

## EDINBURGH NAPIER STUDENTS' ASSOCIATION

### Board of Directors

#### Minutes of 24 November 2021

**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), Andy Houghton (AH), Rachael Donovan (RD)

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

**Apologies:** Angela Moodie (AM), Brodie Sutton (BS)

<b>Standing Items:</b>	<b>Action</b>
<p><b>1. Welcome and Apologies</b></p> <p>JR welcomed everyone to the meeting.</p> <p>Apologies were received from AM and BS</p> <p>JR reminded everyone of her new email address and asked them to use it rather than her old one.</p>	
<p><b>2. Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
<p><b>3. Minutes of meeting 29 September 2021</b></p> <p>The minutes of the September meeting were approved.</p>	
<p><b>4. Action Log</b></p> <p>JR went through the actions on the action log.</p> <p>The HR policies were circulated to the Board after the last meeting and have now been approved. DB confirmed a staff handbook with the new policies was issued at the same time as the new contracts.</p> <p>DB noted there were a couple of last-minute Register of Interest forms to be added to the website and that if anyone has any updates to add to their forms to let her know.</p> <p>There is an outstanding action re: the tender exercise for the auditors. DB to take forward in the New Year.</p> <p>JR reminded everyone that the Risk Register is available on Teams as an open document and can be reviewed and added to as appropriate.</p> <p>The Scheme of Delegation paper is now accessible on Teams.</p> <p>ED gave an update on a recent meeting with the Disability &amp; Inclusion Team within the university. They discussed ways of adding the BSL function to the ENSA website and making it more accessible. Any future videos added to the website will be BSL user friendly and clubs and societies will note how accessible they are so that students can see straight away if clubs and societies can facilitate them.</p>	

<p>Contact Scotland phone service will be advertised on the website to let students know it's available, especially when using the Advice service.</p> <p>RD suggested contacting the university to ask if they have an action plan in place and if it would be possible for ENSA to link in with it.</p> <p><b>Action:</b> ED to contact the Disability &amp; Inclusion team to ask about the action plan.</p> <p><b>Action:</b> Put out to Tender for Audit Services – it was agreed this should go out in January.</p>	<p>ED</p> <p>AM/DB</p>
<p><b>5. Reports from student president, co-presidents</b></p> <p>The FTOs gave an update on what they have been working on and what they hope to achieve during their remaining time in office.</p> <p>The first hybrid ENSA 50/SEAG meeting took place on the 16<sup>th</sup> November and went well with 20 students in attendance. One of the main topics at the meeting was the proposal to boycott certain brands that were deemed unethical. ENSA 50 members now have the opportunity to shape the proposed policies introduced at the meeting. The policies are currently on the ENSA 50 Moodle site and FTOs were encouraging students to get onto the site to vote for any amendments. The next meeting of ENSA 50 / SEAG is scheduled for the 16<sup>th</sup> December.</p> <p>ED explained that a student ambassador scheme is being rolled out to increase participation from those under-represented in sports and societies. Kukri has agreed to co-sponsor the scheme with ENSA and is supplying branded kit for the ambassadors to make them visible to students.</p> <p>AC asked how challenging it was to fill the ENSA/Kukri Ambassador roles. ED has approached the BAME and LGBTQ+ societies to gauge interest and sent information to the university communications team for promotion.</p>	
<p><b>6. Report from CEO</b></p> <p>DB gave an update on ENSA services including data related to Student Activities, Advice Service, Communications/Social Media and Representation. DB noted that student activities are slowly building up again and the FTOs are doing a great job supporting new clubs and societies.</p> <p>In relation to the social media stats, AKP suggested carrying out an analysis on how students were being directed to ENSA's website. IH said it would be good to find out which pages were most popular.</p> <p>DB also reported that an all staff in person meeting was held on the 10<sup>th</sup> November where staff and Officers engaged in some team building activities before sharing lunch and then breaking into service areas to discuss priorities for the coming months.</p> <p>DB noted another Impact Report will be published by the end of March.</p>	
<p><b>7. Report from Committee Chairs</b></p> <p><b>HR Committee</b> are meeting in December where it will give consideration to ENSA's proposed staff appraisal policy and process.</p> <p><b>Finance &amp; Risk committee</b></p>	



<p>By the time of the next Board meeting on Wednesday 16<sup>th</sup> March it is hoped the following will have been done or be in the process of being done:</p> <ul style="list-style-type: none"> <li>• Audit of the finalised accounts</li> <li>• Audit of sports &amp; societies accounts</li> <li>• Marketing &amp; Events Co-ordinator in post</li> <li>• Elections taking place w/c 14<sup>th</sup> March</li> <li>• Submission process to the university for funding</li> </ul> <p>ENSA AGM is on 29<sup>th</sup> March</p>	
<p><b>Preventing and Tackling GBV, Racial Discrimination, Harassment and Hate Incidents Strategy</b></p> <p>JR drew attention to the document from the Head of Wellbeing. The Board agreed this was not written as a joint policy as ENSA had not been involved in shaping it.</p> <p>It was agreed that the Board could not give its approval at this meeting as it had not had enough time to consider the Strategy in full. DB suggested that she go back to the Head of Wellbeing to say that the Officers were happy to give the Strategy their support, but that the Board could not, at this stage, endorse it.</p> <p><b>Action:</b> DB to email Mark with an update.</p>	DB