

**TRUSTEE BOARD MEETING**

**The Minutes of the Trustee Board meeting held on Monday 8<sup>th</sup> October 2018 at 6.00pm in NH209.**

**Present:**

Rachel Simpson, Sabbatical Trustee **(Chair)**  
Yetunde Ogedengbe, Sabbatical Trustee  
Moses Apiliga, Sabbatical Trustee  
Eilidh Fulton, Sabbatical Trustee  
Stuart McCallum, External Trustee  
Lisa Kirkwood, External Trustee **(Vice Chair)**  
Brian Beck, External Trustee  
Podge Sheehan, External Trustee  
Alistair McKay, Student Trustee  
Brendan Owen, Student Trustee  
Declan McGallagly, Student Trustee  
Gavin MacLeod, Student Trustee

**Apologies:**

Gordon McTweed, Activities Manager

**In Attendance:**

David Carse, Chief Executive  
Caroline Miller, Representation and Advice Manager (until item 7)  
Melissa Cairney, Finance Manager (until item 6)  
Kathryn Collins, Clerk  
Jenny Simpson, Wylie and Bisset LLP (until item 4)

**At 6.00pm the Chair commenced the meeting.**

**1. Chairs Announcements**

The Chair welcomed and thanked the members for their attendance at the meeting.

The Chair explained that our External Auditors, Wylie and Bisset, will be presenting the Audited Accounts 2018 for agenda item 4.

**2. Declaration of any Conflicts of Interest**

The Chief Executive stated that there was a conflict of interest for the Sabbatical Trustees (Full Time Officers) on agenda item 10, Flexible Working Policy, as they were employees.

**3. Agenda Change of Order**

The Chair asked members if anyone wished to move any items further up the agenda or moved into a different section. The Chair asked for item 10, Building Proposal Update, to be moved to the last agenda item for discussion to which all members agreed to. The Chair added that items 15-21 were for noting only and will not be discussed.

#### **4. Audited Accounts 2018, Letter of Representation and Management Letter**

Jenny Simpson, a Partner from Wylie Bisset LLP, our external auditors, presented the Audited Accounts 2018, Letter of Representation and Management Letter and a discussion took place.

The Chair called for a vote to approve the Students' Association Accounts 2018 (31<sup>st</sup> July 2018), subject to minor amendments suggested by GCU Finance and General Purposes Committee and to approve the Letter of Representation. **Vote: For: 12; Against: 0; Abstentions: 0. The Audited Accounts 2018 and Letter of Representation were approved.**

Jenny Simpson invited Trustees to attend the Wylie & Bisset Annual Charity Seminar on 31<sup>st</sup> October 2018 and the workshop for Charity Trustees and Non-Finance Charity Managers on an introduction to finance on 10<sup>th</sup> January 2019. Both events are free and are in Glasgow. The Chief Executive said he would circulate details. **Action: Chief Executive.**

The Chair thanked Jenny Simpson for attending and thanked Wylie and Bisset LLP for a smooth audit.

*Jenny Simpson left the meeting at 6.25pm.*

#### **5. Management Accounts to August 2018**

The Finance Manager explained that the paper is a summary of actual costs to the end of August 2018, against the Base Budget 2018/19. At the end of August 2018 there was income of £82,060 and expenditure of £54,156. The Balance Sheet as of 31st August 2018 was included and showed the Students' Association Financial position. The Finance Manager outlined the main variances as outlined in the commentary. It was explained that a Quarter 1 Reforecast is planned in November 2018. The Board noted the current financial position.

*The Finance Manager left the meeting at 6.30pm.*

#### **6. National Student Survey Results 2018**

The Representation and Advice Manager presented the National Student Survey (NSS) Results 2018 paper for discussion and explained that NSS is a national survey for final year undergraduate students. It was explained that the survey included the question (Q26): The students' union (association or guild) effectively represents students' academic interests. There is also an optional Social Opportunity set of questions that includes a question on the range of clubs and societies.

The Students' Association receive a 52% satisfaction score in 2018, down on the UK sector (56%) and 1% up on the Scottish sector (51%). The clubs and societies satisfaction score was 61%, down on the Scottish sector (67%) and UK sector (72%). The Representation and Advice Manager talked through the report and the breakdown of the results and said that an action plan has been put in place via the NSS Action Group to try and improve the score. The Board discussed and noted the paper.

*The Representation and Advice Manager left the meeting at 6.35pm.*

#### **7. The Bigger Plan 2020**

The Chief Executive presented The Bigger Plan 2020 Year 2 Progress Report and the progress made towards the Key Performance Indicators (KPIs) and Big Actions in Year 2. He explained that the wider achievements were included within the Annual Report in the Audited Accounts 2018. He added that the Impact Video would also be communicated to members.

The Chief Executive discussed the progress made with each KPI, whether the target was met and the performance compared to last year. The report also outlined the targets for 2018/19 and asked members to discuss whether there should be any amendments to the targets.

## **8. Operational Plan 2018/19**

The Chief Executive talked through the Operational Plan 2018/19 paper and explained that the Departmental Plans had been amalgamated into an Operational Plan. It was confirmed that the Executive Committee Team and Individual Objectives were included in the Operational Plan. He explained that this was an organic document that included staff objectives and actions to meet Year 3 of The Bigger Plan 2020. The Board discussed and noted the paper.

