|  |
| --- |
| **Trustee Board** Date: **Wednesday 11 November** **2015**  Time: **5.30pm** Number: **25**  Venue: **Committee Room 1, Student Union, Edinburgh Campus** |

**In the Chair**: Brian Hay, Trustee (BH)

**Also Present** : Sharon Baines, Trustee (SB)

Stephanie Harper, Trustee (SH)

Samantha Forsyth, Trustee (SF)

Peter Gilchrist, Vice President SBC (PG)

Sahara Choudhury, Vice President Wellbeing (SC)

Miranda Matoshi, Vice President Community (MM)

Philip Wiltshire, Student Trustee (PW)

Uyi Alex Igbinoba, Student Trustee (UAI)

**Apologies**: Susan Kirkman, Trustee (SK)

Stefan Kay, Trustee (SGK)

Hannah Frances, President (HF)

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

Fiona Hall, Finance Manager (FH)

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

Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**2.3 1% Pay Rise agreed for Salaried staff CEO**

**4.4 Send Copy of Finance Induction Pack to Student Trustees FH**

**5.4.4 Arrange Trustee Board Meeting and Tour at SBC CEO**

**9.1 Current Policy on Agenda for next meeting CEO**

1. **CHAIR’S WELCOME AND RATIFICATION OF STUDENT TRUSTEES**

1.1 BH welcomed the two new Student Trustees to their first meeting of the Board. He asked each to introduce themselves to the other Trustees and say a bit about themselves and why they had applied to be a Trustee.

1.2 The appointment of the two Student Trustees was ratified by the Board.

1. **MINUTES OF THE 24TH MEETING**

2.1 The Chair asked if all the action points had been processed. GE went through the points, SBC business would be updated later in the meeting. The Trustees were asked again to think of five risks to be considered and discussed at the Away Day on 23 November. All other actions points had been processed.

2.2 **AOCB**: The Chair asked that point 8.2 within the previous minutes be discussed. The cost of living rise which had been agreed by the University at 1%, backdated to 1 August 2015. GE informed the board that she and the Finance Manager had looked at the implications of this rise and estimated it would cost about £5,000 per annum. The Chair explained to the Board the history behind the Pay Review and why he felt it important that now the Review was in place we kept the wages in line with the University pay increases as they happened.

2.3 He asked the Trustee Board to agree to grant the 1% pay rise, backdated to 1 August 2015 for all salaried staff within the Student Union. The Board agreed this unanimously.

2.4 The Minutes were duly passed.

1. **CONFLICT OF INTEREST**

3.1 The Chair explained to the Board why this was a permanent item on the Agenda, and then asked if there were any conflicts of interest which should be declared. There were none.

1. **FINANCE UPDATE AND MANAGEMENT ACCOUNTS**

4.1 FH distributed the September Management Accounts. She explained that the annual audit of the accounts had taken place the week before and this had impacted on her ability to get the up to date figures to the Board. FH explained that it was too early to have figures from each department, but the figures for August and September were looking good.

4.2 FH went into details on various figures and several points of interest. Trading patterns were still emerging after Freshers. GE also added some details on trading which in total was all good compared to last year’s figures at this time. Both will keep an eye on the figures. FH stated that the Auditors had declared it a clean audit, so the Trustees forthcoming meeting with the Auditors should be good.

4.3 GE explained that during the Trustee Board Away Day on 23 November they would be looking at a new layout for the accounts.

4.4 The Chair asked FH if she would go over the Management Accounts to explain to the new Trustees the layout and the figures and what they meant. FH said she would send a copy of the induction pack to the new Trustees.

4.5 The Chair explained that the accounts were looked at throughout the year so there were no surprises and how a budget was agreed, so it was important during the Away Day that the Trustee Board set priorities which will impact on the financials. The Block Grant we receive from the University needs to be justified and we need to account to the University how we spent such funds.

4.6 FH was thanked for all the hard work she had done on the audit and the accounts.

4.7 **Bank on Campus**: The RBS branch on campus was now closed. GE and FH had met with the University to try and piggy back their arrangements for banking takings, getting change etc etc, but as the Union wasn’t a Barclays Bank customer we were unable to do this. As a temporary measure we will be using the Juniper Green Branch of the Royal Bank of Scotland. This was not ideal and more research was needed to come up with a better method for day to day banking. FH asked if we would perhaps be wise to put the banking services out to tender. RBS customer services was really poor. We were still to receive notification that the branch was closing! FH reported that costs were creeping up and we needed to get the banking services sorted out.

