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| **Trustee Board** Date: **Wednesday 19 September 2012**  Time: **5.30pm**  Number: **11**  Venue: **Committee Room 1, Student Union, Riccarton** |

In the Chair: Stefan Kay, Trustee (SGK)

Also Present : Brian Hay, Trustee (BH)

Lara Rivans, Trustee (LR)

Susan Kirkwood, Trustee (SK)

Mike Ross, President (MR)

Katie Barr, President (SBC) (KB)

Laura Gregson, Vice President LG)

Apologies: Olga Kozlova, Trustee (OK)

Vicky Ingram (VI)

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

Jamie Nutter, Head of Corporate Services and Deputy CEO (JN)

Fiona Hall, Finance Advisor (FH)

Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**2.2 Look over Auditors Report and send Comments to CEO Trustees**

**2.6 Invite Auditors to Meet Trustees on 5 December at 4pm CEO**

**6.2 Selection Process for Student Trustee BH, OK & MR**

1. **MINUTES OF 10th MEETING**

1.1 **Factual Corrections**:

Susan Kirkwood tendered her apologies for the meeting.

Item 4.11 remove from Minutes.

1.2 The Minutes were duly passed.

1. **AUDITORS REPORT**

2.1 The CEO explained that some more work was needed on policies and then make a statement in accounts. They would be signed off in November.

2.2 The Trustees would take away the Reports, make any comments to the CEO via email. The Report would then be signed off and the audit would end in November.

2.3 The mid audit draft was tabled for discussion, Fiona Hall went over the Report for the benefit of the Trustees.

2.4 BH asked if any advice was needed on any particular points or if there were any points to be looked at specifically. The CEO said no, just to look it all over.

2.5 The CEO reported that the auditors could be invited to the next Trustees meeting on 5 December to enable the Trustees to meet them and to discuss any points formally before sign off. BH and SGK agreed this was a good idea.

2.6 The CEO would invite the Auditors to the next Trustees meeting in December.

1. **FINANCE UPDATE**

3.1 The CEO reported on the up to date situation regarding the Finance Dept and the Finance system. There had been an Emergency Trustee Board meeting last week. SGK had written to the Principal and asked how to go forward. The Principal had replied.

3.2 The decision was taken at the meeting to bring it to the Trustees Board and to go ahead ourselves with a solution.

3.3 The Trustees had been issued a paper giving details on the different options open to the Union for a solution to the current situation.

3.4 FH reported on figures given with more detail on development/options given. The CEO clarified some points when questions arose. BH asked for more details on the Sun systems. SK asked for information on the running costs. FH answered both points.

3.5 The Trustees asked several questions and made various pertinent points. The CEO went over options and fully updated the Trustees on the current situation.

3.6 FH gave independent view based on current knowledge. BH asked about staffing implications and options. The CEO answered the question and gave an update.

3.7 SK was asked for her opinion and she felt that given the reports which had been circulated and the papers at the meeting that SUN was the preferred option and the way to go forward.

3.8 LR agreed that given the information available this was the preference.

3.9 BH was concerned that other options should be kept open. The SUN contract should be negotiated on the basis of three years but any Manager should cover both systems to go forward to Oracle, keep flexible on finance systems.

3.10 After further discussion and input from SGK the CEO took the Trustees through the budget paper and implications for the forthcoming year.

3.11 MR gave his opinion on the whole the situation with the new finance system. He wondered how to take the message forward to the students, on the money being spent on a finance system and how it had impacted on our services to them, this could be difficult. Executive decisions can be made re budgets on services to students.

3.12 Discussion ensued about how to go forward informing the University of our decision to go elsewhere for a finance system.

3.13 SGK asked for formal approval from the Trustees to go forward with the SUN system and start work on getting it in place right away. The approval was given and FH was thanked for all her work on the project.

Fiona Hall left the meeting.

1. **SABBATICAL REPORTS**

4.1 LG went over the Sabbatical Report which covered Refurbishment, Priority Campaigns, Freshers Week, MPs/Press and Halls of Residence.

4.2 **Refurbishment**: The latest refurbshment in the Union Building had a good response from the Students.

4.3 **Priority Campaigns**: MR added to the Widening Access Campaign informing the Trustees of the up to date information on this issues. The targets set need to be more ambitious.

4.4 **Freshers Week**: Great to see more students engaging with the Union. Super Week.

4.4.1 KB gave a brief review re SBC – very good overall. All students happy with new Halls. Teething issues with the Halls will try and keep communications open to get them dealt with. Some students were left in the older Halls, but as the accommodation there was rent free there were no complaints, and they would be there for just two weeks more.

4.5 **MPs/Press**: Lothian Buses issue – overcrowding on the buses – more pressure can be brought to bear through local Councillors and Community Council contacts. The Safe Drinking campaign was tied in with the Zombie event and the Evening News ran a story on this with LG looking good in the picture.

4.5.1 KB went to Michael Moore who was visiting the SBC students on 23rd September to go over local issues.

1. **UPDATE FROM CEO**

5.1 The Report was circulated and the CEO went over the Report verbally and answered any questions which came up.

5.2 The Union would be organising a Question Time on 20 October on a drop in basis for students to come along and questions the OBs and Sabbaticals on the work they have done.

5.3 The AGM would be held on 16 January.

5.4 Sabbatical Elections would take place on 18 February. BH asked if it would be beneficial for the new President to be included in the proposed trip to Australia and Dubai. As the timing was not good for the incoming students, it was felt that MR would pass on his experience in Dubai and the CEO would pass on her experience from Australia.

5.5 The annual review of the Health & Safety Management System was due in October, as the University was conducting their own extensive review we would wait until after that time, don’t know the dates yet, spring possibly, the CEO would check in December.

1. **STUDENT TRUSTEES**
   1. We are one short on the Student Trustees. Applications were on line now for students to apply. The selection process would take place when go forward to the Trustees for final decision.
   2. BH was asked to be involved in the process. It was decided that BH, OK and MR would do the selection. Then the new Trustee would be introduced to the Board in person.
2. **GOVERNANCE DEVELOPMENTS**

7.1 Nothing to add to the previous reports. New Charities legislation was to be introduced in 2014 which would have implications for the Union. This would be checked out at a later date.

1. **DATE OF NEXT MEETING**
   1. The next meeting was scheduled for Wednesday 5th December at 5pm.
   2. The Trustees would meet the Auditors at 4pm on the 5th, this meeting being attended by Trustees only.