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| **Trustee Board** Date: **Tuesday 20 September 2016**  Time: **5.30pm** Number: **28**  Venue: **Committee Room 1, The Student Union, Edinburgh**  |

**In the Chair**: Stefan Kay, Trustee (SGK)

**Also Present** : Brian Hay, Trustee (BH)

Stephanie Harper, Trustee (SH)

Samantha Forsyth, Trustee (SF) (via Skype)

Philip Wiltshire, Student Trustee (PW) (late arrival)

Diarmuid Cowan, President (DC)

Corto Pimenta, Vice President SBC (CP) (late arrival)

Eloise McNeaney, Vice President Wellbeing (EMcN)

**Apologies**: Andy Downie, Trustee (AD)

Sheona Dorrian, Vice President Community (SD)

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

Jamie Nutter, Head of Corporate Services & Depute CEO (JN)

Fiona Hall, Finance Manager (FH)

Gillian Fortune, Executive Assistant (Minute Taker)

**ACTION**

**2.1 Invite Commercial Manager to Future Meeting CEO**

**4.7.1 Block Grant Negotiations to go ahead optimum time CEO etc**

**6.4 Dates on Risk Register to clarify time periods CEO**

1. **WELCOME AND APOLOGIES**

1.1 The Chair welcomed everyone to the meeting and checked everyone knew each other. It was noted that Alex Igbinoba had not sent apologies or any note regarding his attendance at the meeting. SH, CP and PW had indicated they may be late in arriving.

1. **MINUTES OF 27th MEETING**

2.1 **Action Points**: The Commercial Manager would be invited to a future meeting. As this meeting had a full Agenda, the CEO had decided to postpone this invitation.

2.1.1 **Profit Margins etc**: This would be covered later in the meeting, under Finance Update.

2.1.2 All other Action Points had been done.

2.2 The Minutes were duly noted and passed.

1. **CONFLICT OF INTEREST**

3.1 There were no conflicts to note.

1. **FINANCE UPDATE**

4.1 The Management Accounts and other Finance papers had been circulated already. The FH informed the meeting that the figures on all papers were pre audit adjustments. The contingency fund had not been accessed during the summer period. The Representation and Engagement figures showed a lack of spend this was due to staff downturn which had been experienced lately.

4.2 **Commercial**: Commercial figures were poor in all areas, although sales were better – probably due to Oriam workmen who had used the facilities over the summer period. Concern was expressed re the shop margins and the shift of staff from part time to full time, the mix needed to be investigated and modified if possible. FH continued her report by stating that more work needed to be done re staffing levels. The CEO agreed that staffing levels needed attention and the margins in the shop definitely needed to be look at, to this end the CEO, FH and the Commercial Manager would be meeting on a monthly basis to try and get ahead of the issue of staff costs.

4.3 A discussion ensued re margins etc and the perspective of value for money that students had. The FH and CEO would be looking at other shop outlets etc throughout the year and all agreed that stock should be looked at to make sure we lost non selling items and stocked what we needed to.

4.4 **Insurance**: BH asked re insurance figures and FH clarified details as needed. The CEO stated that JN had been reviewing the Union insurance and was now bringing it all up to date.

4.5 **Bar and Catering**: SGK asked about the Bar and Catering in the Student Union. The CEO clarified details.

4.6 **Recent Figures**: FH explained the August and Septembers figures in more detail, including Freshers Week, informing the meeting that we had done better than last year over Freshers Week but Week 1 had not improved. FH informed the meeting that the annual Audit would commence on 14 November.

4.7 **Block Grant**: SGK raised the subject of the finance agreement we had with the University re our Block Grant. Discussion ensued on various points on this subject. It was agreed that the CEO would broach the subject to the University in early January, with the matter being concluded, hopefully by March. FH felt it would be better to wait till after the Audit so January would be a good starting point. BH asked which inflation rate would be used in the calculations, which led onto a discussion on the student numbers projections.

4.7.1 SGK asked the Board to agree that they would leave it up to the CEO, FH etc to ascertain the optimum time to begin the negotiations. The Board agreed unanimously.

4.8 **Payroll:** FH informed the Board that we had been experiencing problems with the University Payroll Department, who did our Payroll Services. They in turn, were experiencing problems with their service provider, Equanimity. She was hoping there would be improvements soon.

4.9 **Banking Services**: FH reported on progress and stated that the process was progressing. The cost would be about £6,000 per annum.

1. **AMENDMENT TO AGENDA**

5.1 The Chair proposed that item 6, Risk Register be put back to after item 7, HR Project Update.

The meeting went In Camera.

The meeting returned from In Camera at 7pm

1. **RISK REGISTER**

6.1 The Chair stated how pleased he was that we had a Risk Register as it was a valuable business tool. We needed to remember it wasn’t something that was written in stone and should be updated constantly.

6.2 The CEO stated that there was nothing specific that needed to be highlighted to the Board. Once a month the Senior Management looked over the Register, which included notes on Brexit.

6.3 The CEO checked that the Risk Register be on each Trustee Board Agenda. The Chair agreed that as the met four times a year it was better to have the topic on each Agenda.

6.4 SH asked if dates could be added to the register to clarify time periods could be specified. The CEO agreed to add these to the Register.