4.7.1 SB reported that the University had split up their finance services and were putting these out to tender, perhaps we could try and hook up with the University again.

The Tendering process was explained for the benefit of all the Trustees. It was agreed that we would have to agree what was needed before this process could begin.

4.7.2 A discussion ensued on which bank may be taking over the branch on campus. No hard information was available on this as RBS still held the lease and this was under negotiation with the University.

4.7.3 The Chair stated that we needed to look at the cash handling and how we would get a favourable deal on this, all these factors would be considered. In the short term we would continue to work with RBS at the Juniper Green branch and in the long term we would look at retendering our banking services. FH explained that long term would be in January or so, can the Board agree this is acceptable. The insurance cover was in place and a system set up for getting change etc.

4.7.4 The Chair explained that there were two issues involved and therefore two agreements probably needed.

The first would be to agree that the short term arrangements continue. The second would be to start a tendering process and to decide how long this process would take – GE stated this would take 2 to 3 months.

4.7.5 The Chair asked the Board if they agreed that the short term arrangements would continue. The Board agreed.

4.7.6 The Chair asked if we could arrange with the University to make sure all were aware of what we were doing with our banking services and our tendering procedures for any new banking services.

4.7.7 The Chair asked if there were any questions from the Board on this topic. UAI asked what the effect would be on the students. The Chair explained that as soon as the Union heard (unofficially) that the bank was closing we had lobbied to keep the branch open but had been unsuccessful. It was not just RBS closing branches nearby Bank of Scotland branches had also closed. GE said there had been lots of discussion on the subject but the effect of the closure on students remained to be seen. SB stated that as soon as the University knew of the proposed closure they had negotiated an extension and this had resulted in the later closure time. The University were at present tendering out their financial services and a new tenant for the bank space was part of this process, there was no definitive timescale for this plan. The Student Union will contact the University and get more information on this process. FH and GE stated that they had assurances that the ATM at the Main Reception would soon be free to use. The ATM at the bank was out of action until RBS carried out some paperwork on the transfer of the machine from an ATM within a bank to an ATM without a bank attached.

4.7.8 PW asked if the lack of an ATM was impacting on Shop sales or on the use of card payment within the shop. FH replied that yes there had been a change in card payments and also in cash back – the shop was being used as an ATM more than before, which impacted on the change orders, banking etc etc. The Chair stated that this just highlighted how a change in the provision of one service on campus can affect other areas of the operations.

FH left the meeting.

1. **SABBATICAL REPORTS**

5.1 **President**: As the President wasn’t present at the meeting the Chair asked if anyone had anything to add to the written report already circulated by the President. The Chair then asked anyone with questions on the report to get in touch directly with the President via email.

5.2 **Vice President Community**: The Vice President went into details on the points within the written and circulated report. A Refreshers Week was planned for January, this needed more care than Freshers Week as the events had to be accessible to students who were attending classes whilst during Freshers no classes took place.

5.2.1 The VP Community agreed that more photos were needed on the website. SF asked if perhaps photos of the Trustee Board could be put on the web. VP SBC asked if there could be more information on the Executive and the structure within the Student Union. It was agreed that the photos of the Trustee Board should at least be a priority.

5.2.2 SB asked if the take up of the exercise classes had been increased. Last year saw a substantial drop in attendance by students to the classes and she felt this had happened again this year. The Sabbaticals weren’t aware of this and it was agreed that the Vice President Wellbeing would contact the Centre for Sport and Exercise to see if this was an issue they should be involved with.

The VP Wellbeing stated that there were more sports teams than ever before and the take up by students was phenomenal. SB stated that it seemed to be the exercise classes rather than the team events which was suffering and it seemed to be staff only who were attending the classes, she wondered if perhaps the classes didn’t appeal to the students or if the students didn’t know about the classes.

5.3 **Vice President Wellbeing**: went into more details on her written report which had been circulated. The VP explained the PREVENT Bill and what it entailed, when asked to give details on this subject. The Bill had been discussed at Executive and various University Committees.

