# Logo, company name Description automatically generated Minutes of Board of Trustees Meeting

Wednesday 27th of April, via Teams

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

**Minutes**

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| **Item No** | **Item** | **Lead** |
|  | **Welcome/Previous Minutes**  Everyone was welcomed along to the meeting today and thanked for their attendance  We will approve the 27th of March’s minutes and this meetings minutes at the next Board meeting. | **Chair** |
|  | **Chief Exec Proposals for consideration**  Sinéad advised the meeting of the following points;   * The University will be giving the Union a 10% uplift to our Block Grant for next year which is much less in what we needed to fulfil all the proposals we wanted to do. * On Monday Sinéad met with UWS Commercial to see if they could offer us any support as advised by UWS, however UWS Commercial advised they are not in a position to help us. They have already reduced their staff to minimise their outgoings due to also not making as much income.   Sinéad went on to discuss the below figures;    Q) Are the university adding additional funding due to the increase in gas and electricity?  A) No as the 10% uplift is to include this.  Q) Is there any other funding we can access for example from the Scottish Government?  A) All extra funding has exhausted. We are looking at the possibility of another entity/pub taking over Ayr.  Sinéad added as our outgoings are different from month to month, we are going to ask university to dispense the grant income, so payments are in line with this, as we did last year, so we have enough in the bank each month.  Q) What has the footfall been like in commercial over the last while?  A) Rose advised the footfall is following patterns from 2019/20, we have managed to keep more engagement this year, but the natural dips are still present for example dips during exam time. Student’s feedback was that they do want us to continue to arrange events and this is showing as the events have been successful and there are a lot of returning customers.  Sinéad opened the meeting for discussion regarding the proposal for Ayr which is to drastically alter the provision, by closing the campus and offer a monthly event using the central commercial staff to cover this regarding staffing.  Ellie wanted members to be aware of the risk regarding the political context/consequences of doing this, and if we do proceed with the proposal that we need to be really clear to students that we do not want to do this.  Q) How much does it cost to keep Ayr open for the year?  A) For staff only, it is £25,000. Paisley had been subsidising Ayr as it was loss making.  Q) Regarding the university’s relationship with local businesses, is there a possibility of speaking to these businesses and see if they can invest some funds?  A) This is something we could ask to see if there is any potential of this. Also, another option we could look at is a local pub possibly taking over the space.  Q) What would happen to the space if it closed?  A) We have staff there 3 days a week so can be used by students when requested. Currently it is being used by students for various cinema nights.  Q) Why does the University not integrate this space with regards to their music school for example and use it for live bands, open mic etc so they can showcase their work? Or put on events and charge at the door?  A) It was agreed this would be good if the university did this. Rose advised however, that regarding open mic, she received feedback that the equipment quality was not great.  The space has been used a lot by students for create videos.  Regarding charging at door, Rose advised from experience she has had numerous students leave at the door refusing to pay an entrance fee. Additionally, a student put on a night and charged an entrance fee which resulted in only 15 people turned up.  Q) Ayr college cooking class could we utilise them?  A) Ellie advised that she had looked into them already and they would not support this.  Rose has also been trying to get in contact with Ayrshire College and had very limited feedback.  Sinéad added the following comments;   1. All the ideas above were great however, if we don’t have a member of staff at Ayr we will be unable to deliver on these. 2. Regarding the Bar Supervisor in Paisley, from a Health and Safety and logistical perspective it would not be feasible to run Paisley without Rose having a second in command to provide the level of service to students we would like to provide. 3. Sabbatical officer support to be altered due to funding and instead reconfigure our Student Rep and Training Coordinator to include sabbatical officer support. 4. Membership Admin support would have a huge effect in freeing up the Coordinators to focus on the engagement work. 5. Proposal to amend the London post to be a Student Rep Coordinator based in London.   Ellie encouraged everyone to add any feedback/comments on the Teams page over the next week or so.  Sinéad advised budgets and further information will be sent out to assist with decision making. | **Chair/ Sinéad** |
|  | **Date of Next meeting Wednesday 25th of May – time to be advised**  **Level 2 of Student Union.** |  |

Action Log – for Board of Trustees

**Overdue Action (red text)**

**Live (amber text)**

**Complete (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 | **Complete 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 | **Complete** |
| 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 | **Complete**  **Not complete**  **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 | **Complete**  **Complete** |
|  | **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**  **Needs to go out via email as missed on last student council. Court representative. Sabina will do**  **Complete** |
| 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**  **Complete** |
| 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** |  | **Complete**  **Complete** |
| 28th Sept 2021 | **28.8** | **Sabb Update** | * Council Policies to be circulated | **EG** | 12th Oct | **Complete** |
| 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** |  | **Complete** |
| 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 | **Complete** |
| 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 Mar2021 | 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** |