1. **KPI PROJECT**

7.1 The CEO went over the combined report, including a brief background as to how the combined report had come about and whey we had joined forces with other universities, agreeing to share the finances involved between the interested parties. It was noted that the project tender covered three years research.

7.2 The CEO reported that she felt there was more work needed as to how data is given and from which group of students. This will be a stand-alone survey separate from NSS and have better demographics. There were plans to move the date of the survey from Easter to November and it would be a broader survey, hopefully.

7.3 The CEO went over the highlights and headlines. One thing which had been become plain was that we are not understood by a huge number of students. This affects the survey outcome. We need to get Officers out of offices and into the general student population to engage directly with students. The CEO mentioned that the results may be part of the discussion at the Senior Manager Away Day on Thursday.

7.4 BH asked several questions on the timing of the survey and to look at the awareness of The Hub. He felt first year student results may not be valid as they are inexperienced around the facilities and services.

7.5 SF felt that November would be a good time so that we can react through the rest of the year and make results more immediate. SF also asked if perhaps two surveys could be done in one year. The CEO said this was not possible. The Sabbaticals gave their views on the timings. SH felt that two surveys would induce “survey fatigue”. More discussion ensued on targeting different groups.

7.6 The CEO would take the Board’s suggestions and input and talk to the researchers and get a written response to the questions posed re first years etc.

7.7 SH wondered if Focus Groups would help. The CEO agreed that we could set these up. SH felt it may help with student engagement.

7.8 Discussion ensued about the different Student Unions involved in the survey, some had commercial venues and others did not.

7.9 The CEO would come back to the Board with a proposal.

1. **SABBATICAL REPORTS**

8.1 **President**: DC went over his report in more detail and updated where appropriate. He stated that he would be raising the issue of the new Halls and the problems experienced there at the University Court.

8.2 **Vice President Community**: SD wasn’t at the meeting, so DC spoke on her behalf stating that SD was happy as how Freshers Week had gone.

8.3 **Vice President Wellbeing**: EMcN gave a brief update on her report particularly students with children which needed to be included in the University five year plan as the Nursery capacity was too small now so in the future this would be more problematic. She also updated on the Brexit issues, existing students would not be affected, but future students from EU could be affected. Tier 4 student visa were insufficient for their study period, so these needed to be extended from 3 years to 4.

The VP had met with her six Officers and they had planned the Mental Health Week, they would be working with the Sports Union and Student Support to make it an integrated campaign.

The VP had given several Consent Talks. Mixed reaction from Heads of Schools, several did not give permission or the Talks, and several were wholly supportive. The students had given lots of positive feedback.

The VP had met with the Muslim Students Society to update on the PREVENT policy.

8.4 BH stated that he had visited the newly refurbished Main Reception and had noticed that the Learning and Teaching Awards Board had been taken down. DC informed him that it had now been replaced, but in a different location, after much negotiation with the Secretary of the University. DC also confirmed that we were trying to get the much sought after poster boards replaced, as a lot of these had disappeared.

8.5 **Vice President SBC**: CP stated how Freshers Week had been long and stressful but very successful, with really good attendance at all the events. The new Student Space named The Thread had proved really popular although they were still awaiting the pool table and signage. The 4th year students, who had been part of the long campaign felt the space fell short of their expectations, but admitted it was better than nothing. CP felt he now needed to get events organised and get the space optimized and part of the student culture. The Design Studio Space campaign had resulted in the Textile and Design Department making several studio spaces available for PG and other students within High Mill. Other Schools were now following this lead and investigating how they could offer such spaces. The new catering facilities were very good.

CP mentioned that more sports and societies were needed at SBC Campus to make it a better student experience, this would be a future campaign, no doubt.

8.6 SH stated that she was very impressed with the amount of work the Sabbaticals had already done and was looking forward to hearing how their plans worked out.

1. **CEO REPORT**

9.1 The CEO stated that much of her report had already been discussed under Finance etc. The CEO passed round the new Student Union Booklet and copies of “What We’ve Done” leaflets, which had proved popular with staff and students and made a good impression on the Trustees as well.

No questions were directed to the CEO on the conclusion of her report.

1. **GOVERNANCE, LEGAL AND BREXIT**

10.1 **Brexit**: SGK reminded the Board that the Brexit issue had already been discussed.

10.2 **Governance**: The CEO stated that the Audit had already been mentioned. We currently needed 3 or 4 new Trustees the recruitment process would be opened after the Student By-Election. A PG student had already approached the CEO.

10.3 **Training**: BH mentioned that he and EMcN were going to NUS training for Trustees on 9 November. Anyone else interested should let GE know.

1. **AOCB**

11.1 **New Student Union**: BH asked about the location of the new Student Union. Was this going ahead? DC stated that at this time all University budgets had been frozen. BH asked that if the new building was not going ahead, could we perhaps return to the project of expanding the existing building, as more space was definitely needed. DC agreed this was certainly an option, he would keep the topic going as part of the global expansion project.

11.2 **Farewells**: The Chair bid farewell to Philip Wiltshire and Alex Igbinoba whose term as Student Trustees was now at an end. He thanked PW for his work and input as a Trustee.

1. **DATE OF NEXT MEETING**

12.1 The dates for future meetings were confirmed as per the Agenda. The Planning Day would be in the afternoon of Tuesday 8 November, venue and times to be confirmed by CEO later.

12.2 The Meeting ended at 8pm.