5.4 **Vice President SBC**: No written report had been available. The VP apologised for this and said he would try harder for the next meeting. The VP gave a full verbal report the highlights of which were the extremely successful Fireworks Night he had organized with £9,000 being raised for charity. Lots of liaising with local companies and promotions were progressing with lots of different outings planned for the SBC students. Karaoke nights at a local pub were now a regular feature of Galashiels life. Communications were a big thing at SBC as people were so isolated. He concentrated on getting messages out using FaceBook and Snapchat. Videos were popular. Instagram was good for fun things and getting people interested in a fun way. Library Services were now being reviewed as a senior long term member of the staff was now retiring.

5.4.1 Welfare Services offered by the Student Union in SBC were busy especially foodbank boxes and hardship loans, this maybe a knock on effect from better promotion of the services being offered, however dealing with these issues did take valuable time from other projects such as societies and campaigns. With a full team of Executive at SBC more work could be done in specific areas such as LGBT+, Equality and Diversity and Sports. A big liberation event was being planned for January.

5.4.2 Student Space was an ongoing topic and really urgent now. The VP SBC gave a background report on this topic to ensure all the Trustees were aware of what had happened and why. The need for space was now more acute and lots more work had been done locally trying to source a venue. Various spaces had been investigated, but the need for funding was still holding the project back. The VP SBC couldn’t spend as much time as he needed to as this was not the only project he needed to work on.

5.4.3 Ties with the community of Galashiels were very good and good coverage from the local Press had been gained by cleaning up and using vacant stores which had resulted in new tenants almost immediately for the shop space. A Christmas Market was being planned, hoping it would be as successful as the Fireworks Night. In summation, lots of good things happening but lots more to be done, and more issues to be addressed.

5.4.4 The Chair congratulated VP SBC and asked if the spin off from the new train services was resulting in the increase in creative projects in Galashiels. He mentioned that a Trustee Board meeting should be scheduled for SBC before June, allowing the Board to visit the campus, they would schedule a meeting for March or April to visit and see what’s going on for themselves. SBC was a part of their responsibilities and they should meet there regularly.

5.4.5 The VP Wellbeing asked the VP SBC about welfare issues at SBC. He replied that if he was out of the office then the Administrator would speak to the students, but if they were both working on other things a presence in the office was not always possible. The VP SBC felt unable to operate at the level required due to lack of time and resources. Student volunteers were helping but more time was needed for various projects. He felt they were reactive to welfare needs, which wasn’t always ideal.

5.4.6 SF asked if perhaps apprenticeships would be the answer, but VP SBC pointed out that they had employed young people on a government scheme which concentrated on projects, this hadn’t been successful as neither he nor the Administrator have the time to train them up or oversee what they were doing, this would be the same with apprenticeships or with any other untrained staff.

1. **CEO REPORT**

6.1 The CEO’s report had been circulated previously. GE went over various points of interest and answered questions when asked for clarification. Key points were discussed.

6.2 JN reported on the Change One Thing campaign. Already 32 replies had been received, which was higher than previous expectations. He was able to keep up to date using a tracking system devised online.

6.3 The CEO continued with more details of other topics.

6.4 JN explained and reported to the Board on the new Communications Strategy which had been launched recently and was currently being used by the Student Union staff and officers. He stated that social media was very important and we need to be more dynamic to keep students returning to the website, also to engage students in the democratic process.

1. **GOVERNANCE DEVELOPMENTS**

7.1 It was reported that there was some interest in an energy seeking scheme – but it was still to be decided if HWU would be part of the scheme or not. An energy audit would be needed if we did take part. There were several requirements which meant we didn’t actually have to take part (minimum of 250 employees etc) also the University were looking into some of the other requirements, but the CEO felt the University were not really engaged with the project.

1. **IN CAMERA SESSION**

The meeting went into camera.

1. **AOCB**

9.1 SH suggested that Trustees are given more detail of the current Executive policies and guidelines of the Student Union so Trustees are aware. GE stated this was a good idea and would add this to the agenda for the next meeting.

9.2 SB informed the Trustees that she was leaving the University to take up the post of Financial Controller for the Edinburgh University Easter Bush Campus. The Trustees all congratulated SB on her new appointment and wished her well for the future. The Chair thanked SB for all her hard work during her time in Office and wished her the best. SB said she would be interested in rejoining the Board in the future once she has settled in to her new role. SB will formally step down as the University Appointed Trustee in January 2016.

1. **DATES OF FUTURE MEETINGS**
   1. The next date for the Trustees to meet up is the Away Day on 23 November.
   2. The next two scheduled meetings for the Board are 19 January and 27 April 2016.