

**EDINBURGH NAPIER STUDENTS' ASSOCIATION**  
**Board of Directors**  
**Minutes of 8 June 2022**

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

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

**Observers:** Olumuyiwa Opaleye, Ekamdeep Bumra, Vishal Khatter

**Apologies:** Rachael Donovan (RD), Isobel Hall (IH), Heloisa Fyfe (HF)

<b>Standing Items:</b>	<b>Action</b>
<p><b>1. Welcome and Apologies</b>            JR welcomed everyone to the meeting and introduced the incoming Officers who attended as observers.</p> <p>Olumuyiwa Opaleye – President for Societies &amp; Community            Ekamdeep Bumra – Co-President for Sport &amp; Wellbeing            Vishal Khatter – Co-President for Education &amp; Employability</p> <p>Apologies were received from RD, IH, HF.</p>	
<p><b>2. Declarations of Interest</b>            There were no declarations of interest.</p>	
<p><b>3. Minutes of meeting 4 May 2022</b>            The minutes of the May meeting were approved.</p>	
<p><b>4. Action Log</b>            JR highlighted the two ongoing actions that would be discussed in more detail during the meeting.</p> <ul style="list-style-type: none"> <li>➤ Governance Induction document</li> <li>➤ Review of the student election process</li> </ul>	
<p><b>5. Reports from the Student President and Co-Presidents</b>            ED shared her screen to give an overview of the end of year reports and spoke on behalf of HF and MA who had demitted their posts a few weeks early to pursue other opportunities.</p> <p>ED went through the highlights for each Officer demonstrating how they have worked towards realising their manifestos. The presentation included photographs of events, campaigns, projects, sports clubs and societies. It was noted that the Impact Report published in March had captured many of the Officers' wins for students during the 2021-22 session.</p> <p>ED added a more general ENSA update including recent work with the Widening Participation Team particularly in relation to supporting direct entrants and the</p>	

intended launch of the Community Pantry in September in recognition of the recent cost of living crisis.

ED thanked all Directors for all their help throughout the year.  
OG and BS thanked the FTO's for all they have done for students.

AH asked if there was a handover to pass on to incoming Officers. ED confirmed there had been a handover day in the office before HF went on annual leave.

DB noted there is a full training programme in place for the incoming Officers during the summer which will give them the chance to work as a team and develop an understanding of their remits.

JR commended the outgoing FTOs on the quality and content of the reports they have produced throughout the year.

DB said the FTO's were a great team and were lovely to work with.

## **6. Report from CEO**

DB noted a few recent things not included in the report.

- Interviews for the Social Media Intern took place earlier in the day and an excellent candidate had been selected
- The Excellence Awards nominees were now going out on our social media channels. JR congratulated BS on being nominated for Most Inspiring Student in the Excellence Awards.
- DB attended a meeting with other CEO's in Edinburgh with the Military Education Committee (MEC) to discuss opportunities they offer for students. DB asked them to think about putting on some kind of activity or training for all students, including those who are not British passport holders. The MEC was open to this.

The 'ENSA Big Clear Out' is ongoing and has freed up much needed space in the office at Merchiston.

DB noted that all ENSA staff are now in the office one, two or three days a week depending on their contracted number of days. A large TV screen is to be purchased to improve hybrid working.

The WP team have offered to analyse our data to enable us to have a better understanding of our student engagement. This is a welcome development as the lack of a full data sharing agreement means we are limited in our ability to analyse data. The data analysis would include all ways students engage with ENSA including Reps, Sports and Societies, elections, attendance at events and use of the Advice service.

