

EDINBURGH NAPIER STUDENTS' ASSOCIATION
Board of Directors
(via Teams)
Minutes of 17 April 2024

Directors in Attendance: Ailsa Crum (Chair, AC) Geou Akshil (GA), Opeyemi Akindehin (OA), Ryan Cairns (RC), Andy Houghton (AH), Antonio Garcia (AG) , Evans Eghan (EE), Erin Johnson (EJ)

Apologies: Isobel Hall (IH), Erin Slater (ES), Aswin V Podimon (AVP)

In attendance: Dee Bird (DB)

Taking the minute: Susan Finn (SF)

Standing Items:	Action
<p>Welcome and Apologies</p> <p>AC offered to chair today's meeting and suggested agreeing in advance who would like to chair the June meeting.</p> <p>AC welcomed everyone to the meeting and apologies were noted for Isobel Hall, Erin Slater and Aswin V Podimon.</p>	
<p>Declarations of Interest</p> <p>It was agreed that the Staff and Officer Pay Award paper would be moved to the end of the meeting, at which point RC and EE would leave the meeting as they have an interest.</p>	
<p>Minutes for Approval</p> <p>AC introduced the minutes of the last meeting in February. As there were no amendments proposed, the minutes were approved.</p>	
<p>Action Log</p> <p>AC noted two ongoing actions on the Action Log.</p> <ul style="list-style-type: none"> ➤ Carry out Student Survey on Sighthill campus: this will be done early in term one 2024/25 when students are back on campus. ➤ Hold meetings as per HR Review recommendation: AH to set up a meeting with incoming and outgoing Officer's before stepping down in June. <p>Action: AH to set up a meeting with incoming and outgoing Officer's.</p>	AH
<p>Presentation from Elected Officers</p> <p>Officers delivered a presentation on their achievements, individual and collective, since the last meeting.</p> <p>GA President Societies and Community</p> <ul style="list-style-type: none"> ➤ <i>Elections</i> Working on a handover document for the incoming President. ➤ <i>Meadows Marathon</i> A team, including people from different university departments and students took part to raise money for charity (ENSA and an external charity) ➤ <i>Sustainability Week</i> GA worked collaboratively with the university and the Conservation society and Sustainability society. ➤ <i>New Societies</i> There are now 16 new societies. 	

- *Pathway College Students* Introducing new students to ENSA.
- *Islamic Prayer Room* A prayer room at Craiglockhart campus is now fully functional and it is hoped that rooms can also be confirmed at Merchiston and Sighthill.
- *Open Days* Engaging with students and creating a sense of community.

OA Co-President Education & Employability

- *Conclusion of all Student Councils, Rep Forums and Support Stalls* Senior university staff attended Student Council meetings, giving students the opportunity to ask questions and share issues.
- *Rep Social Pub Quiz* To be held the second week in May after exams.
- *Excellence Awards* An in-person event to recognise staff and services will be held at the end of May.
- *Exam Care Packages* will be handed out to students on each campus next week.
- *HEAR (Higher Education Achievement Record)*: Data collection has commenced to enable students to be recognised for their contributions to representation.
- *Handover Document* OA is preparing a document for the incoming Officer.

RC Co-President Sport and Wellbeing

- *Varsity RC* and the QMU Sports President organised games at Meggetland and Engage and held an afterparty at Three Sisters. ENSA won 9 games out of 11 during one of the largest Varsity competitions held in the Students' Association's history.
- *S&S Awards Ball* Over 500 students attended the event at Murrayfield Stadium where 16 awards were given to clubs and societies.
- *Elections* RC is returning for a second year as Co President Sport and Wellbeing.
- *New Sports Clubs* There are 2 new sports clubs, Boxing and Golf, which brings the total number of clubs to 29.
- *SMHA RC* and two ENSA staff members have been working with the University Wellbeing Team to create a student mental health agreement to be promoted to new students in September.
- *Wednesday Afternoon Classes* RC is in discussion with the University to try and ensure this time is kept free for students to enjoy wellbeing events/activities.
- *Support for Elite Athletes* To be reviewed with the university in the next few weeks.
- *Policies and Procedures*. The ENSA teams and IH are reviewing the Disciplinary Policy and Kit Policy.
- *Online Committee Training* This will be available to new committees to get them up and running for next year.

