch with RS at [Romina.scott@uws.ac.uk](mailto:Romina.scott@uws.ac.uk) prior to the Board of Trustees meetings.

Approved – February’s Management accounts.

Approved - Credit card application.

Approved – Added wording in the Sabbatical Officer contract.

1. **CEO Report**

It was agreed this report has been taken as read.

* 1. **Democracy review**

Democracy Review was discussed in greater detail at the meeting. This will be completed by the 27th of June 2024 for voting at Student council in October 2024.

**7.4 Operational Planning for 2024-25**

The SD commented we are hoping to get confirmation of our budget in April, and we are currently working on operational planning for this. We will need to arrange a short meeting at the end of April to discuss and agree the operational planning.

A discussion continued regarding some of the proposals, including the criteria for candidates running for sabbatical officer posts. Also, SD gave clarification on the proposal of part-time sabbatical officers in that, they could continue their studies and work part-time however, workload would need to be looked at.

CS to circulate some dates for April to discuss the budget.

**Action: CS**

**7.5 Partnership working**

Discussion on Board members being involved in the Short Life working group along with the Sabbatical Officers. The following Lay Trustees volunteered to be involved in this.

* Ismail
* Roddy

1. **AOCB**

8.1 CS will send out a poll to see if changing the Sabbatical Officer dinner and Extended Board meeting to Friday the 28th June is suitable.

**Action: CS**

8.2 Regarding the Big Awards, those who have not already, can you let UA know if you are able to attend the Big Awards.

Meeting closed.