<p>AH was concerned election data might affect funding from the university next year if we are not seen to be fully representing the student population.</p> <p>DB explained that HF and ED had tried very hard to get students to run for election but felt people wanted to move on after the pandemic and were not interested in remaining at the University.</p> <p>BS noted that voter turnout is affected by the number of candidates running.</p> <p>AM suggested having an action plan and looking at the way elections are communicated.</p> <p>It was generally agreed that our approach to elections should be a major focus for the coming academic year.</p> <p><b>Action:</b> DB to work with relevant staff to develop an action plan for elections.</p>	<p>DB</p>
<p><b>7. Annual Plan 2022-23</b></p> <p>DB highlighted some of the actions to be focused on as set out below and noted the new ENSA displays have been delivered to each campus foyer.</p> <ul style="list-style-type: none"> <li>➤ Promote elected Officer positions to increase voting and candidate numbers</li> <li>➤ Increase ENSA 50 numbers</li> <li>➤ Develop materials to help promote the Advice Service – The new Advice Intern, once recruited, would support this work.</li> <li>➤ Launch the Community Pantry in Sept – £500 has been received from the university and a small amount donated by the VP Learning &amp; Teaching</li> <li>➤ Training for staff – all staff will take part in at least one training event during the year</li> <li>➤ Improve and update the Fixed Asset Register</li> </ul> <p><b>Action:</b> Improve and update the Fixed Asset Register with help from AM and/or the University Finance Team</p>	<p>DB</p>
<p><b>8. Risk Register</b></p> <p>JR noted this live document was introduced over a year ago which allows any risks to be added or removed.</p> <p>As chair of the F&amp;R Committee, AM gave a bit more information on what the document is and what it currently looks like. AM explained the higher the score the more important the issue and noted the two highest risks:</p> <ul style="list-style-type: none"> <li>➤ Low voter turnout – already discussed during the meeting</li> <li>➤ Pension deficit – the scoring on this needs to be looked at</li> </ul> <p>Other points to be considered:</p>	

<ul style="list-style-type: none"> <li>➤ Cost of living and inflation – is this a risk for us especially around wage inflation?</li> <li>➤ Fraud - identity and financial</li> <li>➤ Spending Review – Higher Education cuts and impact on ENU. DB has updated the risk register to reflect this.</li> </ul> <p>AM suggested bearing this in mind with the reserves policy.</p> <p>AH asked DB if there was any noticeable change in materials and the cost of services provided. DB said that there had not at this point been a notable difference; however, she expected ENSA to feel the impact of rising costs in relation to large events (eg the venue and catering for the Sports and Societies Ball).</p> <p><b>Action:</b> Review and update the Risk Register</p>	
<p><b>9. Sustainability Charter – Annual Review</b></p> <p>DB asked if any of the incoming Officers would be interested in taking ownership of the charter from HF. This can be discussed further during training.</p> <p>DB was contacted by the clerk of the University Sustainability Group asking who would be taking HF’s place on the group.</p> <p><b>Action:</b> Confirm which FTO would like to take this forward.</p>	<p>DB/AM</p> <p>DB</p>
<p><b>10. Governance Update</b></p> <p><b>Questionnaire</b>  Directors were asked to complete a useful questionnaire created by DB/IH to assess how well people thought the Board was operating.  A summary of results shows there are some areas where people are very positive and some that should be reviewed.</p> <p>JR planned to follow up the questionnaire with 1 to 1 meetings and may be able to provide some anonymised feedback as to where the concerns were coming from.</p> <p>It was noted that induction for new Directors was an area for development.</p> <p><b>Annual 1-1 Meetings</b>  JR is working her way round all Directors and has still to speak to ED, OG, BS, AKP then to the Lay Directors by the end of the summer.</p> <p><b>Board Handbook</b>  JR/DB continue to develop a Board of Directors handbook which will be used ahead of the September meeting as part of induction training.</p>	
<p><b>Items for Information</b>  <b>Summary Finance Report</b></p>	

JR suggested it may be helpful as part of the Governance Development and Induction to include some guidance on how to read these reports and what to look at.

AM agreed it would be good to go over what to look for in financial statements.

AM / DB

**Action:** create some guidance on how to read Finance Reports

**ENSA Board Schedule of Meetings 2022-23**

JR noted the ENSA AGM would now be held on the 30<sup>th</sup> March 2023.

The schedule of meetings will be re-issued to show the change of date.

**Forward Schedule of Business**

The first area of ENSA to be focussed on at the December Board meeting would be the ENSA Advice Service. This will allow Directors to find out more about the service and how it operates.

JR

**Action:** JR to issue an updated schedule of meetings.

DB thanked the Student Lay Directors for the great job they have done and noted that Darrin Nightingale (HWUSU CEO) commented positively on their contributions when he joined the March Board meeting. JR agreed and wished the Student Lay Directors well for the next stage in their careers.