## **9. General Data Protection Regulation Update**

The Chief Executive presented an update on progress on the General Data Protection Regulation (GDPR) Action Plan. The Chief Executive presented the Data Protection Policy, Member Privacy Policy and Employee Privacy Policy for formal approval. He confirmed that an interim Policy had been in place since May 2018.

The Chief Executive asked the Board whether they wanted to appoint a Data Protection Officer (DPO) and a discussion ensued.

The Chair called for a vote to approve the Data Protection Policy, subject to the amendment noted, and the Employee and Member Privacy Notices. **Vote: For: 12; Against: 0; Abstentions: 0. The Data Protection Policy and the Employee and Member Privacy Notices were approved.**

The Board asked Student Voice members to discuss how long they legitimately expect the Students' Association to hold their personal data after graduating. **Action: Student President.**

## **10. Membership Satisfaction Survey Results 2018**

The Chief Executive introduced the Membership Satisfaction Survey Results 2018 paper. He explained the annual survey run in conjunction with the University of Strathclyde Students' Association, Edinburgh University Students' Association, Heriot-Watt University Students' Association and Queen Margaret University Students' Association. Why Research were commissioned to evaluate the findings. The paper outlines our own survey results and benchmarking results. The Chief Executive advised that many questions formed KPIs within The Bigger Plan 2020.

The Chief Executive talked through each question and how the Students' Association performed and the overall performance was discussed by the Board.

## **11. Chief Executive Report**

The Chief Executive highlighted the staff changes, that there is no exclusive Nightclub Partner this academic year, the interim OSCR Safeguarding Guidance, the Employee Engagement Survey Action Plan 2018 and interim Flexi-Time Policy for Full Time Officers from his paper.

The Chair called for a vote to approve that the Chief Executive pilot a draft Flexi-Time Policy with employees. **Vote: For: 8; Against: 0; Abstentions: 4. The pilot was therefore approved.**

## **12. Trustee Board Previous Minutes**

Only four Trustees were present at the previous Board meeting and eligible to vote. The Chief Executive noted that there was a misspelling of Brendan Owen's name and would be amended.

**Action: Clerk.** The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 21<sup>st</sup> May 2018. **Vote: For: 4; Against: 0; Abstentions: 0. The minutes were approved.**

### **13. Matters Arising**

#### **13.1 Document Finance Systems**

This is an ongoing objective for the Finance Manager. This matter is ongoing. **Action: Finance Manager.**

#### **13.2 Transitional Arrangements for Chief Executive Position**

The Chair and the Vice Chair are working through the actions approved by the Board on 21<sup>st</sup> May 2018. This matter is ongoing. **Action: Chair and the Vice Chair.**

#### **13.3 Document Processes – Guidance on Safeguarding**

OSCR have created a video on safeguarding and published interim safeguarding guidance on 4th May 2018. Affiliated clubs and societies were identified as the potential risk area to establish whether any groups work with children or vulnerable adults. A procedure has been put in place however this procedure has not been used enacted. This matter is ongoing. **Action: Chief Executive.**

#### **13.4 Trustee Board Group**

An attempt to set up a Work Facebook or Facebook group was unsuccessful. The Board were advised that WhatsApp and Slack would be explored. This matter is ongoing. **Action: Chief Executive.**

#### **13.5 Motion of No Confidence Process**

The Chief Executive advised that a paper has been produced by Nick Smith Consulting on a review of the Motion of No Confidence Process in Full Time Officers. This will be on a future agenda for discussion. This matter is ongoing. **Action: Chief Executive.**

#### **13.6 Management Accounts to April 2018**

The Management Accounts to April 2018 were circulated to Trustees on 29<sup>th</sup> May 2018. This matter is resolved.

#### **13.7 Bank Signatories Updated**

Bank signatories were updated with Bank of Scotland. This matter is resolved.

#### **13.8 GDPR Training**

Trustees were invited to GDPR training provided by Square Peg HR on 29<sup>th</sup> June 2018. This matter is resolved.

#### **13.9 Exit Interviews for Full Time Officers**

Exit Interviews to be investigated as option for Full Time Officers. This matter is ongoing. **Action: Chair/Vice Chair.**

**14. Executive Committee Report**

The Board noted the Executive Committee Report.

**15. Risk Register**

The Board noted the revised Risk Register.

**16. Base Budget 2018/19**

The Board noted the revised Base Budget 2018/19.

**17. External Trustee Appointment**

The Board noted the paper on the External Trustee appointment.

**18. Register of Interests 2018/19**

The Board noted the Register of Interests 2018/19.

**19. Trustee Board Training Evaluation**

The Board noted the Trustee Board Training Evaluation 2018.

**20. Annual Review of Accreditations**

The Board noted the Annual Review of Accreditations.

**21. Building Proposal Update**

The Chair gave an update on the potential building move proposal to the CEE Building advising that no formal proposal had yet been received from the University. The Chair advised that the Principal discussed the move within the Review of the Year 2017/18, which is on YouTube. It was confirmed that the testing of Level 0 of the Students' Association Building for imaging equipment was still ongoing.

