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

Tuesday 13th December 2022 4pm, Level 2 Paisley Union,

**Attendance & Apologies**

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|  **Members Present** |
|  | **Name** | **Title** |
| **KA** | **Kehinde Awolaja** | VP Welfare and Wellbeing (Chair) |
| **RW** | **Roddy Williamson** | External Trustee  |
| **MH** | **Mark Hamilton** | External Trustee |
| **KS** | **Kimberly Slessor** | Student Trustee |
| **OA** | **Ovoke Adams** | VP Student Development |
| **MMcR** | **Mark McRitchie** | External Trustee |
| **YQ** | **Yusuf Qureshi** | External Trustee (votes given in writing) |
| **SE** | **Subuola Elufioye** | VP Education |
|  **In Attendance** |
| **AW** | **Alex Webb** | Milne Craig |
| **PT** | **Paul Thomson** | Milne Craig |
| **MC** | **Maeve Cowper** | UWS Head of Student Development  |
| **AM** | **Archie MacIver** | UWS Director of Finance  |
| **SD** | **Sinéad Daly** | Chief Executive |
| **DD** | **David Devlin** | Head of Student Union Support Services |
| **RS** | **Romina Scott** | Finance Manger  |
| **RA** | **Sarah Graham**  | Venues Manager |
| **CS** | **Cristina Scarafile** | Finance & Admin Coordinator (Minutes) |
|  **Apologies** |
| **CW** | **Catherine Whatley** | Student Trustee |

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| **Item No** | **Item** | **Lead** |
| **34.1** | **a. Welcome, opening, apologies & declaration of interests**The Chair welcomed everyone to the meeting today and thanked for their attendance**No declarations of interest were given for this meeting.**  | **Chair (Leye)** |
| **34.2** | **Presentation and adoption of audited accounts**Our auditors Alex Webb and Paul Thompson from Milne Craig Chartered Accountants presented this year’s Annual Audited Accounts. * Accounts were submitted and no significant issues were raised

**Approved at meeting**Alex and Paul thanked Romina for all her work and support over the year. Q) Roddy mentioned about us using the same account for all funds.A) Accountants agreed it would be beneficial to have these over 2 institutions. Romina said there is a 17 week waiting list for Barclays, she has already put application in. **Action RS: We need to put out to tender our contract for new accountants.** Sinead thanked Milne Craig for all their help. Alex & Paul left the meeting.  | **Alex Webb & Paul Thompson -** **Milne Craig** |
| **34.3** | **a.** [Minutes of meeting held on October 22nd 2022](#_Draft_Minutes_of)**Approved at meeting****b.** [Matters Arising (Action Log)](#_Action_Log_–) | **Chair (Leye)** |
| **34.4** | 1. [**Finance Report**](#_Finance_Report)
2. **October Management Accounts**

**Both were approved at this meeting.**  | **RS** |
| **34.5** | **Change of Name**1. This board approves changing the name from the Students’ Association of the University of the West of Scotland to the University of the West of Scotland Students’ Union. This will be effective immediately.
2. Approved changes to constitution and signing new Memorandum and Articles of Association.

**Both of the above was approved.**1. Are you going through the constitution?
2. Yes, there are only some changes, ordinarily resolution of 28 days’ notice

**Action:** CS to put this on the March’s Board so Trustees meeting to suggest any changes or anything to be removed. |  |
| **34.6** | [**KPI Update**](#_Student_Support_Services)David explained some of the KPI targets may need looked at as they need to be more realistic. | **DD** |
| **34.7** | [**Chief Executive Report**](#_Chief_Executive_Report)Sinéad advised the meeting on the following points;* We need our own H&S policy as we are our own entity. We have always followed UWS H&S policy, but we have been advised we need our own policy and legal advice.
* There has been a high staff turnover over the past year.
1. Bye Law Update

Propose to put back to AGM1. New Union Space information

Sinead went through the plans put forward for the new Union proposal.The timeline is extremely tight, we need to have Indicative plans submitted by February. Working through a large list of tasksQ) Kimberley commented her concern would be the library student’s being disrupted.A) Sinead advised this has been flagged up.Q) Archie commented that neighbours hadn’t been consulted. And also, is a very large undertaking in a short time.Q) Maeve echoed Archies concerns that the neighbours have still not been advised and there is a lot of further consultation and discussion needed.Q) Roddy echoed the rush on this. Also having everyone spread out so much is not good. What is the reason for the move are uws wanting the union space? A) Archie replied the uws does not need the Union space. Archie feels uncomfortable that the decision has been made with no discussions. Further comments were made: Sinead said her understanding of the review for net zero was looking at who is being housed where and the architects were actioned. Her main issue was noise and being spread out – the corridor is not very nice. So we have instead sent our list of needs for this to work. Archie commented that the net zero aim is for 2040. Maeve commented on security may cause a significant issue for the rest of the building. Q) Sinead asked Archie what would be the best way to take this forward? A) Archie will speak to Martin regarding the discussion from today’s meeting. Archie suggested the student’s union look at the immediate challenges and barriers and share this with the university. To look at some tactical solutions that we can help each other with to achieve a better outcome.  | **SD** |
| **34.11** | **Policies** 1. [Safeguarding Policy](#_Safegaurding_Policy)

We need staff training for this – Claire, David and Sinead will go for this training. All societies will need to be aware of our procedures going forward. We need to confirm with Disclosure Scotland details on implemented staff disclosures to assist with our safe space policy. 1. [Health & Safety Policy Statement](#_Health_and_Safety)
2. [Health & Safety Policy](#_Health_and_Safety_1)

**Safeguarding, H&S Policy Statement and Policy approved at meeting** | **Sinead**  |
| **34.12** | AOCB* **Board Membership Update**

Mark Hamilton has handed in his resignation. Sinead will arrange a meeting with Mark and the rest of the board to get some feedback on being a board member so we can send out application packs for the New year. Urgent action. * **AGM**

Fri 27 January 2023 in person – Paisley. Any suggestions of inspirational speakers to invite to this meeting please put suggestions on Teams.  |  |
|  | **Date of Next Meeting**AGM Date to be confirmed Thursday 26th or Fri 27 January 2023 | **Chair (Leye)** |