

**Edinburgh Napier Students' Association Ltd
Board of Directors**

**Minutes of 27 September 2023
2/04 Craiglockhart Campus**

Members present: Jenny Rees (Chair, JR), Geou Askhil (GA), Opeyemi Akindehin (OA), Ryan Cairns (RC), Erin Slater (ES), Antonio Garcia (AG), Evan Eghan (EE), Erin Johnson (EJ), Aswin V. Podimon (AVP)

Apologies: Isobel Hall (IH), Ailsa Crum (AC), Andy Houghton (AH),

In attendance: Dee Bird (DB)

Taking the minute: Susan Finn (SF)

<p>Welcome and Apologies</p> <p>JR welcomed everyone to the meeting and, as there were six new members (three Student Lay Directors and three Sabbatical Officers), put people into pairs to allow them to find out a bit more about each other. Introductions were then made around the table.</p> <p>Apologies were noted for AH, AC and IH.</p> <p>The Board formally appointed Erin Johnston, Evan Eghan and Aswin V. Podimon as Student Lay Directors.</p>	
<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>	
<p>Minutes for Approval</p> <p>JR introduced the minutes of the last meeting in June. As there were no amendments proposed, the minutes were approved.</p>	
<p>Action Log</p> <p>JR went through the Action Log.</p> <p>Staff Retention</p> <p>DB and the HRC continue to explore incentives for staff retention. An external review had been commissioned by the HRC and would be produced in due course.</p> <p>The agreed change in hours had been implemented from July with a full working day now totalling seven hours.</p> <p>After the Director for Student Engagement / Deputy CEO left in July, the decision was taken to change the structure and have three equal Team Lead posts that would all have a deputising role for the CEO. A pay increase for the two existing Team Leads was agreed to recognise the increased responsibilities.</p>	

<p>The new Team Lead for Student Engagement is due to start on Monday 2nd October. All posts will then be filled.</p> <p>DB said that the other postholders recently appointed had settled in very well.</p> <p>Scheme of Delegation</p> <p>JR suggested that with changes to pay and staff structure the Scheme of Delegation should be updated. The FRC would review suggested updates and propose them to the Board in November.</p> <p>Action: DB to take the revised Scheme of Delegation to the next FRC meeting.</p>	<p>DB</p>
<p>Update from Officers</p> <p>Officers delivered a presentation on the following areas they have focused on, or contributed to, since starting in their roles:</p> <ul style="list-style-type: none"> ➤ Communication and facilitation techniques ➤ Project planning and development ➤ Representation and Student Council – The Head of Representation & Leadership is providing support to increase engagement in representation ➤ Freshers’ Events – led by the Head of Events & Campaigns ➤ Getting to know university departments: Student Futures, Student Recruitment, DLTE ➤ Introduction to the work of sparqs <p>Napier Fest – Jan/Feb 2024</p> <p>GA has put a proposal forward to the University for a techno cultural fest and plans to speak to the university Court about it.</p> <p>Sustainability and Climate Week</p> <p>GA has taken up the Lionsgate Garden project at Merchiston to help create awareness around sustainability and has started registration for volunteers; six people have already signed up.</p> <p>Societies</p> <p>GA has set up a WhatsApp group for Societies as a means of communication which is very active. A social event is also being planned.</p> <p>Programme Reps</p> <p>OA is working on gathering the Programme Rep details onto a spreadsheet and plans on having regular meetings. Rep Forums have been booked on campus for Oct/Nov.</p> <p>School Learning & Teaching student Consultants will help to arrange School Rep forums where particular school issues can be raised and discussed.</p> <p>Campus Pop Ups - 9th, 12th & 17th October</p> <p>There will be pop-ups at each campus with different university departments (ENSA Advice, Student Futures, Disability & Inclusion, Library Services, Academic Skills) to increase engagement and allow students to find out more about the services on offer.</p>	

Active Campus – Give it a Go

RC is launching the 'Give it a Go' programme of informal drop-in activities of games and crafts to engage students over lunch and between classes.