The Board discussed the impact of services, funding, timescales and the approach that the University would take to facilitate the strategy for the move. It was suggested that a walk around in the CEE Building for the Board with the Director of Estates would be a good idea. **Action: Chief Executive** and to invite the Deputy Vice Chancellor (Strategy) be invited to the next meeting to reassure the Board. **Action: Chair.** The Board discussed having a statement to be prepared for the first Student Voice 2018/19 meeting for members. **Action: Chair/Chief Executive.**

**22. Any Other Business**

There was no other business.

**The meeting closed at 8.15pm.  
This next meeting is on Monday 17<sup>th</sup> December 2018.**

**TRUSTEE BOARD MEETING**

**The Minutes of the Trustee Board meeting held on Monday 17<sup>th</sup> December 2018 at 6.00pm in NH209.**

**Present:**

Rachel Simpson, Sabbatical Trustee (**Chair**)  
Yetunde Ogedengbe, Sabbatical Trustee  
Moses Apiliga, Sabbatical Trustee  
Eilidh Fulton, Sabbatical Trustee  
Stuart McCallum, External Trustee  
Lisa Kirkwood, External Trustee  
Podge Sheehan, External Trustee  
Alistair McKay, Student Trustee  
Brendan Owen, Student Trustee  
Declan McGallagly, Student Trustee  
Gavin MacLeod, Student Trustee

**Apologies:**

Brian Beck, External Trustee  
Melissa Cairney, Finance Manager

**In Attendance:**

Professor James Miller, Deputy Vice-Chancellor Strategy (item 2 only)  
Douglas Little, Director of Estates (item 2 only)  
Susan Mitchell, Chief Operating Officer (item 2 only)  
Danny Gallacher, University Court Governor (item 2 only)  
David Carse, Chief Executive  
Caroline Miller, Representation and Advice Manager (present until item 11)  
Gordon McTweed, Activities Manager (present until item 11)  
Kathryn Collins, Clerk

**At 6.00pm the Chair commenced the meeting.**

**1. Chairs Announcements**

The Chair welcomed and thanked the members for their attendance at the meeting. The Chair then welcomed James Miller (Deputy Vice-Chancellor Strategy), Susan Mitchell (Chief Operating Officer) and Douglas Little (Director of Estates) and thanked them for attending the Trustee Board meeting. The Chair also welcomed Danny Gallagher who is the Students' Association Link Governor to University Court.

The Chair requested to change the order of the agenda to take the Building Move Update first and then progress through the agenda as normal. This was agreed by consensus.

## 2. Building Proposal Update

The Chair thanked the Deputy Vice-Chancellor Strategy, Chief Operating Officer and Director of Estates for attending the Trustee Board meeting to offer the Students' Association reassurance about any potential Students' Association re-location.

It was explained by the University that they are currently exploring three projects, a Students' Association Building re-location, the Centre for Living and the Imaging Centre. It was noted that the projects should not be conflated. The Chief Operating Officer and Deputy Vice Chancellor Strategy presented options to the Board, noting various factors that would need to be considered.

On the possible relocation of the Students' Association in its entirety, Trustees were advised that any potential move of the Students' Association would need to be affordable, pragmatic and within the overall envelope of the finances of the University. The University believed that a potential move of the Students' Association to the CEE Building could provide better accommodation and a better location. Trustees expressed positivity that a fully funded re-location of the Students' Association could offer an enhanced provision.

The University advised that discussions were at a very early stage and would continue. The next steps would include GCU Students' Association creating some form of brief in terms of what accommodation it needs to deliver its services if a relocation was to happen. **Action: Chair/Vice Chair/Chief Executive.**

*At 6.41pm the Deputy Vice-Chancellor Strategy, Chief Operating Officer and Director of Estates left the meeting.*

Trustees discussed the benefits and risks of the proposals from the University at this stage.

*At 7.06pm Danny Gallagher left the meeting.*

## 3. Declaration of any conflicts of Interest

The Chief Executive stated that there was a conflict of interest for the Sabbatical Trustees (Full Time Officers) on agenda item 8, Revised HR Policies (TOIL Policy), as they were employees.

## 4. Agenda Change of Order

The Chair asked members if anyone wished to move any items further up the agenda or moved into a different section. No items were asked to be moved on the agenda.

## 5. Management Accounts to October 2018

The Chief Executive explained that the paper is a summary of actual costs to the end of October 2018 against the Base Budget 2018/19. At the end of October 2018 there was income of £228,110 and expenditure of £230,450. The Chief Executive explained the main variances. The Board noted the current financial picture.

## 6. Review of Financial Policy and Procedures

The Chief Executive presented the annual review of the Financial Policy and Procedures for approval. The review included five new proposals.

P4	Square Peg HR details added.
P9	Specifics that safe codes changed when relevant staff leave the organisation.
P19	Limits for money updated in line with insurance requirements.
P47	Policy updated to discuss BreatheHR requirements.
P48	Staff Handbook now called Employee Handbook.

