

**EDINBURGH NAPIER STUDENTS' ASSOCIATION**  
**Board of Directors**  
**Minutes of 28 September 2022**

**Directors in Attendance:** Dr Jenny Rees (JR), Ekamdeep Bura (EB), Olumuyiwa Opaleye (OO), Vishal Khattar (VK), Angela Moodie (AM), Isobel Hall (IH), Antonio Garcia (AG), Erin Slater (ES), Elizabeth Oremogunje (EO), Raneev Shrestha (RS), Prabhsimranjeet Singh (PS)

**In attendance:** Dee Bird (DB)

**Apologies:** Rachael Donovan (RD), Dr Ailsa Crum (AC), Andy Houghton (AH)

**Taking the minute:** Susan Finn (SF)

<b>Standing Items:</b>	<b>Action</b>		
<p><b>1. Welcome and Apologies</b>            JR welcomed everyone to the in-person meeting and introduced each person to the new Student and External Lay Directors.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>New Student Lay Directors</b>                Prabhsimranjeet Singh                Elizabeth Orimogunje                Raneev Shrestha</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>New External Lay Directors</b>                Erin Slater                Antonio Garcia</p> </td> </tr> </table> <p>JR noted this would be the final meeting for AM and RD, as they had submitted their resignations in advance of the meeting. She thanked them for all their efforts.</p> <p>JR will give some thought to replacing the Chairs for the Finance and HR committees.</p> <p>Apologies were received from RD, AH and AC</p>	<p><b>New Student Lay Directors</b>                Prabhsimranjeet Singh                Elizabeth Orimogunje                Raneev Shrestha</p>	<p><b>New External Lay Directors</b>                Erin Slater                Antonio Garcia</p>	JR
<p><b>New Student Lay Directors</b>                Prabhsimranjeet Singh                Elizabeth Orimogunje                Raneev Shrestha</p>	<p><b>New External Lay Directors</b>                Erin Slater                Antonio Garcia</p>		
<p><b>Approval of Recommendations</b>            JR asked if the Board approved the recommendations for appointment of the new student and external Lay directors.</p> <p>The recommendations were formally <b>approved</b>.</p>			
<p><b>2. Declarations of Interest</b>            Full time Officers would be asked to leave the room while item 10, Review of Staff Remuneration, is being discussed.</p>			
<p><b>3. Minutes of meeting 8 June 2022</b>            The minutes of the June meeting were <b>approved</b>.</p>			
<p><b>4. Action Log</b></p>			

<p>JR highlighted ongoing actions.</p> <ul style="list-style-type: none"> <li>➤ Improve Fixed Asset Register: DB had been in contact with the University Finance Dept which offered to assist ENSA with this. (AM did not feel that there would be much work to do on the Register as ENSA owned very little of its own equipment – especially now that the University provided ENSA with managed laptops. AM felt that the format of the Asset Register provided by Azets would probably suffice.)</li> <li>➤ Presentations from ENSA staff at Board meetings: The Advice team is scheduled for the December meeting. Directors will be asked for suggestions on other areas of ENSA they would like to hear from.</li> <li>➤ Review of the student election process: DB noted that a plan was being developed to improve engagement in the 2023 elections. DB held a conversation with a former staff member of HISA about how to increase engagement.</li> <li>➤ Risk Register: DB has increased the risk rating around the pension liability and university funding</li> </ul>	
<p><b>5. Reports from Student President and Co-Presidents</b></p> <p>The Officers gave an update on Freshers’ Week and highlighted the events and areas they particularly enjoyed.</p> <p>They set out what they have been working on and what they hope to achieve, individually and collectively, during their time in office.</p> <p>Officers felt it would have been helpful to have had more of a handover from their predecessors; however, it was noted two of last year’s Officers resigned from their posts early due to other opportunities.</p> <p>JR suggested the Officers to consider the importance of a good handover for next year for the elected students who will succeed them.</p> <p>JR thought it would be helpful for Officers to provide structured reports to show where they are with regards to their manifestos for the next Board meeting.</p> <p><b>Accommodation Issue</b></p> <p>Student Lay Directors agreed with the Officers that the lack of / cost of accommodation was a huge problem for students, especially international students.</p> <p>Officers are having conversations with the university about adding a section to the webpage where students can check if a landlord is registered.</p> <p>AM noted there are clear rules in Scotland that can be found on the Scot Gov website which students may not be aware of.</p>	<p>FTOs</p>

## 6. Report from CEO

DB gave an oral update on recent staffing issues related to capacity. As the campuses are now busy and ENSA is fully up and running, DB is noticing a few pinch points with staffing in two areas: Advice and Student Activities.

