

**EDINBURGH NAPIER STUDENTS' ASSOCIATION**  
**Board of Directors**  
**Minutes of 4 May 2022**

**Directors in Attendance:** Dr Jenny Rees (JR), Aiden Kremin-Pacey (AKP), Heloisa Fyfe (HF), Emily Divine (ED), Angela Moodie (AM) Dr Ailsa Crum (AC), Isobel Hall (IH), Olivia Gardiner (OG), Brodie Sutton (BS), Andy Houghton (AH)

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

**Apologies:** Rachael Donovan (RD)

<b>Standing Items:</b>	<b>Action</b>
<p><b>1. Welcome and Apologies</b>            JR welcomed everyone to the meeting and noted Matthew Akinpelu had recently left ENSA to start working with JP Morgan.</p> <p>Apologies were received from RD</p> <p>The 8 June Board meeting will be virtual and incoming Officers will be invited to attend. HF noted she is finishing earlier in June and will not be attending the next meeting.</p> <p>The aim is to hold the September meeting in person.</p> <p>DB noted Directors are invited to join the ENSA End of Term Party taking place at the Three Sisters on Friday 13<sup>th</sup> May.</p>	
<p><b>2. Declarations of Interest</b>            HF and ED made a declaration of interest in respect of the staff and sabbatical salary issue.</p>	
<p><b>3. Minutes of meeting 16 March 2022</b>            The minutes of the March meeting were formally <b>approved</b> with AC the proposer and IH the seconder.</p>	
<p><b>4. Action Log</b></p> <p>DB went through the actions on the action log.</p> <p>DB confirmed the tender for audit service was now complete.</p> <p>Funding from the University has been confirmed as £564k, an overall uplift of £24K. JR gave commendations to DB and AH for successful negotiations with the Director of Finance and to the Officers for their good work this year.</p> <p>The Native contract was reviewed by Procurement as suggested by the Board. ENSA has now signed the contract.</p> <p>JR noted the Governance Induction document is ongoing.</p> <p>Review of the student election process is an ongoing piece of work for DB/IH.</p>	

Bank signatories will be updated with RBS when the March minutes have been formally approved by the Board.

#### **5. Reports from Student President and Co-President**

FTOs gave an update on what they have been working on since the last Board meeting.

HF organised another second-hand clothes and books market at each campus which was very popular with students. Donations were handed in from students and staff and over 550 items were given away.

The Societies & Sports Awards Ball took place on the 2 April at the O2 Academy and was a big success with 500+ students attending. HF/ED presented the awards at the event and noted that the Ball had paid for itself.

HF has attended a couple of protests, one organised by NUS Scotland. A member of the ENSA 50 and two incoming co-presidents also took part.

JR asked about the move to NUS Scotland to potentially disassociate itself from NUS UK. HF said the policy was proposed at the NUS conference and is something that Officers had been talking about for a while. They wanted to make it official by proposing it as a policy, requiring a vote. Although there was a majority in favour of disassociating this does not mean that NUS Scotland will become independent for certain; it merely means that there will now be exploratory work carried out to consider the possibility of NUS Scotland becoming independent.

ED has been working on plans for the next academic year with club facility bookings and BUCS registrations.

ED has been working on promotion of the Ambassadors who are currently working on their individual development plans which are to be implemented in September.

ED and the QMU Sports President ran the Varsity event on 30 March. Around 500 students were competing or spectating and Napier managed to hold onto the Varsity cup winning 7/10 fixtures. The event was enjoyed by all.

#### **6. Report from CEO**

DB noted that the SA/SU CEOs are now being brought into the conversation about NUS Scotland potentially becoming independent. The Director of NUS Scotland is establishing an Advisory Board.

One of the ENSA Advisers has resigned to take up a post elsewhere; DB and the Advice Team Lead are discussing creative ways to develop capacity in the Team going forward. One of the existing advisors has agreed to work more hours which will provide some relief.

DB mentioned that the Impact Report has been well received by senior managers in the University.

