# Logo, company name Description automatically generatedMinutes Board of Trustees

Wednesday 30th October 2024, Via Teams and SU Boardroom Paisley

**Attendance & Apologies**

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| **Members Present** | | |
|  | **Name** | **Title** |
| **OA** | **Omowaleola Adebayo** | New President (Chair) |
| **RW** | **Roddy Williamson** | External Trustee (Via MS Teams) |
| **MC** | **Maeve Cowper** | External Trustee (Via MS Teams) |
| **IA** | **Ismail Ali-Nizami** | External Trustee (Via MS Teams) |
| **PA** | **Paul Asare** | Student Trustee (Via MS Teams) |
| **TO** | **Timiebi Oyinpere** | New VP Education |
| **ID** | **Immad Din** | New VP Welfare & Wellbeing |
| **MS** | **Muhammad Saddique** | New VP Student Development |
| **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 |
| **CS** | **Cristina Scarafile** | Finance & Admin Coordinator (Minutes) |
| **Apologies** | | |
| **EM** | **Emily McIntosh** | UWS Direct of Student Success |
| **AS** | **Aaron Sweeney** | New Student Trustee |

1.1 **Welcome, opening, apologies & declaration of interests**

The Chair welcomed everyone to the meeting and noted apologies from EM and AS. The Chair also noted that MC would be joining at 4pm and IA will be joining intermittently due to travelling.

There were no declarations of interest noted.

1.2 Resignation of Lay Trustee

The Chair advised the committee of the resignation of Lay Trustee, Mark McRitchie and

thanked them on the behalf of the committee for their many years of service to the Students’ Union and wished them all the best in their future endeavours.

2. **Audit and Risk Committee**

Items 2,3, & 4 on the agenda was related to the Audit and Risk Committee and minutes are separate.

5. **Board of Trustees Meeting.**

5.1Minutes of Meeting Held on 22nd August 2024

The Minutes of the meeting held on the 22nd of August 2024 were approved.

*At this point of the meeting Lay Trustee IA left the meeting.*

5.2[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)

Finance Report & Management Accounts for July 2024. This action has been completed.

The Deputy CEO added that this action has now been closed but requested when emails are sent for approval, if Board members could respond as not everyone had responded.

6. **Finance**

6.1 Deputy CEO/Finance Report

This report was taken as read with the attention of members drawn to the following

* Regarding the ‘Core Activities’ from the report, some of the bar stock had been sold to UWS and SU staff which generated some income, and the remaining stock which cannot be sold will be written off.
* There was a slight overspend on the Freshers budget as more merchandise was given to students. The Head of Student Union Support Services advised this overspend will be absorbed from other budgets from this department.

Regarding the Management Letter for the upcoming Audit, there was a thorough discussion by committee members on what course of action should be taken regarding the missing funds identified from the Paisley and Ayr commercial balances totalling £1,350. The committee agreed to not pursue this via the small claims court and write this off due to the lack of evidence on who is responsible, as well as the additional cost this will incur to assign resources to investigate this with a likely unsuccessful outcome.

The committee also highlighted the recent changes announce by the Government regarding the national minimum wage. The Deputy CEO advised these changes will be reflected in the October’s management accounts.

***Action: RS***

The figures for August 2024 and September 2024 were **approved.**

6.2 The Management Accounts for September 2024 were **approved.**

7 **CEO Report**

This report was taken as read.

The CEO expanded on the audit, which was being undertaken by the university, in that the CEO and Head of Student Union Support Services had attended a meeting with the auditor to identify the ways in which we are adhering to the Education Scotland Act. The meeting was successful with only a couple of non-compulsory recommendations advised which we will however be implementing such as adding a frequently asked section on our website with information on how to ‘opt out’ of the Students’ Union. Also, regarding our affiliation fees, these will be included in our public accounts.

***Action: SD & RS***

The CEO advised, regarding the Hardship Grant Strain in the report, discussions with the university are on-going and the Head of Student Union Support Services is drafting a report that will be submitted to the university.

7.1 Auditor Report

A member of the committee highlighted that the numbers regarding the voter turnout across campuses and level of study are not adding up correctly. (RW) will email The Head of Student Union Support Services specifically what needs to be checked with MSL before this report is submitted to the auditors. ***Action: RW & DD***

This report can be approved once the voter turnout figures are checked and confirmed as accurate.

8 **Student Support Services Report**

This report was taken as read.

The Head of Student Union Support Services drew the attention of the committee members

to the following highlights

* 3,631 students attended our fresher’s fairs, which were delivered across all five campuses for the first time.
* We supported 26 society welcome events for over 712 students.
* We have 339 Reps reported to us from Schools and have begun this year’s rep training.
* We resolved another issue with our data flow from UWS.
* The Advice service has seen the most students that it ever has for the first 3 months of the academic year. This has been driven by enrolment issues, with many students in social work being affected in delays with their SASS funding causing issues in going out on their placement. Further details are given in the report.

9. **Student Officers Update**

This report was taken as read.

10. **Sub-Committees**

The Finance & Admin Coordinator will look into the suitability of changing the next Board of Trustees meetings to a Thursday. ***Action: CS***

11. **AOCB**

The VP of Education and Student Trustee (PA) volunteered to sit on the panel for the upcoming Trustee interviews. ***Action: TO & PA***

There being no further business, the Chair declared the meeting closed.