Officers are also working on reflections and skills assessments from their time in office.

AC asked for any comments or questions.

DB commended the Officers for working so well as a team with ENSA staff and felt they would have a lasting legacy in a number of ways including improved connections between ENSA and the University. They also greatly improved visibility on the three campuses with the help of the Student Engagement Team.

<p>DB also mentioned that the introduction of the Napier Knight mascot will help with brand identity.</p> <p>AG thanked the Officers for their hard work and agreed they had much to be proud of.</p> <p>AC complimented the exam care packages saying it is a kind and thoughtful thing to offer students.</p> <p>Officers thanked DB for her leadership and allowing them to work as creatively and freely as possible.</p>	
<p>CEO Report</p> <p>DB highlighted a few points.</p> <p><i>Staffing</i> Patrycja Stanny, ENSA's Social Media Intern, was appointed as the new Marketing and Social Media Coordinator and will start full-time with ENSA on 20 May.</p> <p><i>Instance of Fraud</i> It was discovered at the end of March that ENSA had fallen foul of a sophisticated phishing scam in December resulting in a loss of approx. £1600. The police were contacted late March and a police officer will visit the ENSA office on Thursday 18th April to speak with DB and the Finance Officer to gain a clearer understanding of the incident. RBS was alerted as soon as the scam was revealed and had already reimbursed the £1600. Actions had now been put into place to prevent this in future.</p> <p><i>HR Review Actions</i> The 360 Degree Feedback programme would be launched shortly. All senior managers (the CEO and three Team Leads) would receive feedback.</p> <p><i>Elections Report</i> The report, prepared by the Head of Representation and Leadership Development, showed an improved voter turnout over last year: 13.4% of UK based students voted in the election compared with 10.1 % last year.</p> <p>Recommendations</p> <p>The Head of Representation & Leadership Development recommended the following:</p> <ol style="list-style-type: none"> 1. Require that candidates must have completed at least one trimester of study at Napier prior to running in the election. 2. Require candidates to be able to work from the Edinburgh offices. This means that the candidate would need to have the right to work in the UK. 3. <i>Reduce the candidate budget from £80 to £60</i> as candidates rarely spend the full allocation/ <p>AH wondered if the second recommendation should be run past the VP International.</p> <p>AG was uncomfortable with the initial phrasing of the second recommendation (this was subsequently agreed offline and the above form of recommendation 2 has been agreed by all)</p>	<p>DB</p>

<p>DB explained that ENSA does not have visa sponsorship rights.</p> <p>Directors approved recommendations one and three.</p> <p>Action: DB to contact the VP International regarding the second recommendation.</p>	
<p>CEO Recruitment Update</p> <p>AH advised that the advert for the CEO has been out for two weeks with a closing date of 22nd April. Five applications had been received with several more expected in the next few days.</p> <p>AH and AC plan to meet on 23rd April to shortlist the candidates for a first interview on the afternoon of the 2nd May. The interview panel will include AH, AC, the ENU Director of People and either GA or OA depending on availability.</p> <p>If second interviews are required, they would be held later in May.</p> <p>ENSA's email address had been given for any candidates to have an informal conversation with DB. She had been contacted by five people.</p> <p>It was noted that if all goes to plan, an extraordinary meeting of the Board may be required to take a decision.</p>	
<p>Interim CEO</p> <p>AH expected there may be a gap between DB leaving and the new person starting so Directors discussed how to help the organisation through this period.</p> <ul style="list-style-type: none"> ➤ Support the existing Team Leads to keep the organisation running. ➤ Ask one of the TLs to step up. ➤ Advertise the interim opportunity amongst the TLs. ➤ Go to an interim external agency – DB gave details of ACOSVO to AH; however, this was noted that it came with a cost. <p>DB pointed out that it's possible that one of the applicants may be able to do a phased start.</p> <p>OA felt it would be good to consider having one of the TLs as the interim CEO as this would ensure continuity.</p> <p>DB agreed she would feel confident in any of the three Team Leads taking on the interim role and suggested offering it out to them asking for an expression of interest.</p> <p>Action: AH to ask for expressions of interest from the three TLs, if required, after the CEO interviews.</p>	AH
<p>Chair of the Board</p>	AH

