

EDINBURGH NAPIER STUDENTS' ASSOCIATION

Board of Directors

Minutes of 16 March 2022

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

In attendance: Dee Bird (DB)

Observer: Darrin Nightingale, HWUSU CEO

Apologies: Angela Moodie (AM), Rachael Donovan (RD)

Standing Items:	Action
1. Welcome and Apologies JR welcomed everyone to the meeting. Apologies were received from AM and RD	
2. Declarations of Interest There were no declarations of interest.	
3. Minutes of meeting 24 November 2021 The minutes of the November meeting were approved.	
4. Action Log JR went through the actions on the action log. DB confirmed invitation to tender letters had been sent out and two positive responses had been received with a meeting in place with one company w/c 21 March to discuss further. ED confirmed the University Disability & Inclusion team have given ENSA access to their action plan and noted the Advice Team are including Contact Scotland as an option for students when using the service. DB/IH developed a governance online survey using the Scottish Code of Conduct to be used after future Board meetings. DB confirmed that Turcan Connell is now serving as Company Secretary. JR noted the Governance Induction document is ongoing. JR noted ten people were interested in the Board mentoring scheme which is underway. DB replied to the Head of Wellbeing regarding the GBV Hate Incident, Racial Discrimination policy. DB said that the policy had now been implemented by the University, and, though ENSA had expressed general support, it is not named as a co-author of the policy.	

<p>5. Reports from student president, co-presidents</p> <p>FTO's gave an update on what they have been working on and what they hope to achieve during their remaining time in office.</p> <p>HF highlighted the second hand clothes swap she recently held at each campus which was very popular with students. Donations were handed in from students and staff. HF hopes to be able to offer this to students again in the coming weeks.</p> <p>MA is working with the DLTE (Department of Learning and Teaching Enhancement) on rewarding students for attending university committee meetings. Rep Forums had raised the lack of effective feedback as an issue and MA is working on creating a focus group to look at how this could be improved.</p> <p>ED has been working on organising the Societies & Sports Ball (2nd April) and has also had fixtures and transport bookings to deal with since the Student Activities Co-ordinator resigned in January. ED has also been working with the Sport Ambassadors and noted the Recreational Sport Ambassadors had their first activity last week as part of Feel Fab Fridays.</p>	
<p>6. Report from CEO</p> <p>DB noted the FTOs are doing a great job supporting clubs and societies over the last few months while there have been staffing changes in the student activities area.</p> <p>Funding conversations with the University are ongoing since requesting an additional £15k at a meeting in January. There was an indication that the University would consider offering an additional £10k, though this had not been confirmed.</p> <p>DB is keen to work on student engagement by recruiting two student interns, one for sport and another for social media.</p> <p>A staff satisfaction survey was completed by 10 out of 12 staff and will be repeated next year. Results are to be shared with staff. The majority of staff were satisfied working at ENSA; however, BS noted that an area for consideration is training and development. DB agreed and explained that some training was being made available. Several staff were due to complete a mental health training course in the next few weeks.</p> <p>Elections are taking place this week. Darrin agreed the number of candidates are low this year and pointed out that HWUSU use MSL for the voting system which allows them to see how voting is going and where gaps are within schools. IH offered to help DB explore options for improving elections in future.</p> <p>BS asked if an email/newsletter had been sent to all students promoting elections. DB said that the ENSA Newsletter had gone out to all students and that the elections were also included in the University student newsletter.</p> <p>OG suggested students may feel inexperienced due to the pandemic and unsure of the what the Officer roles are. DB agreed.</p>	