In addition, the Chief Executive said that references to staff throughout the Financial Policy and Procedures had mostly been changed to employee throughout when it referred to staff and Full Time Officers. The proposals were discussed by Trustees and it was noted that NUS Extra should now be called TOTUM (page 25), economy rail fares should be called standard rail fares (page 36). Some other minor grammatical amendments were also suggested.

The Chair called for a vote to approve the Financial Policy and Procedures subject to the amendments noted. **Vote: For: 11; Against: 0; Abstentions: 0.** The revised Financial Policy and Procedures were therefore approved.

## **7. Revised Sustainability Policy**

The Representation and Advice Manager presented the revised Sustainability Policy. The proposals include updating the current staff lead and Full Time Officer lead for sustainability, to allow UK domestic flights, subject to NUS Green Impact rules and the removal of “Gold” criteria for Green Impact as the accreditation ratings have subsequently been altered by NUS. It was confirmed that the revised policy had been approved by the Executive Committee and Student Voice.

The Chair called for a vote to approve the revised Sustainability Policy. **Vote: For: 11; Against: 0; Abstentions: 0.** The revised Sustainability Policy was therefore approved.

## **8. Revised HR Policies**

The Chief Executive presented the Redundancy Policy and the TOIL Policy for approval. There had been employee consultation with both policies and both policies had been reviewed by Square Peg HR. The Sabbatical Trustees would not get involved in discussions on the HR policies and would abstain in the vote as they had a conflict of interests, as they were employees. The Board discussed both policies and agreed an amendment to the Redundancy Policy.

The Chair called for a vote to approve the Redundancy Policy. **Vote: For: 9; Against: 0; Abstentions: 4.** The Redundancy Policy was therefore approved. The Chair called for a vote to approve the TOIL Policy. **Vote: For: 9; Against: 0; Abstentions: 4.** The TOIL Policy was therefore approved.

The Chief Executive explained that the two outstanding policies to be reviewed were the Disciplinary Policy and the Absence Management Policy. In addition the draft Flexi-Time Policy would be presented at a future meeting for approval.

## **9. Freshers Report**

The Activities Manager presented the Freshers Report for discussion. The report gave a review and analysis of Freshers’ Week 2018 events and activities. The reports showed some excellent student engagement with the Freshers’ Team volunteers, induction workshops, sports clubs and societies come and try sessions, a successful Freshers’ Fayre and Outdoor Market. However, there was a significant reduction in commercial income for this year, mainly due to staffing issues which had financial implications resulting in targets not being met. Recommendations for the future include implementing a communications plan, collaborating with the Student Life team on communications and marketing, review commercial activity and plan earlier for longer term agreements and nightclub involvement, increase the number of wristbands available, have clearer wristband marketing and review Freshers’ Team incentives and clothing. A discussion took place on Postgraduate Events and TOTUM Cards being issued on campus.



## **10. Student Voice Update**

The Representation and Advice Manager presented the Student Voice Report which was a review of the first and second meeting of Caledonian Student Voice of 2018/19. It was highlighted that a Men's Health and Alliance Officer and Group had been approved. It was clarified that this was a representation officer and not a liberation officer. Potential health, safety and wellbeing concerns were raised on if the 24/7 safe space and microwave Ideas (motions) if they were approved and implemented in the Students' Association. The Representation and Advice Manager explained that the Trustee Board were required to approve the Transport Policy, Societies Policy and Radio Caley Policy Document. The Board raised concern about some of the language used within the Radio Caley Policy and that 'libel' should be changed to 'defamation' to meet Scottish legislation. The Chair called for a vote to approve the Transport Policy, Societies Policy Document and the Radio Caley Policy Document, subject to the amendment. **Vote: For: 11; Against: 0; Abstentions: 0.** The Transport Policy, Societies Policy Document and the Radio Caley Policy Document were therefore approved.

*At 8.19pm the Representation and Advice Manager and the Activities Manager left the meeting.*

## **11. Motion of No Confidence**

The Chief Executive presented the Motion of No Confidence (Full Time Officer Accountability) Review paper which the Trustee Board commissioned Nick Smith Consulting to carry out. He explained there were four recommendations: scheduling of Student Voice meeting, revising the Election Rules, creating a new Full Time Officer Accountability Schedule and revision of By-Laws section on dismissals and resignations. The Chief Executive explained that no meetings of Student Voice were scheduled between the close of nominations and the election results and that the Election Rules had been revised, consultation had taken place with the University and was approved by Student Voice on 26<sup>th</sup> November 2018. He explained that Student Voice wanted to retain the power to have a Motion of No Confidence in a Full Time Officer and not for it to go to a student body referendum. The Chief Executive explained that a draft Schedule would be developed and presented to the Executive Committee, Student Voice and Trustee Board in February 2019 for discussion and development and then for consultation with the University. The Schedule would then be required to be approved by Student Voice, Trustee Board and University Court. Student Voice would be required to approve any changes to the By-Laws. The Board noted the report and the separation of accountability between Student Voice and Trustee Board and the proposed approach.

## **12. Chief Executive Report**

The Chief Executive highlighted the current Turnaround Programme at NUS due to a planned £3M deficit and the need for fundamental corporate, democratic and financial reform. He explained that the Students' Association had contributed and submitted to the Scottish students' association response to the NUS Reform Consultation. Trustees discussed the NUS Turnaround and the impact for the Students' Association.