Visible ENSA Space at Sighthill

RC has secured an allocated space for ENSA on campus at Sighthill which is to be decorated and ENSA branded. This will allow ENSA Officers to extend their reach and engage more students.

Wellbeing Campaigns

World Mental Health Day is the 10th October and ties in with the active campus launch. Movember Mens Health month: RC is discussing possible events with sports clubs.

Club Development Plan Meetings

Meetings with sports clubs took place and went well.

Sports Volunteer Committee

RC is currently advertising three posts for students to form a committee - Participation and Engagement Volunteer Officer, Health and Wellbeing Volunteer Officer and a Media Volunteer Officer.

Sports Facilities

Ongoing conversations are being held with Edinburgh City Council on short and long term plans for indoor and outdoor facilities for clubs.

Freshers Week reflections

Officers felt it had been a very successful week with a great variety of events that were well attended and had received good feedback from students and staff. The initial presence of the Officers during this week has enabled students to know who they are, what ENSA does and where to find us.

JR recognised it had been a busy three months and commended the Officers for what they had achieved so far and the plans they have for going forward.

AG asked how the success of the drop in activities, use of the new ENSA space at Sighthill and campus pop ups would be measured in terms of engagement. RC suggested it may take time for students to engage but agreed it was a good idea to gather data. EJ thought it was a good idea to have craft activities on campus for students to join in and take a break from studies.

EE said it was exciting that all these activities and events were happening and it helped him feel included when coming back to study from Ghana.

AVP said Freshers' Week helped introduce him to ENSA and sent a great message to students.

JR asked ES for her thoughts on the Officers' presentation compared to the way updates have previously been reported which tended to be written and submitted separately. ES said the presentation had come across very well and was easy to follow.

Report from CEO

DB noted that things have been going very well due to the excellent work of both the Officers and ENSA staff.

DB briefly went through the summary of Freshers' Week and made a point of recognising the Head of Events as having delivered an outstanding Freshers' Programme.

The new adviser is in post and helping to alleviate some of the pressure on the service although the advice team are still extremely busy.

The Advice Team Lead provided a report for the last financial year which showed the team had dealt with 805 cases and 857 appointments. The majority of cases involved charges of academic misconduct within the Business School.

The Head of Representation & Leadership Development is settling in well and already making improvements to increase participation in student democracy.

The Head of Student Activities and the Student Activities Administrator are doing a great job supporting the operations and development of sports and societies.

Draft Financial Outcome

DB went through the pre audited summary of Profit and Loss for the last financial year ending 30th June 2023. External auditors will look at the accounts in November. The summary shows ENSA is doing well financially.

DB explained the pension liability to the new Directors and said that although this is a risk it is being managed well.

DB explained that the surplus amount shown will change after a further pension payment is taken off which will leave a surplus of around £85k.

ES asked how many years were left on the pension liability payments. DB responded that the liability would be paid off in 2037.

Balance Sheet

DB pointed out that although the total of Capital and Reserves were at (£602,744) this is due to the pension liability.

The reserves policy states that there should be between 4-6 months of reserves in the accounts. JR noted that reserves are building up to a more than comfortable level.

DB told members that a new high-interest savings bank account is being looked into for up to £85k.

ES asked if having this amount in a savings account would affect the amount of funding from the university?

DB/JR said this was unlikely to be a cause for concern with the University.	
<p>HR Committee</p> <p>TG noted the actions discussed at the meeting on 28th August</p> <ul style="list-style-type: none"> ➤ Pension employer contribution percentage increase: taken forward by DB ➤ Flexible working: ongoing discussion to be held after the HR review when DB plans to do some work on retention incentives which will be brought to the November HRC and then to the Board. ➤ AH is working on salary scales with the university HR department <p>Action: DB to look at retention incentives after HR Review.</p> <p>Action: AH to look at salary scales with university HR team.</p>	DB/AH
Date of next meeting: ENSA Board 29 November 2023 in person	