

EDINBURGH NAPIER STUDENTS' ASSOCIATION

Board of Directors

Minutes of 29 September 2021

Directors in Attendance: Dr Jenny Rees (JR), Aiden Kremin-Pacey (AKP), Angela Moodie (AM), Heloisa Fyfe (HF), Emily Divine (ED), Matthew Akinpelu (MA), Dr Ailsa Cum, Isobel Hall (IH), Olivia Gardiner, Brodie Sutton

In attendance: Dee Bird (DB)

Apologies: Rachael Donovan (RD), Andy Houghton (AH)

Standing Items:	Action
<p>1. Welcome and Apologies</p> <p>JR welcomed everyone to the first in person meeting and asked for each person to introduce themselves for the benefit of the new Directors.</p> <p>Apologies were received from RD and AH</p>	
<p>2. Declarations of Interest</p> <p>It was noted HF, ED and MA would be asked to leave the room while item 12, Staff Pay Increase, was being discussed.</p> <p>OG noted she was working on the University helpdesk.</p> <p>Action: DB to circulate register of interest form</p>	DB
<p>3. Appointment of Student Directors</p> <p>The Board formally appointed OG and BS.</p>	
<p>4. Minutes of meeting 9 June 2021</p> <p>The minutes of the June meeting were approved.</p>	
<p>5. Action Log</p> <p>AM noted the Risk Register is available on Teams as a live document and can be reviewed and added to as appropriate.</p> <p>Action: DB to move the Scheme of Delegation paper to an accessible area on Teams</p>	DB
<p>6. Lennox Report Progress Log</p> <p>JR gave a brief summary of the relatively recent history of ENSA, explaining the context of the Lennox Reports and why a consultant was brought in during the first half of 2020.</p> <p>DB confirmed that the majority of the recommendations arising from the Lennox Reports had been completed and any outstanding actions were due for completion in the near future. The Staff Handbook would be issued as soon as Board approval was granted. Also, the Finance Policies and Procedures were close to being finalised and would be presented at the next FRC.</p> <p>It was agreed that there was not a need for the Lennox Progress Log to come back to the Board.</p>	

<p>7. Reports from student president, co-presidents The Officers gave an update on a successful Freshers' month, 'Super September'.</p> <p>They set out what they have been working on and what they hope to achieve, individually and collectively, during their time in office.</p>	
<p>8. Report from CEO DB confirmed that two sponsorship deals had recently been secured which would help to put ENSA on a more secure financial footing.</p> <p>DB noted that there was some move to return to campus, while continuing to observe Covid-19 social distance measures. The ENSA reception desk was now running Monday-Thursday at Merchiston and staff were being encouraged to use the ENSA offices, including the Craiglockhart and Sighthill advice offices. There should be no more than four members of staff in the Merchiston office at one time for now.</p> <p>The Advice Team have been told that they should continue to work remotely (though they could use the campus offices, if they wished) until after Christmas, offering advice to students via Teams and over the phone.</p> <p>The new Advice Team Lead had already begun making improvements and is developing an evaluation survey.</p> <p>AKP suggested including BSL information on the ENSA website. ED offered to help with this as she has a relevant contact in the University. Action: ED</p> <p>AKP suggested a Risk Assessment should be offered to staff working from home. DB will investigate. Action: DB</p>	<p>ED</p> <p>DB</p>
<p>9. Report from Committee Chairs</p> <p><u>HRC</u> RD explained that the HR Committee had reviewed the HR policies at its last meeting and that the Board was being asked to give final approval to the policies.</p> <p><u>FRC</u> AM reported that ENSA's financial position was improving. Items put forward by the FRC were elsewhere on the agenda: the tender exercise for auditors, information on staff pay and ENSA's finances.</p>	
<p>Revised Staff Structure</p> <p>(This section has been redacted for confidentiality reasons.)</p>	
<p>10. Governance Review It was proposed the Board use the Scottish Governance Code as a basis for regular review. Policies and procedures should be easily accessible for members.</p>	