<p>Action: DB/IH to look into the voting process and what system other SU's are using</p>	<p>DB/IH</p>
<p>7. Report from Committee Chairs</p> <p>HR Committee Met on 8th December where it looked at ENSA's proposed staff appraisal policy and process.</p> <p>Finance & Risk committee BS said the auditor had attended the most recent FRC meeting and was satisfied with the accounts. There were no recommendations for any changes; however, there is an action around the Fixed Asset Register.</p>	
<p>8. Directors' Report and Annual Accounts for Approval</p> <p>The Chair introduced the Directors' Report and Annual Accounts highlighting that ENSA's financial situation had shown a significant improvement over the previous financial year (2019/20). JR reiterated that the auditors had attended the Finance and Risk Committee and that there had been no significant concerns.</p> <p>The Chair then asked the Board to approve the Annual Accounts 2020/21 and they were approved.</p> <p>The Chair then introduced the draft budget for 2022/23. Two versions had been prepared for the Board: Budget A was based on the current level of funding provided by the University (£460K block grant + £80K strategic funding = £540K); Budget B included the £15K funding increase sought from the University (bringing the total funding from ENU to £555K), which had yet to be confirmed.</p> <p>Both budgets included:</p> <p>2 x student interns IT equipment to facilitate hybrid meetings Partnership deal with Native Staff salary increase (1.5% in Budget A; 2% in Budget B)</p> <p>AH suggested setting aside some contingency funds as the rate of inflation is concerning.</p> <p>In terms of staff pay, DB pointed out that the college sector was planning to offer both consolidated and non-consolidated payments to staff. AKP agreed that a non-consolidated (one-off) payment should be explored.</p> <p>Actions ahead of May Board:</p> <ul style="list-style-type: none"> • AH to contact the Director of Finance to support funding increase (Action: AH) • Add a contingency line to the budget (DB) • Model staff pay rise possibilities keeping in mind levels of reserves (DB) 	<p>AH / DB</p>
<p>9. Finance Policies for Approval</p> <p>The Chair explained that the Finance Policies and Procedures had been scrutinised by the FRC and asked the Board to give them formal approval. The Board approved the policies.</p>	

<p>Bank Signatories and Payroll Support</p> <p>It was formally noted for the minutes that the Board approved the following bank signatories: Jennifer Rees, Chair of the Board; Darlene ('Dee') Bird, CEO; Paul Mitchell, Head of Student Communities and Engagement; and Helen Woodward, Finance Officer. The changes to signatories would now be implemented with RBS.</p> <p>The Board also approved the Student Voice Coordinator, Alasdair Roache, to carry out payroll in the absence of the Finance Officer.</p> <p>ACTION: DB to update the bank signatories with the bank.</p>	<p>DB</p>
<p>10. Staff Appraisal System</p> <p>DB sent the package to staff in December and work plan meetings have taken place. Appraisals are to be held in June.</p> <p>AKP asked if there was accessibility to reasonable adjustments. DB noted this was covered in the staff handbook.</p> <p>IH asked in FTOs were included in the appraisal system. DB has discussed this with HF/MA and suggested bringing a proposal forward at the May or June meeting.</p> <p>ED noted scheduled monthly catch ups with Co-ordinators would be a good thing to include in role descriptions.</p> <p>AKP/OG said the university offer staff free Skills Network training that should be available to ENSA.</p> <p>Action: DB to develop an appraisal system for FTOs with input from IH and the FTOs.</p>	<p>DB/IH FTOs</p>
<p>11. Native</p> <p>DB introduced the paper related to a multi-year contract with Native for a 'media buy out'. DB explained that ENSA had been using Native as a ticketing agency for some time and that the company had a great deal of experience working with student unions across the UK.</p> <p>JR said in principle the Board supports the partnership as it would give assurance of income; however, there were a few points that would need to be investigated before signing.</p> <ul style="list-style-type: none"> • clarify position for clubs and societies • Charity links • Display boards • Make sure things raised by ENSA 50 are covered • Review document for typos • Add protection against Essay Mills • Booking fee • Ask about the possibility of excluding products with palm oil 	

<p>It was suggested that the Procurement Department at the University might be willing to look over the contract.</p> <p>Darrin noted HWSU had also received a quote as Native were contacting all Student Unions in Scotland. QMU and Robert Gordon have signed up.</p> <p>Action: DB to work with Native on amendments and to contact the Finance Director regarding the Procurement Department looking at the contract.</p>	
<p>Items for Information</p> <p>15. Forward Schedule of Business</p> <p>JR noted the revised Board dates for approval with more even spacing between Board meetings. The revised dates in September, December, March, May and June were approved.</p> <p>IH suggested including some training in an extended September meeting as well as looking at the strategy and setting priorities.</p>	DB

Minutes of 16 March 2022 meeting **approved** by the ENSA Board on 4 May 2022.



Dr Jennifer Linda Rees
Chair of the Board of Directors
Edinburgh Napier Students' Association