It was confirmed that the interim Flexi-Time Policy had been well received by employee and the final Policy would be brought back to the February 2019 Board for approval.

## **13. Chief Executive Objectives 2018/19**

The Vice Chair presented the Chief Executive Objectives 2018/19 for approval. The Chair called for a vote to approve the Chief Executive Objectives 2018/19. **Vote: For: 11; Against: 0; Abstentions: 0.** The Chief Executive Objectives 2018/19 were therefore approved.

#### **14. Trustee Board Previous Minutes**

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 8<sup>th</sup> October 2018. **Vote: For: 11; Against: 0; Abstentions: 0.** The Trustee Board Minutes from 8<sup>th</sup> October 2018 were therefore approved.

#### **15. Matters Arising**

##### **15.1 Document Finance Systems**

This is an ongoing objective for the Finance Manager. This matter is ongoing. **Action: Finance Manager.**

##### **15.2 Transitional Arrangements for the Chief Executive Position**

The Chair and Vice Chair are working through the actions within the paper presented to the Board on 21<sup>st</sup> May 2018. This matter is ongoing. **Action: Chair and Vice Chair.**

##### **15.3 Safeguarding**

An exploration on creating a Safeguarding Policy as part of Health, Safety and Wellbeing Policy is currently underway. This matter is ongoing. **Action: Chief Executive.**

##### **15.4 Trustee Board Group**

Most Trustees added to Whatsapp and feedback positive. Feedback required from the Trustee Board and to establish whether Slack is explored. This matter is ongoing. **Action: Chief Executive.**

##### **15.5 Motion of No Confidence Process**

A paper has been produced by Nick Smith Consulting and is on the Trustee Board agenda. This matter is resolved.

##### **15.6 Exit Interviews for Full Time Officers**

No further developments since the last meeting. This matter is ongoing. **Action: Chair/Vice Chair.**

##### **15.7 Wylie & Bisset Events**

The Chief Executive circulated the details to attend the Wylie & Bisset Annual Charity Seminar on 31<sup>st</sup> October 2018 and the workshop for Charity Trustees and Non-Finance Charity Managers on an Introduction to Finance on 10<sup>th</sup> January 2019. Both events are free and in Glasgow. This matter is resolved.

##### **15.8 Ideas KPI Target**

The Full Time Officers met on 13<sup>th</sup> November 2018 and established action points for the Ideas KPI. This matter is resolved.

##### **15.9 Data Protection Policy**

The Data Protection Policy wording was slightly amended and uploaded onto the website on 10<sup>th</sup> October 2018. This matter is resolved.

#### **15.10 Data Protection Officer (DPO) Discussion**

The Chief Executive met with the GCU Assistant Head (Information Compliance) on 10<sup>th</sup> October 2018 and was advised that the University would have a conflict of interests being the Data Protection Officer (DPO) and that subsequently they did not have the capacity. This matter is resolved.

#### **15.11 Students personal data after graduating**

The length of time to hold personal data after graduating for students was discussed at Student Voice on 22<sup>nd</sup> October 2018. This matter is resolved.

#### **15.12 Brendan Owen – misspelling of name in previous minutes**

The misspelling of Brendan Owen's name in the previous minutes was corrected. This matter is resolved.

#### **15.13 CEE Building visit for the Trustee Board**

A walk round in the CEE Building for the Trustee Board with the Director of Estates was arranged for 8<sup>th</sup> November 2018. This matter is resolved.

#### **15.14 Building Proposal - invite Deputy Vice Chancellor (Strategy)**

The Chair invited Professor James Miller, Deputy Vice Chancellor (Strategy) and Susan Mitchell, Chief Operating Officer to attend the Trustee Board meeting on 17<sup>th</sup> December 2018. This matter is resolved.

#### **15.15 Building Proposal for Student Voice**

The Student President made a statement to Student Voice on the 22<sup>nd</sup> October 2018. An article was created on the website on 22<sup>nd</sup> October 2018. This matter is resolved.

### **16. Executive Committee Report**

The Board noted the Executive Committee Report.

### **17. Risk Register**

The Board noted the Risk Register.

### **18. Any Other Business**

The Trustees were advised that Danny Gallagher, the Students' Association Link Governor to University Court, would be invited as an Observer to the next Trustee Board meeting.

**The meeting closed at 8.30pm.  
The next meeting is on 25<sup>th</sup> February 2019.**

**TRUSTEE BOARD MEETING**

**The Minutes of the Trustee Board meeting held on Monday 25<sup>th</sup> February 2019 at 6.00pm in NH209.**

**Present:**

Rachel Simpson, Sabbatical Trustee (**Chair**)  
Yetunde Ogedengbe, Sabbatical Trustee  
Moses Apiliga, Sabbatical Trustee  
Eilidh Fulton, Sabbatical Trustee  
Brian Beck, External Trustee (via telephone)  
Podge Sheehan, External Trustee  
Alistair McKay, Student Trustee  
Declan McGallagly, Student Trustee  
Gavin MacLeod, Student Trustee (via telephone)

**Apologies:**

Brendan Owen, Student Trustee  
Lisa Kirkwood, External Trustee  
Stuart McCallum, External Trustee

**In Attendance:**

Danny Gallacher, University Court Governor  
David Carse, Chief Executive  
Caroline Miller, Representation and Advice Manager (present until item 12)  
Gordon McTweed, Activities Manager (present until item 12)  
Melissa Cairney, Finance Manager (present until item 12)  
Kathryn Collins, Clerk

**At 6pm the Chair commenced the meeting.**

**1. Chairs Announcements**

The Chair welcomed and thanked the members for their attendance at the meeting. The Chair then welcomed Danny Gallacher, the Students' Association Link Governor to University Court, as an Observer.

