

EDINBURGH NAPIER STUDENTS' ASSOCIATION
Board of Directors
Minutes of 28 February 2024

Directors in Attendance: Jenny Rees (Chair, JR), Geou Askhil (GA), Opeyemi Akindehin (OA), Ryan Cairns (RC), Isobel Hall (IH), Ailsa Crum (AC), Andy Houghton-joined 17:50 (AH), Erin Slater-joined 17:55 (ES), Evan Eghan (EE), Erin Johnson (EJ) Aswin V. Podimon (AVP)

Apologies: Antonio Garcia (AG)

In attendance: Dee Bird (DB)

Whitelaw Wells to discuss the Annual Accounts (Kevin Cattnach, KC)

Taking the minute: Susan Finn (SF)

Standing Items:	Action
<p>Welcome and Apologies JR welcomed everyone to the meeting and introduced Kevin Cattnach from Whitelaw Wells.</p>	
<p>Declarations of Interest DB pointed out that RC and EE were running in the Student Elections 2024 and this should be declared.</p>	
<p>Minutes for Approval JR introduced the minutes of the last meeting in November. As there were no amendments proposed, the minutes were approved.</p>	
<p>Action Log JR noted the three actions on the Action Log will be discussed later in the meeting or are already complete.</p>	
<p>Whitelaw Wells Auditors KC briefly went through the Annual Accounts and highlighted the following:</p> <ul style="list-style-type: none"> • On the 1st February he met with DB, JR and the Finance Officer to go through the accounts and the audit in detail. • There had been no material misstatements. • The pension liability had been adjusted downwards by £150,000. While this was welcome news, KC explained that this was an unrealised gain and that Directors should remain vigilant as the situation could change with short notice. • ENSA is operating within its reserves policy of four to six months. • KC was supportive of the Directors' view that ENSA is a going concern. <p>AC noted that the FRC had picked out the key concerns highlighted in the annual accounts including the pension liability and ENSA's financial dependence on the University.</p> <p>AC acknowledged that ENSA was generally in good financial health. She reported that the FRC was satisfied with the accounts and recommended them for approval.</p>	

<p>Directors approved the Annual Accounts 2023. Directors agreed that ENSA is a ‘going concern’. Directors approved the ‘dormant accounts’ for ENSA Ltd to be submitted to Companies House.</p> <p>JR thanked KC for attending and noted the set of accounts would need to be signed off.</p> <p>Action: Annual Accounts to be signed off. DB/JR/KC</p>	DB
<p>Presentation from Elected Officers Officers delivered a presentation on the areas they have focused on, individually and collaboratively since starting in their roles.</p> <p>GA President Society and Community highlighted activities and campaigns he has been involved with:</p> <ul style="list-style-type: none"> ➤ <i>New Societies</i> established included Indian Soc, African Soc, Conservation, Occupational Therapy, Social Affairs and Sustainability societies. Nursing and Physiotherapy societies have been reformed. ➤ <i>The Happiness Project: Celebrating Africa</i> The event held in Craiglockhart foyer was a great success with over 300 people coming together to celebrate Africa and enjoy music, dancing and food. ➤ <i>Workstream 5 Meetings and the Project Vision Board:</i> GA had participated in these meetings to provide the student perspective on the estates going forward. ➤ <i>University Principal Recruitment Panel:</i> GA has been selected to serve on this panel, which may extend beyond his term of office. It has been agreed between the University and the ENSA CEO that he will remain on the panel after 30 June until the process is complete. <p>OA Co-President Education & Employability gave an update on campus pop-ups, Fairs and Rep meetings:</p> <ul style="list-style-type: none"> ➤ <i>Rep Forums:</i> There are five university-wide and school forums planned for this trimester where Reps can ask questions and share issues. ➤ <i>Support Stalls:</i> Held at each campus with over 50 students engaged at Sighthill today giving them the opportunity to ask ENSA Advice questions and receive academic and funding advice. ➤ <i>Graduate Fairs and Student Futures pop-ups:</i> Students were given the opportunity to attend voluntary and part-time fairs as well as speak to various companies about the process of applying to graduate programmes. ➤ <i>HEAR (Higher Education Achievement Record):</i> Data collection has commenced so that student Rep accomplishments can be recognised and added to their transcripts. ➤ <i>Payment Plan Extension:</i> Elected Officer’s achieved an extension from six to ten months for international students. ➤ <i>Rep Social:</i> OA is planning on hosting an event for the end of this trimester. <p>RC CO-President Sport and Wellbeing gave an update on activities and campaigns he has been involved with:</p> <ul style="list-style-type: none"> ➤ <i>Give It a Go Campaign:</i> Held weekly activities with the support of the Head of Events and tied in with Feel Fab Feb helping students’ physical and mental wellbeing 	

