

# Draft Minutes –Board of Trustees

## Part 1



Tuesday 12<sup>th</sup> December 2023 4pm, Paisley Union - Level 2

### Attendance & Apologies

Members Present		
	Name	Title
UA	Uchechi Agbaraji	President (Chair)
MMcR	Mark McRitchie	External Trustee
MC	Maeve Cowper	External Trustee
IA	Ismail Ali-Nizami	External Trustee
FO	Favour Obinna	Student Trustee
PA	Paul Asare	Student Trustee
SE	Subuola Elufioye	VP Education
OA	Ovoke Adams	VP Student Development
In Attendance		
AW	Alex Webb	Milne Craig
PT	Paul Thomson	Milne Craig
AM	Archie MacIver	UWS Director of Finance
EM	Emily McIntosh	UWS Direct of Student Success
SD	Sinéad Daly	Chief Executive
RS	Romina Scott	Deputy Chief Executive - Governance and Finance
DD	David Devlin	Head of Student Union Support Services
CS	Cristina Scarafile	Finance & Admin Coordinator (Minutes)
Apologies		
RW	Roddy Williamson	External Trustee
YQ	Yusuf Qureshi	External Trustee
MK	Manpreet Kaur	VP Welfare & Wellbeing
SG	Sarah Graham	Venues Manager

#### 1 Welcome, opening, apologies & declaration of interests

The Chair welcomed everyone to the meeting and noted all apologies.

There were no declarations of interest.

#### 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.

There was a very lengthy & robust conversation in ensuring all Board members understood all elements of the audit and accounts. It was discussed that more finance training will be arranged for Board members. **Action:** SD & RS

Approval went to a vote, six out of the 7 present trustees voted in favor to approve.

UA abstained from the vote.

**Approved** – with MMcR and SE as co signatures.

### **3 Minutes of the Board of Trustees Meeting of October 31<sup>st</sup> 2023**

The minutes were approved as a correct record of the meeting held on October 31<sup>st</sup> 2023 with one amendment, spelling correction for Ismail's surname.

### **4 a. Finance Report & Deputy CEO Report**

Romina highlighted the following points from her report

- We have a profit of £3,186 for Oct 23 as opposed to an expected profit of £8,840 this figure is due to;
- Commercial producing a deficit of **-£6,300** as opposed to the expected profit of £3,671. (Bar sales right down, not as many freshers passes sold)
- We are sitting at an overall deficit of **-£4,849** (Aug to Oct inclusive)

### **b. Management Accounts**

The management accounts were Approved.

### **c. Students' Union Budget 2023/24**

- Recruitment Freeze
- Increase our part-time advice workers hours.
- Redundancy costs
- Repairs and maintenance budget be reduced.

The above proposals were Approved.

### **d. Finance Manual**

- Updated my title from Finance Manager to Deputy CEO
- Updated People HR to Breathe (New HR software)
- Changed SUAWS/Association to Union
- President included in monthly budget meeting (section 5.3.5)

The above proposals were Approved.

5

**Sabb Paper**

After a robust conversation it was agreed this paper will be put on hold until further training has been carried out. RS & SD will arrange internal training as agreed on item 2. **Action: RS/SD**

**Meeting to continue in New Year for items 6 onwards**

# Draft Minutes –Board of Trustees

## Part 2



Wednesday 7<sup>th</sup> February 2024 4pm, Online via Teams

### Attendance & Apologies

Members Present		
	Name	Title
UA	Uchechi Agbaraji	President (Chair)
RW	Roddy Williamson	External Trustee
MMcR	Mark McRitchie	External Trustee
MC	Maeve Cowper	External Trustee
FO	Favour Obinna	Student Trustee
PA	Paul Asare	Student Trustee
SE	Subuola Elufioye	VP Education
OA	Ovoke Adams	VP Student Development
In Attendance		
SD	Sinéad Daly	Chief Executive
RS	Romina Scott	Deputy Chief Executive - Governance and Finance
DD	David Devlin	Head of Student Union Support Services
CS	Cristina Scarafile	Finance & Admin Coordinator (Minutes)
Apologies		
EM	Emily McIntosh	UWS Direct of Student Success
IA	Ismail Ali-Nizami	External Trustee

### 5 **Sabb Paper**

Further discussions took place at this meeting regarding the Sabb paper.

Various Board members stated they are unable to approve this paper as it currently stands. It was agreed that once training has been completed, Sabbs could resubmit the paper with the feedback given by members of the Board.

**Action:** Sabbs

### 6 **Student Officer Updates**

Each of the Sabbatical Officers gave an update on what they have been currently working on.

### 7 **Annual Review of Bye Laws**

Annual Review of Bye Laws was Approved.

The following points were discussed.

Q) UA: Regarding taking out other sabbs from audit and risk committee and just having a student president and one student trustee and two lay trustees in that

committee, as this in one of the most important committees we wanted to request if we could retain all student officers to be involved.

A) DD: I just highlighted it as I didn't think having most of the Board there was needed, but this is something for Board to decide on.

**Action: Sabbs**

There was a discussion around a disconnect between the committees and the Board in that the Board don't see the minutes of the of other meetings they do not attend. Suggestion to have all minutes located in one place or the President gives an update of the meetings.

SD will pull together some proposals around this for the next board meeting.

**Action: SD**

**8 Venues Report**

No report as Venues are now closed.

**9 Student Support Services Report**

This report was taken as read.

**10 CEO Report**

This report was taken as read.

SD gave an update on her recent Governance review meeting and needs to complete an action log for this. This followed with a discussion with meeting members.

SD updated the Board on a new Teams channel that has been created due to issues with the current one.

**11 Risk Register**

This report was taken as read and Approved.

**12 AOCB**

- UA asked if we could think about giving someone an honorary award ahead of graduations as the university have asked us to nominate someone.
- Board Membership – Yusuf has stepped down as an External Trustee, we want to thank Yusuf for his contribution to the Students' Union.
- Appointments committee. The following will be part of this committee: Roddy, Uchechi & Subuola
- Reminder that next week is our AGM

**13. Date of Next Meeting: AGM Thursday 15<sup>th</sup> February 2024 at 3pm in Paisley.**