**2. Declaration of Interests**

Moses Apiliga and Eilidh Fulton declared that they had a potential conflict of interest with agenda item 5, Employee Pay Settlement 2019, as they are standing in the Full Time Officer Elections 2019 that may result in them being an employed during 2019/20. Moses and Eilidh would therefore not get involved in discussions on this agenda item.

Moses Apiliga, Eilidh Fulton, Rachel Simpson and Yetunde Ogedengbe have a conflict of interests with agenda item 9, Flexi-Time Policy, as this is an employee HR policy. Moses, Eilidh, Rachel and Yetunde would therefore not get involved in discussions on this agenda item.

### **3. Agenda Change of Order**

The Chair asked members if anyone wished to move any items further up the agenda or moved into a different section. No items were asked to be moved on the agenda.

### **4. Management Accounts to January 2019**

The Finance Manager talked through the paper and explained actual costs to the end of January 2019, against the Q1 Reforecast Budget 2018/19. At the end of January 2019 there was income of £391,822 and expenditure of £393,563. The Balance Sheet as of 31st January 2019 was included and showed the Students' Association Financial position. The Finance Manager outlined the main variances as outlined in the paper.

### **5. Employee Pay Settlement 2019**

The Board discussed the benchmarking and the proposal for the staff pay settlement for 2019. The Chair called for a vote to approve the proposal. **Vote: For: 7; Against: 0; Abstentions: 2.** The proposal was therefore approved.

### **6. Trimester 1 2018/19 Report**

The Chief Executive apologised that the Trimester 1 2018/19 paper was not available to Trustees. The Trimester 1 Report is being written this week as it is due to be presented at University Court and this will then be circulated to Trustee Board to review. The Chief Executive added that at point 14, Chief Executive Report, on the agenda, he would highlight the current engagement statistics to the Board.

### **7. Risk Register**

The Chief Executive introduced the Risk Register paper and explained that the Risk Register is fully reviewed annually at the February Board meeting. He added that the Risk Register is aligned to The Bigger Plan 2020 and is required to be submitted as part of the annual GCU Planning Round. The Chief Executive went through the following risks that have changed since the last Board. The Chair called for a vote to approve the Risk Register. **Vote: For: 9; Against: 0; Abstentions: 0.** The Risk Register was therefore approved.

### **8. Draft Budget**

The Chief Executive discussed the Draft Budget 2019/20 paper. Trustees were informed that a draft budget, Risk Register and draft Operational Plan are required to be submitted to the GCU Planning Round for the academic year 2019/20 by the 1<sup>st</sup> March 2019. The Chair called for a vote to approve the Draft Budget 2019/20. **Vote: For: 8; Against: 0; Abstentions: 1.** The Draft Budget 2019/20 was therefore approved.

### **9. Revised HR Policy**

The Chief Executive presented the revised Flexi-Time Policy, that included tracked changes that outlined the proposed amendments. He explained that an interim Flexi-Time Policy has been operational since 12<sup>th</sup> November 2018 and although this slightly increased workload for line managers and it had been well received by employees. The Chief Executive discussed the proposed amendments and highlighted that section 4.3 had been re-written to better explain Flexi-Leave. It was noted that the main criticism was the Flexi-Time Recording Sheet that has now been revised. A discussion took place on the notice required for Flexi-Leave and by consensus it was agreed to reduce this from 5 working days to 2 working days. It was agreed that Moses Apiliga, Rachel Simpson, Yetunde Ogedengbe and Eilidh Fulton would abstain in the vote as they had a conflict of interests as they were employees.

The Chair called for a vote to approve the Flexi-Time Policy. **Vote: For: 5; Against: 0; Abstentions: 4.** The Flexi-Time Policy was therefore approved.

#### **10. Motion of No Confidence (Full Time Officer Accountability) Review**

The Chief Executive explained that the Trustee Board had commissioned Nick Smith Consulting to carry out a Motion of No Confidence Review and this paper was presented to Student Voice on 26<sup>th</sup> November 2018 and Trustee Board on 17<sup>th</sup> December 2018. He outlined that the main recommendation was to create a Full Time Officer Accountability Schedule that outlines how a Full Time Officer was held to account either politically, as an employee or as a trustee.