- *Sports Club of the Week*: Clubs are engaging well with contacting RC asking for their club to be nominated.
- *Sports Volunteer Committee*: Student volunteers helped RC with the Awards Ball nominations – around 200 nominations were received from clubs which had to be cut down to 3 nominations for each award.
- *Varsity and the S&S Awards Ball*: RC is hoping for a good turnout for both events being held in March.
- *Outdoor Facilities*: RC is in discussions with the university and hopes to be able to give an update on this in due course.

Overall, student engagement and footfall in the ENSA office has noticeably increased.

NUS

GA noted that Officers are looking at the relationship ENSA has with NUS and what they do for the student community.

JR asked for any comments or questions.

DB wanted to recognise what a great job the Officers have been doing.

DB also wanted to highlight the African Festival and recognised GA and EE (President of African Society) for the work they put into organising the event.

ES observed it would be good to know what students thought about engagement this year compared to last year.

JR asked AVP and EJ their thoughts on being a student on campus.

AVP said he often saw the Officers on campus helping students and running events. Every month there were events relevant to students which were really appreciated.

EJ highlighted the ceilidh dancing on campus for Burns night and agreed students were enjoying the events, job fairs and support stalls ENSA was providing.

AVP had spoken to some Master's students who would like more employability support from ENSA and for the university services to be promoted more.

EE said it would be interesting to find out what percentage of students benefit from internships or volunteering with the organisations that come onto campus. OA pointed out that not all companies allow students to apply directly while on campus and data can't be requested due to GDPR.

EJ asked if it would be possible for more employability/placement opportunities for Postgraduate students. OA responded that Student Futures are open to increasing placements but need to know what programmes these are needed.

AVP thought the social media pages seemed to have low interaction with students compared to the number of followers and number of posts.

JR pointed out that the presentation to the Board from the Marketing & Social media Assistant in June, showed that figures were good compared to other SA's.

<p>CEO Report</p> <p>DB highlighted a few points.</p> <ul style="list-style-type: none"> ➤ More resource is needed in marketing and social media. Interviews will be held for a Marketing and Social Media Coordinator in a few days. ➤ The number of candidates running in the elections has gone down from 14 to 11 – one said they were no longer interested and three have completely dropped off the radar and have done none of the work they were required to do. There are still some excellent candidates and a good plan is in place for staff and the Officer’s who are not running, to help promote this across the campuses w/c 4th March. <p>The Head of Events & Campaigns put together an informal survey which focused on how students think about ENSA. There are some small differences between Merchiston and Craiglockhart campuses. The survey has still to be taken to Sighthill so that all responses can be compared.</p> <p>IH suggested a way of engaging with nursing students might be by asking if they want to lobby about something relevant to them.</p> <p>Action: Take the student survey to Sighthill campus.</p>	<p>DB</p>
<p>Update on Actions from the HR Review</p> <p>JR reminded everyone that at the last Board meeting in November there was a reserved section for Directors only to look at the report from the HRC who had commissioned a consultant to carry out an independent review and develop action points to address issues arising. JR went through the list of approved actions.</p> <ul style="list-style-type: none"> ➤ <i>ENSA Strategy Day</i> A date has been set for the 2nd May. JR noted when she met with staff on campus to share the results of the HR review, there were positive comments about Directors and staff working together. ➤ <i>ENSA Staff and Directors</i> There are existing links on the website until posters can be created. ➤ <i>Staff Survey</i> DB has asked Daniel, the Head of Representation and Leadership Development, to develop a staff survey in consultation with employees. ➤ <i>Whistleblowing Policy</i> Updated by the HRC and brought to the Board for approval. ➤ <i>360 Degree Process</i> To be progressed in April / May - more information will be expected at a future meeting. ➤ <i>High Speed Online Training Courses</i> DB has completed 2 out of the 3 courses purchased and found them useful. They are also CPD accredited. The Team Leads have been asked to complete the training by end of April 2024. ➤ <i>Scheme of Delegation</i> Additional text for approval was to ensure it was clear that the Sabbatical Officers are employees of ENSA and therefore accountable for their work to the CEO, as with all other employees. ➤ <i>Termly Meetings for the Board and Committee Chairs</i> <ol style="list-style-type: none"> 1. A member of HRC and the three elected officers 2. CEO, a student lay director and an external lay director – AC agreed to be the external lay Director and EJ agreed to be the student lay Director at these meetings. 3. Chair (DB until a Chair is appointed) to convene termly meetings with the Chairs of HRC and F&RC 	<p>DB/AH</p>

