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| **Trustee Board** Date: **Wednesday 18 April 2012**  Time: **5pm**  Number: **9**  Venue: **Committee Room 1, Student Union, Riccarton** |

In the Chair: Stefan Kay, Trustee (SGK)

Also Present : Susan Kirkman, Trustee (SK)

Brian Hay, Trustee (BH)

Olga Kozlova, Trustee (OK)

Vicky Ingram (VI)

Mike Ross, President (MR)

Katie Barr, Vice-President (SBC) (KB)

Apologies: Jamie Nutter, Corporate Services Manager and Deputy CEO (JN)

Fiona Hall, Finance Advisor (FH)

Aiden McDonagh (AM)

Lara Rivans, Trustee (LR)

In Attendance: Gail Edwards, Chief Executive Officer (GE)

Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**6.3 Circulate List of Staff responsible for Budgets GE**

**7.5 Comments on Final Audit to CEO by Monday Trustees**

**8.1 Governance Developments Fixed Item on Agenda Exec Assistant**

1. **MINTUES OF THE 8TH MEETING**

1.1 Matters Arising covered in meeting.

1.2 The Minutes were duly passed.

1. **EXECUTIVE UPDATE**

2.1 **Edinburgh**

2.1.1 **RBS**: MR reported that RBS had reconsidered the closure of the Campus Branch and would now open from 12noon to 4pm on Monday, Tuesday, Thursday and Friday. This wasn’t ideal but he would keep the discussion open and see what else can be done.

The Executive would certainly try and get longer opening hours during Freshers’ Week at least.

2.1.2 **Award**: MR reported that we had won the Scottish Student Union of the Year for 2012. MR thanked the Trustees for all their invaluable work and assistance, keeping us on the right path. MR recently did a review of the year for the website and could hardly believe all the Union had achieved.

2.1.3 **Strategic Plans**: MR had taken the Union’s Strategic Plan to Senate who had warmly welcomed the document.

There had been good input from students for the University Strategic Plan at a recent Focus Group.

2.1.4 **Refurbishment**: MR informed the Trustees about the potential for more refurbishment over the summer holiday period. GE and MR had met with the Project Manager in Estates and they had come up with a proposed plan. It was a smaller amount of money than last year, but as most of that had been spent on compliance this year’s funding would go towards facelifts, outward facing upgrades.

A discussion took place on long term plans for the Union.

* + 1. **Local Council Elections**: The Executive have done some campaigning and got together at the Edinburgh Student Forum and led on an activist development training programme which had been held here at the Union, with funding from the Edinburgh Student Congress.

The campaign had been entitled Voice Your Vote and had included MR speaking to several Councillors to see if students would have an impact – in numbers they were very powerful. The reaction had been very positive. Quite a few projects were already started and should move towards more involvement in community projects for students.

MR and GE had visited the Scottish Parliament and organised a stall to showcase the work the Union were doing. Lots of MSPs were present.

2.2 **Scottish Borders Campus**

2.2.1 **Committees**: KB Reported that they were looking at how their mini version of the Executive would work out and were currently putting together a plan of action on this. This included School Officers and meeting with Heads of Schools on how to go forward with the current set up.

2.2.2 **Freshers’ Week**: KB was working hard on how to improve the events etc from last year, a difficult task.

2.2.3 **Borders College**: KB was lobbying the College to make a student space for the younger students. They need a better suited area and will involve the College students in the campaign.

1. **UPDATE FROM CHIEF EXECUTIVE OFFICER**

3.1 The CEO Report had been circulated before the meeting and GE went over the various points which were then discussed.

1. **FINAL AUDIT and REPORT with FINANCIAL STATEMENT**

4.1 The papers had been circulated before the meeting, the deadline for comments was set at Monday 23 April.

4.2 *The Meeting went In Camera at 5.42pm*

4.3 *The Meeting was Out of Camera at 5.46pm*

4.4 There were lots of positives mainly events and awards. As well as indications that the Union was moving forward.

1. **MANAGEMENT ACCOUNTS**

5.1 There were still some queries in codes and allocations in places. GE took the Trustees through the Papers.

5.2 There were several suggestions that would be reflected upon.

5.2.1 ***The Trustee Board agreed Accounts.***

5.3 It was agreed that the cost centres for catering, bar and venues needed to be looked at. The GE confirmed that the menus were being looked at and we would be trying to change the atmosphere of the venues to make it more relaxed and friendly.

1. **BUDGET**

6.1 An updated paper had been circulated. GE went through the main headings. Bar and Catering need to be looked at.

6.2 BH suggested that accountability is needed for various sections of the Budget. There should be a named person for each section. This should be brought in as soon as possible. GE agreed and said she would engage with the budget holders.

6.3 GE was asked to circulate a list of the people responsible for parts of the budget. We would aspire to getting written agreement on this responsibility and getting each person responsible to sign the agreement.

OK left the meeting at 7pm.

6.4 ***The Trustee Board agreed the Budget as an operational budget***.

1. **OPERATIONAL PLAN**

7.1 GE went through the papers that had been circulated. GE explained about the workshops on the strategic plan which were used as a basis for putting ideas into operation.

7.2 The Operational Plan will be revisited after the Office Bearer Training in May and the proposed Plan will be reissued at that time.

7.3 SGK and BH stated that there was a lot of work involved in the Operational Plan, perhaps too much, need to prioritise with the Office Bearers to work out priorities for the month, year etc. Perhaps an A, B, C plan, ie A = Have to do, B = Good to do, C = Aspire to do next semester, year etc. A constructive discussion took place on these points and others.

7.4 BH pointed out that while it was commendable, the Union should not be sucked in to try and outdo ourselves each year, if a job is done well and is successful, then that is sometimes enough. The Union needs to be realistic about resources. There would need to be an analysis done on what can be done with the funds available. The Union needs to get the balance right between time, budget and staffing levels.

7.5 The Trustees Board was asked to take away the Final Audit and send in any comments to the GE by Monday.

1. **GOVERNANCE DEVELOPMENTS**
   1. This would be added to the Agenda as a fixed item.

8.2 The training for Trustees would be extended to keep current with developments.

8.3 Executive would have input into the choices for Student Trustees. A final selection would be a joint decision by Trustees and Executive.

8.4 Good quality candidates would need to be sought as the process was starting again. One of the current Student Trustees graduates this year.

8.5 The Union should get the procedures in place and ready to go for recruitment. Trustees need to be looked at as well next year.

8.6 MR was looking into governance structure to get University Staff aware of governance and what it means.

1. **DATE OF NEXT MEETING AND CLOSURE**
   1. The next meeting was scheduled for Wednesday 6 June at 5pm.
   2. SGK will be on holiday at that time, BH would stand in as Chair at the next meeting.

9.3 Meeting closed at 7.30pm.