The Chief Executive discussed the proposed Schedule paper with the Board highlighting the mechanisms for holding the Full Time Officers to account politically through Student Voice, as an employee through the Employee Discipline Policy and as a trustee. It was discussed that members would be able to submit a Motion of Censure that outlines the poor performance of the political work of the Full Time Officer (such as their policy areas or a manifesto pledge) and the outcome that they wish Student Voice to levy on the Full Time Officer. The outcomes include a reprimand, a reprimand with training and support or a Vote of No Confidence in the Full Time Officer. Student Voice agreed on 22<sup>nd</sup> October 2018 that they wished to retain the power to have a Vote of No Confidence in a Full Time Officer and not for a referendum to be called with the student body.

It was explained that the proposed Schedule has been discussed at Student Voice and with NUS Scotland. The next step was to consult the University. The Board discussed the proposed Schedule and it was agreed to split section 2.1 to make clearer the process for Student Voice members and students to submit a Motion of Censure and that a Motion of Censure cannot be amended at the Student Voice meeting.

The Board discussed a scenario provided by the Head of Governance within the University in relation to Student Voice holding a Vote of No Confidence in a Full Time Officer that had just been re-elected and being temporarily removed from office. He posed questions about the accountability of Full Time Officers. The Board agreed with the initial response outlined within the paper.

It was noted that the Full Time Officer Accountability Schedule would be taken to Student Voice on the 25<sup>th</sup> March 2019, Trustee Board on 20<sup>th</sup> May 2019 and University Court on the 20<sup>th</sup> June 2019 for approval.

#### **11. Student Voice Update**

The Representation and Advice Manager presented the Student Voice Report of the third meeting of Caledonian Student Voice meeting of 2018/19 held on 11<sup>th</sup> February 2019 and highlighted what was approved at the meeting and the Ideas discussed.

The Representation and Advice Manager asked for the Board to note that it was decided by Student Voice that Radio Caley presenters would follow the Ofcom recommendations for offensive language and that the Radio Station Policy Document would be revised accordingly. It was highlighted Ofcom do not regulate online-only radio services. The Chair called for a vote to approve the Radio Station Policy Document. **Vote: For: 9; Against: 0; Abstentions: 0.** It was noted that the final wording for the offensive language clause has yet to be agreed and that this would be brought back to the Board for approval. **Action: Clerk.** The Radio Station Policy Document was approved pending the revised offensive language clause.

*At 7.28pm, the Activities Manager, Representation and Advice Manager and Finance Manager left the meeting.*

## **12. General Data Protection Regulation**

The Chief Executive presented the General Data Protection Regulation (GDPR) update paper that outlined progress towards the GDPR Action Plan.

The Chief Executive discussed the Trustee Privacy Notice, Supplier, Contractor and Client Privacy Notice and the Advice Centre Confidentiality Policy. The Chair called for a vote to approve the Trustee Privacy Notice, Supplier, Contractor and Client Privacy Notice and Advice Centre Confidentiality Policy.

**Vote: For: 9; Against: 0; Abstentions: 0.** The Privacy Notices and Advice Centre Confidentiality Policy were therefore approved.

## **13. Building Move**

The Chair presented a paper outlining a summary of the meeting that took place between the Principal, Deputy Vice Chancellor Strategy and Chief Operating Officer and Trustees on the 5<sup>th</sup> February 2019. The Student President said that she would speak separately with those Trustees that were unable to attend the meeting. **Action: Student President.**

## **14. Chief Executive Report**

The Chief Executive presented his report and highlighted some key points. There were 156 responses to our Volunteer Survey 2019 (2017, 68) with that 93% of our volunteers (including academic reps) would wholeheartedly recommend the Students' Association as a good place to volunteer. That there were 8 nominations in the Full Time Officer Elections 2019 and Trustees were invited to the Election Results Party. That the Students' Association received a 97% satisfaction and Clubs and Societies received a 95% satisfaction in the International Student Barometer (ISB) Autumn 2018. The membership statistics were also highlighted.

## **15. Trustee Board Performance Review**

The Chief Executive said that the Trustee Board were asked to complete a questionnaire on the effectiveness of the Board and thanked those Trustees that took part in the Performance Review. In total 6 trustees (3 Sabbatical, 2 External and 1 Student Trustee) completed the survey. The Chair highlighted that overall the responses had been very positive. The Chief Executive highlighted the areas where Trustees felt there was room for improvement, including on more contribution and communication outside meetings. It was noted by Trustees that time pressures often impacted on this. It was noted that the WhatsApp group for the Trustee Board was useful.

*At 7.58pm, Gavin MacLeod left the meeting.*

## **16. Trustee Board Previous Minutes**

The Chair asked for matters of accuracy of the minutes of the Trustee Board on Monday 17<sup>th</sup> December 2019.

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday, 17<sup>th</sup> December 2019, subject to the amendments. **Vote: For: 8; Against: 0; Abstentions: 0.** The Trustee Board Minutes from 17<sup>th</sup> December 2019, subject to the amendment, were therefore approved.