<p>AH advised that the recruitment process for Chair had been paused until a new CEO had been appointed. This would allow the new CEO to be involved in the hiring of the Chair as it is an important relationship to get right.</p> <p>DB noted there had been no applicants while the Chair ad was live on Goodmoves and LinkedIn and there may be a need to engage the services of a recruitment agency going forward.</p> <p>AC suggested the 'Changing the Chemistry' network but wasn't sure if there was a cost involved.</p> <p>Action: AG to look at Change the Chemistry network and Nurole and give an update at the June Board meeting.</p>	
<p>Draft Budget</p> <p>AC reminded the Board that if it is agreed to approve the budget it would be subject to the decision on the Staff and Officer pay award to be discussed at the end of the meeting.</p> <p>DB pointed out a few things for the budget 2024/25.</p> <ul style="list-style-type: none"> ➤ Contains the additional £20,000 the university has offered ENSA. ➤ Added some funds for the Head of Student Activities and RC to use for sport. ➤ Payroll includes the 2% recommended pay rise as well as the F/T new Marketing & Social Media Co-ordinator and an Events Intern ➤ Supporting Officer's by paying for extending their visas. <p>AC asked for any questions or comments.</p> <p>AH and AC were concerned about potential government policy changes related to international student visas which would make the UK a less attractive destination thereby affecting recruitment and impacting on the University's finances. This could have a knock-on affect on ENSA's financial position going forward.</p> <p>Directors approved the draft budget subject to the decision on Staff and Officer pay.</p>	
<p>Risk Register Update for Noting</p> <p>DB drew Directors' attention to several updates to the RR, including under the Fraud section after the phishing scam incident, and the section concerning recruitment of Directors, as recruiting a Chair may prove challenging.</p>	
<p>Updates from Committee Chairs</p> <p>The FR Committee and HR Committee had not met since the last Board meeting.</p>	
<p>Appointment of New Director (for approval)</p> <p>AH is stepping down from the University Court in June and therefore will stand down from ENSA's Board as Court's representative. Court has already appointed additional trustees and has chosen Debbie Chapman to serve on the ENSA Board. Debbie Chapman has expertise in HR.</p>	AH/DB

<p>Directors were asked to approve Debbie Chapman as AH's from the 1st July.</p> <p>AH offered to write an email introduction including Ms Chapman and asked if she could be invited to the June Board meeting.</p> <p>Directors agreed to appoint Debbie Chapman to replace AH from the 1st July 2024.</p> <p>Action: AH to send email introduction to Directors and Debbie Chapman.</p> <p>Action: Invitation to the June Board meeting to be sent to Debbie Chapman.</p>	
<p>Staff and Officer Pay for Discussion</p> <p>RC and EE left the meeting.</p> <p>AC went through the paper asking Directors to consider the information provided and decide whether to award a cost-of-living pay increase for all staff and Officers.</p> <p>AH was concerned the 2% was not meeting the rate of inflation but acknowledged there was no more room in the budget.</p> <p>AG suggested thinking about a non-consolidated award at a later point if funds were available.</p> <p>Directors agreed to the 2% salary uplift which will be applied from 1st June.</p>	
<p>AOB</p> <p>AC acknowledged this would be DB's final Board meeting and thanked her for all she has done for ENSA and felt that she had also left a tremendous legacy.</p>	

The next Board of Directors meeting is on the 12th June in person.