DB

DB explained that the Advice Intern is developing materials for the Advice section of the website to signpost students and help them to self-serve. Also, the Advice Service now has an online appointment booking system which has helped to reduce administration.

IH asked if the Advice team might do short videos on key topics/issues for the website and suggested looking into the consultancy agency, Alkhemy.

DB agreed that short videos might be helpful, although students generally came to the Advice Team when they wanted to speak to someone.

In relation to Alkhemy, DB was not sure how outsourcing advice would work with ENSA's insurance; also, much of the advice is bespoke to the University and/or the Edinburgh region.

RS suggested a live chat option on the website. DB agreed that this is in principle a good idea; however, there was not the staff capacity to offer such a service.

AG suggested adding additional information to the ENSA website.

DB explained that she was in conversation with the Advice Team Lead about increasing her hours. This would help alleviate pressure on the service.

EB pointed out that Student Activities also required more resource. DB agreed and explained that she was exploring the possibility of recruiting an additional part time, temporary staff member to support the admin function of the service.

### Insurance

DB noted ENSA has taken on more insurance recently as advised by Endsleigh. Sports insurance has been increased from £5m to £10m. Also, insurance has been taken out with Advice UK to make sure advisers are covered.

**Action:** Look at releasing pressure in admin area for Student Activities Co-ordinator

DB

**Action:** Look at increasing hours within the Advice team

DB

<p><b>7. Refresh on Strategic Plan and Action Plan 2022-23</b></p> <p>JR explained to new Directors that the annual plan shows where progress is being made and asked if they had found this to be helpful.</p> <p>JR confirmed the Strategic plan would be reviewed at the May 2023 Board meeting.</p>	
<p><b>8. Draft Outcome for Financial Year 2021/22</b></p> <p>AM gave an update noting:</p> <ul style="list-style-type: none"> <li>• costs have gone down – DB thought this was partly due to one of the Officers leaving early and staff changes within the Advice team.</li> <li>• an increase in the net profit</li> <li>• there is a surplus of £34k (pre-audit)</li> <li>• reserves at the end of the financial year stood at five months</li> </ul> <p>AM mentioned the importance of the new Directors understanding their responsibilities in relation to the financial sustainability of ENSA.</p>	
<p><b>9. Analysis of Student Data undertaken by WP Team</b></p> <p>The Widening Participation team helped analyse ENSA’s data to show those demographics of students not engaging.</p> <p>DB highlighted the following stats from the analysis:</p> <ul style="list-style-type: none"> <li>• the average age of students engaging with ENSA is 24</li> <li>• 25% of students are postgraduates (this seemed unusually high)</li> <li>• a disproportionate number of postgraduate international students voted in the student elections</li> </ul> <p>DB acknowledged there was much to do around engaging WP students. The WP team could help with the promotion of ENSA events.</p> <p>Board members agreed that it would be useful to have another report of this kind in the future.</p>	

## 10. Review of Staff Remuneration

The Officers (OO, VK, EB) left the room.

Directors were asked to consider the risks outlined in agenda item 10, and then take a decision on whether to approve an in-year award for staff and Officers as follows:

- 1.5% consolidated award from December 2022 (for all staff including interns)
- A £500 non-consolidated award to be included in the December pay for permanent staff and Officers

Total cost of the award is ~ £10,000

AM pointed out that some of the surplus from last year could be used as a bonus for those staff who were in post on 30 June. This approach would relieve pressure on the current financial year. AM explained that the allocation of back-dated bonuses would need to be completed prior to the audit, which is due to take place after the November pay period.

Members were minded to award the back-dated bonus of £500, plus a cost of living award of £500 for Officers and a 1.5% increase from December for all staff – *if* a closer review of the finances showed that this was affordable.

**Action:** DB to work with the Finance Officer and JR to scrutinise the finances to ensure the award is affordable before applying the bonus and cost of living increase to the November / December pay.

DB

**Action:** AM suggested revisiting staff pay at the December meeting.

All

## Items for Information

### Forward Schedule of Business

The ENSA Advice Service would provide a presentation at the December meeting. This will allow Directors to find out more about the service and how it operates.

### ENSA Presentations

Directors gave suggestions for the areas they would like to hear from at future meetings.

- Freshers' events and how the week went
- Club/societies memberships
- Elections
- ENSA 50

JR noted some of these areas will be covered in Officer reports.