<p>It was noted the virtual Board handbook including all documents is required as well as an induction check list for new student, sabbatical and external directors.</p> <p>IH suggested a review wheel for use after each meeting where members can say how they thought the meeting went and collated responses will show what needs to be focussed on.</p> <p>Action: Populate the virtual Board handbook and create an Induction check list.</p>	JR/DB
<p>11. HR Policies</p> <p>DB introduced the policy paper and explained that she had revised the policies after receiving advice from the HR Committee.</p> <p>AKP proposed that under the section on home working that the following be added: 'ENSA may carry out an audit for Health & Safety reasons' and include information on how to complete a self-assessment of a workstation.</p> <p>AC suggested adding more to the section on 'lone working' to ensure safety.</p> <p>HF questioned some of the wording related to internet and email usage and suggested softening this.</p> <p>AKP felt that there was more work to be done on the policies.</p> <p>It was agreed that members would have a week to provide further comments after which time the policies would be circulated by email for final approval.</p> <p>Action: DB to amend policies in line with comments received and circulate to members for further comments / amendments.</p>	DB
<p>12. Staff Pay Increase</p> <p>The Officers left the room during the pay discussion.</p> <p>DB introduced the paper and set out three options for the Board.</p> <p>The Board approved the recommended option C: a 1.5% pay increase for all staff and FTOs which is to be back-dated to April 2021 (FTOs will be back-dated to 1 July). DB explained that this increase was in line with the higher education sector in Scotland which awarded a 1.5% increase from August this year.</p>	
<p>13. Tender for Audit Services</p> <p>AM explained that ENSA has had the same auditor (Azets, previously known as Scott Moncrieff) for a number of years and that it is best practice to put out to tender for auditors. The Finance & Risk Committee recommend going out to tender for next year's audit. The Committee will then review the tenders received and come back to the Board with recommendations.</p> <p>Also, AM suggested contacting Azets or Turcan Connell about serving as Company Secretary in the short term.</p>	

<p>Action: DB to contact Azets and Turcan Connell regarding acting as Company Secretary</p>	DB
<p>Strategy Discussion</p> <p><u>FTO's manifesto pledges and aspirations for 2021/22</u></p> <p>President Communities and Societies</p> <ul style="list-style-type: none"> • HF looks back at her manifesto frequently and spoke about encouraging ENSA, students and the University to be more sustainable • She regularly engages with new societies and helps those without a committee get restarted • Focussing on equality and equity • Need for honest, transparent communication with students 	
<p>Co-President Education and Employability</p> <ul style="list-style-type: none"> • MA spoke about his background in recruitment and motivating colleagues • He will be working on improving the academic experience • He is interested in partnerships with businesses and student employability • It's important for Officers to have more presence on campus 	
<p>Co-President Sport and Wellbeing</p> <ul style="list-style-type: none"> • ED has been helping clubs get up and running again after the effects of the pandemic • She is working on increasing the number of female students in sport and offering more opportunities to students with disabilities. • ED will be involved with campaigns throughout the year such as Feel Fab Feb, Movember and Strut Safe. 	
<p>Student Engagement with ENSA and/or the University</p> <p>AC spoke about interaction between manifestos and the strategic plan and looking for evidence that a partnership is working effectively. It was especially important in the current situation that students feel a sense of belonging as this would help their learning and wellbeing.</p> <p>AC suggested the following: flexible pathways, student nominated awards, helping students reflect on how they want to spend their time at university and student voice cards.</p> <p>AC will share the student voice cards links.</p>	AC
<p>What makes a good Students' Association?</p> <p>IH highlighted areas to think about:</p> <ul style="list-style-type: none"> • Knowledge, data and evidence to inform work of the SA • A sense of belonging and community • Processes: how easy is it to be involved? • Awareness: do students know what ENSA does? • What do we want to be known for? • What is meaningful engagement? 	