<p>➤ <i>Handover Process</i> The Head of Representation is taking this on with the guidance and support of the CEO.</p> <p>AH was concerned about the timeline for the PDR / 360 Degree process as a 3-4 week window is required for the surveys and reports.</p> <p>Action: AH to set up meetings for a member of the HRC and three elected Officer's and put in diaries</p> <p>Action: DB to set up meetings for the CEO, student and external lay Directors</p> <p>Action: AH to send DB the link regarding the generic 360</p>	
<p>FR Committee Minutes: 15th February AC went through other matters discussed at the meeting.</p> <p><i>Change of Bank Signatory</i> Due to a change in staffing the Committee agreed to add the Communications Team Lead, Craig Reid, as signatory.</p> <p>The decision to change the bank signatory with RBS was approved by the Board.</p> <p><i>Review of Updated Risk Register</i> The committee agreed the register was a much improved format and that a section should be added to show the date the register had been updated and when it had been discussed by FRC and the Board.</p> <p>The minutes and presentation of the Accounts for Board were approved.</p> <p>Action: DB to take forward the change in bank signatory, adding Craig Reid.</p>	DB
<p>HR Committee Minutes: 19th February The committee reviewed two policies which were approved.</p> <p><i>Scheme of Delegation</i> Updated as per the HR review.</p> <p><i>Whistleblowing Policy</i> The committee suggested the Whistleblowing Officer should be the Chair of the FRC – AC agreed to take on this role and asked if a Napier email address could be created for this purpose.</p> <p>Action: Edit the policy to include additional text that states the (Chair of FRC) should be the Whistleblowing Officer.</p> <p>Action: Create a Whistleblowing email address.</p>	DB
<p>Risk Register DB highlighted the risks added since the RR was last reviewed by the Board.</p> <p><i>Cyber Attack:</i> More universities were being targeted which were affecting SAs and therefore this was added to the RR. DB noted that a business continuity plan is on her radar.</p> <p><i>Training of Students in Clubs & Societies</i> The Head of Student Activities, Craig Stephen, ensures H&S and First Aid training is delivered.</p>	DB

AH commented on the level of risk scoring for 'failure to comply with employment law' and felt it should be higher than 2.

DB agreed to increase the score.

Action: DB to increase the risk scoring for 'Failure to comply with employment law'.

Resignation of Chair and Recruitment Pack

DB

JR has come to the end of her term of office as Chair of the Board of Directors and noted that her resignation will take effect from the conclusion of the Board meeting (28th February 2024).

JR has advised the Chair of Court, all Board Directors and the Principal that she is stepping down.

JR was pleased to see the impact DB has had on improving the relationship between ENSA and the University. She said that after having gone through a challenging time for all concerned, there was a good ENSA staff structure in place and the organisation was performing well.

A draft advertisement and recruitment pack for the Chair post has been prepared with the intention to advertise the vacancy on Friday 1st March.

IH asked about the person specification in the application pack and wondered if it was essential applicants had a degree. After some discussion it was agreed the wording could be changed to say a degree *or equivalent*.

DB said that JR would be greatly missed and that she, personally, had appreciated JR's leadership and guidance.

All agreed that JR would be missed and expressed appreciation for her leadership.

Action: Change wording in recruitment application pack.

AGM of the Corporate Trustee 28 February 2024

The Board of Directors re-convened for the AGM of the Corporate Trustee. One Director had given his apologies in advance (AG).

Annual Accounts 2023: The annual accounts for 2023 were **approved**.

Appointment of auditors: All agreed to continue with the current auditors, Whitelaw Wells, and their appointment was **approved**.

The Chair brought the AGM to a close.

The next Board of Directors meeting is on the 17th April on MS Teams.