<p>DB went through the end of year report on the Annual Plan. Most actions had been achieved; however, there were a few areas that needed to be revisited in the coming academic year, especially in relation to elections and support for Global Online students.</p> <p>DB has asked HF/ED to make videos about their experience being an Officer in the hope this will encourage more students to run for office going forward as they will have a better understanding of what is involved in the job and what they can gain from it.</p> <p>IH asked for a report on the elections for the next Board meeting.</p> <p>A few activities to be progressed under the wellbeing area of the Annual Plan are:</p> <ul style="list-style-type: none"> <li>• Establish baseline for numbers of students taking part in sport or physical activity with breakdown of protected characteristics</li> <li>• Healthy Body Healthy Mind Award</li> </ul> <p>DB noted that the new Student Activities Co-ordinator was already establishing good partnerships which should enable progress in these areas.</p> <p>DB acknowledged a conversation needs to be had with the University around online programmes for Global Online students - including what these students want and what resources are available for this work.</p> <p>IH suggested a separate course Rep system for online students. AC suggested a buddy system or a virtual global common room.</p> <p>IH asked if it would be possible to have small presentations about big things that have taken place e.g. Varsity, student elections and other events. DB / JR to consider this for future Board agendas.</p> <p>JR spoke of student engagement and how to get people to turn up to the ENSA 50 and AGM which was not a quorate meeting. The formal business of approving ENSA's affiliations could not go ahead at the AGM held at the end of March so a student had asked if there should be an EGM. JR asked for any comments. IH suggested having a discussion with the student and asking how they might want to get more involved with ENSA. Members felt that holding an EGM was unlikely to attract more students at this point.</p>	
<p><b>Action:</b> DB to include those areas that require further work in the Annual Plan for 2022-23.</p>	DB
<p><b>Action:</b> DB to provide a report on Elections for the next meeting.</p>	DB
<p>Action: DB/JR to consider including presentations from ENSA staff at future Board meetings.</p>	DB/JR
<p><b>7. Report from Committee Chairs</b></p> <p><b>HR Committee</b></p> <p>As the meeting was not quorate, DB/IH had an informal discussion to go through the Elected Officers Performance Development Review paper. DB then integrated IH's suggestions in the document.</p>	

**Finance & Risk committee**

AM explained that the Committee had discussed the draft budget, focusing on the challenges posed by the growing rate of inflation. It was agreed that ENSA's financial position had improved over the past year and, although inflation poses some uncertainty, the Committee was generally optimistic. The staff pay increase options were discussed by the Committee and the draft Budget presented at today's meeting reflects the recommendations from the F&R Committee.

There were two submissions from the audit tender. DB and JR reviewed the submissions and agreed the preferred auditor was Whitelaw Wells. DB was now carrying out the paperwork necessary to implement the change in auditor.

**8. Budget for 2022/23 and Pay Award for Approval**

**Budget for 2022/23**

AM noted inflation remains one of the biggest risks. A contingency pot of £3500 has been included in the Budget to address rising costs. The increase in funding from the university was much appreciated and enables ENSA to grow its reserves while also meeting an increase in costs.

IH asked if a Death in Service cost was paid annually. DB confirmed this is one of the benefits offered to permanent staff. AM said the pension rules now state that Death in Service must be offered.

**Pay Award**

AM said the committee agreed a recommendation of a consolidated 2% pay increase for staff plus a one-off payment of £750 (pro rata) to recognise the increase in the cost of living.

It is proposed Elected Officers be moved up two points on the scale (this is to include the 2% increase).

The recommendations are included in the draft budget.

Members **approved** both the proposed Budget 2022-23 and the approach to the staff and Officer pay awards.

**9. Elected Officers Performance Development Review for Approval**

DB thanked IH for their useful discussion about the FTO PDR at the HRC (which was not quorate) and asked members for comments on the PDR.

DB explained that she wanted to capture a PDR that reflected all elements of the Officer's role.

It was proposed that in July Officers would be asked to do some reflection and set aims and objectives. In October and January these would be revisited and then finally in May/June reevaluating on what they have delivered for students and their own development.

AH thought it sounded very thorough.

<p>HF agreed it would be useful to have an official document to complete and help them to stay on track with what they want to achieve.</p> <p>ED noted she did a mentoring programme with Scottish Student Sport which was similar to what was being proposed. ED found it beneficial to look back on what she had achieved throughout the year.</p> <p>Members <b>approved</b> the FTO Performance Development Review paper.</p>	
<p><b>10. Governance Development/ Induction</b></p> <p>JR noted she will be asking for feedback on activities that have been going on throughout the year with a view to having a governance review discussion at the September Board meeting. Activities will include the mentoring programme and Governance Survey that had been developed by IH and DB.</p> <p>JR has worked on expanding a previous induction checklist and asked for any comments. AM said it was very comprehensive but wondered if Health &amp; Safety and Equality needs to be considered.</p> <p><b>Action:</b> JR/DB to continue to develop a Board of Directors handbook in time for the September meeting.</p>	DB/JR
<p><b>Items for Information</b></p> <p><b>Forward Schedule of Business</b></p> <p>JR noted the Board meeting in June will be a farewell/reflection meeting with some key items of business including an opportunity to review the Risk Register and Sustainability Charter.</p>	