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Description automatically generatedMinutes Board of Trustees

Tuesday 31st October 2023 4pm, Paisley Union - Level 4, Boardroom

**Attendance & Apologies**

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| **Members Present** | | |
|  | **Name** | **Title** |
| **UA** | **Uchechi Agbaraji** | President (Chair) |
| **RW** | **Roddy Williamson** | External Trustee |
| **IA** | **Ismail Ali**-**Nizami** | External Trustee |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **MC** | **Maeve Cowper** | External Trustee |
| **PA** | **Paul Asare** | Student Trustee |
| **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 |
| **SG** | **Sarah Graham** | Venues Manager |
| **CL** | **Claire Lumsden** | Student Representation & Training Coordinator |
| **CS** | **Cristina Scarafile** | Finance & Admin Coordinator (Minutes) |
| **Apologies** | | |
| **EM** | **Emily McIntosh** | UWS Direct of Student Success |
| **YQ** | **Yusuf Qureshi** | External Trustee |
| **SE** | **Subuola Elufioye** | VP Education |
| **OA** | **Ovoke Adams** | VP Student Development |
| **FO** | **Favour Obinna** | Student Trustee |
| **MK** | **Manpreet Kaur** | VP Welfare & Wellbeing |

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| **Item No** | **Item** | **Lead** |
| **1** | **Welcome**  The Chair welcomed everyone to the meeting and noted all apologies. | **Chair** |
| **2.** | **Quality Arrangements and Student Engagement Briefing 23-24**  CL delivered a presentation to the Board which gave the Board an oversight of key developments in the quality arrangements for UWS and the HE sector.CL will send CS a copy of her presentation to forward to the Board. **Action: CS**  **Q)** A member of the committee asked why we wouldn’t go down the partnership route to gain information instead of Freedom of Information (FOI) route?  **A)** We could do that but means we have the FOI route as a backup if we are not provided with the information we ask for.  A member of the committee suggested Freedom of Information (FOI) requests should be used sparingly therefore having a conversation via the partnership route would be much better and less laborious.  CL left the meeting. | **Claire Lumsden** |
| **3** | **Audit and Risk Committee**  Items 3, 4, 5 & 6 on the agenda was related to the Audit and Risk Committee and minutes are separate. | **Chair** |
| **7** | **Board of Trustees Meeting.**  **2.1** [**Minutes from last meeting**](#_Draft_Minute_of)  Could not be approved due to the meeting not being quorate so will require email approval. CS will email this out to the Board to get approval and update minutes.  **Action: CS** |  |
| **8** | **CEO Report**  SD said the meetings she has been having with Neil Morris have been really positive and supportive of the Students’ Union.  SD also advised that she is trying to get more funding for London.  A member of the committee suggested visiting Bucks to introduce ourselves to the upcoming replacement.  SD advised she had met with Archie and Liz O’Reilly regarding a sustainable model for Ayr.  A member of the committee requested the London campus paper be sent out once complete.  **Action: SD** | **SD** |
| **9** | **Finance Report and Management Accounts**  This report was sent during the meeting. Once the Board have had time to review this RS welcomes the Board to reach out to her for any clarification or questions.  Approval required via email once Board have had time to review documents.  **Action: CS** | **RS** |
| **10** | [**Student Support Services Report**](#_Student_Union_Support)  Report taken as read.  DD commented that we are delivering on what we have promised, however, long term, as the staff are going above and beyond they cannot sustain this, he is concerned of burnout and staff retention.  SDadded this was discussed during the staff meeting on Friday with regards to what must give.  DD also added, we don’t have the capacity to train someone just for six months. | **DD** |
| **11** | **Venues Report**  This report was sent during the meeting. Once the Board have had time to review this SG welcomes the Board to reach out to her for any clarification or questions. | **SG** |
| **12** | **Student Officer Update**  UA gave the meeting a verbal update.  Q) A member of the committee asked if the sabbatical officers are finding it difficult to communicate with the students?  A) UA said yes getting feedback from students and also sharing feedback to students has been really difficult due to the Cyber Attack. CL had set up a Teams page for student reps which has been really helpful. | **Student Officers** |
|  | **Close**  **Next meeting Tuesday the 12th of December 2023.** |  |