## **17. Matters Arising**

### **17.1 Document Finance Systems**

This action will be completed by Summer 2019. This matter is ongoing. **Action: Finance Manager.**

## **17.2 Transitional Arrangements for the Chief Executive Position**

The Chair and Vice Chair are working through the actions within the paper presented to the Board on 21<sup>st</sup> May 2018. This matter is ongoing. **Action: Chair and Vice Chair.**

## **17.3 Safeguarding Policy**

The Chief Executive is exploring creating a Safeguarding Policy as part of Health, Safety and Wellbeing Policy and the first iteration is underway. The Chief Executive attended a safeguarding workshop hosted by the Scotland's International Development Alliance at the SCVO: The Gathering on 20<sup>th</sup> February 2019. This matter is ongoing. **Action: Chief Executive.**

## **17.4 Trustee Board Group**

WhatsApp seems to be well received and will continue. This matter is resolved.

## **17.5 Exit Interviews for Full Time Officers**

No work has yet been undertaken to explore this option. This matter is ongoing. **Action: Chair/Vice Chair.**

## **17.6 Accommodation requirements for new building**

This item was discussed under agenda item 13. It was agreed that a proposal to the University would be developed during 2019/20.

## **18. Executive Committee Report**

The Board noted the Executive Committee Report.

## **19. Annual Report on Health and Safety**

The Board noted the Annual Report on Health and Safety.

## **20. Annual Report on Complaints**

The Board noted the Annual Report on Complaints.

## **21. Chair Performance Review**

The Board noted the Chair Performance Review.

## **22. Any Other Business**

There was no other business.

The Chair thanked Danny Gallacher for attending the meeting.

**The meeting closed at 8.05pm.  
The next meeting is on 20<sup>th</sup> May 2019.**



**TRUSTEE BOARD MEETING**

**The Minutes of the Trustee Board meeting held on Monday 20<sup>th</sup> May 2019 at 6.00pm in NH209.**

**Present:**

Rachel Simpson, Sabbatical Trustee (**Chair**)  
Yetunde Ogedengbe, Sabbatical Trustee  
Moses Apiliga, Sabbatical Trustee  
Eilidh Fulton, Sabbatical Trustee  
Brian Beck, External Trustee  
Podge Sheehan, External Trustee (via telephone, from 7.22pm)  
Alistair McKay, Student Trustee  
Declan McGallagly, Student Trustee  
Stuart McCallum, External Trustee

**Apologies:**

Gavin MacLeod, Student Trustee  
Gordon McTweed, Activities Manager

**In Attendance:**

David Carse, Chief Executive  
Caroline Miller, Representation and Advice Manager (present until item 14)  
Melissa Cairney, Finance Manager (present until item 14)  
Sara MacLean, Student Voice Team Leader (present until item 13)  
Kathryn Collins, Clerk

**Observers:**

Susan Docherty, incoming Sabbatical Trustee  
Bethany Stevenson, incoming Sabbatical Trustee  
Nicole Percival, incoming Student Trustee (via telephone, left meeting at 7.22pm)

**At 6.00pm the Chair commenced the meeting.**

**1. Chairs Announcements**

The Chair welcomed Sara MacLean, Susan Docherty, Bethany Stevenson and Nicole Percival to the meeting. The Chair explained that Brendan Owen, Student Trustee, had resigned as a Trustee on 20<sup>th</sup> May 2019. The Chair thanked Brendan for his serve on the Board.

**2. Declaration of Interests**

The following individuals declared that they had Conflicts of Interests:

Item	Individuals with Conflicts of Interests	Manage Conflict
Item 8, Human Resource Policies – Sickness & Attendance Policy	Rachel Simpson, Eilidh Fulton, Moses Apiliga and Yetunde Ogedengbe.	Sabbatical Trustees would not discuss or take part in the vote for the policy.

### 3. Agenda Change of Order

The Chair asked members if anyone wished to move any items further up the agenda or moved into a different section. No items were asked to be moved on the agenda.

### 4. External Trustee Resignation and Vice Chair Role

The Chair explained that Lisa Kirkwood, External Trustee and Vice Chair, had resigned as a Trustee on 23<sup>rd</sup> April 2019. The Chair thanked Lisa for her considerable contribution in her role as Trustee and Vice Chair and wished her well for the future. The Chair confirmed that recruitment was underway for a new External Trustee.

The Chair explained that Stuart McCallum is willing to become Vice Chair until October 2020 when his term finishes. The Chair called a vote to approve Stuart McCallum as Vice Chair. **Vote: For: 7; Against: 0; Abstentions: 1.** The Board congratulated Stuart on his new role as Vice Chair.

### 5. Management Accounts to March 2019

The Finance Manager presented the paper and talked through the summary of actual costs to the end of March 2019, against the Q1 Re-forecasted Budget 2018/19. At the end of March 2019 there was an income of £537,500 and expenditure of £513,846. The Finance Manager clarified the main variances as outlined within the commentary. The Balance Sheet as of 31<sup>st</sup> March 2019 was included showing the financial position.

### 6. Changes to Bank Signatories

The Finance Manager explained that the Bank of Scotland requires the Trustee Board to consent to the change in bank signatories. The bank signatories, as outlined within our Financial Policy and Procedures, are the four Full Time Officers, Vice Chair and the Chief Executive and these six individuals are a Full Power Signatory. The Finance Manager explained that electronic payments are only made after being authorised by the Budget Holder and/or Senior Managers. It was confirmed that bank signatories do not authorise electronic payments. The Chair called for a vote to approve the change in Bank Signatories as outlined in the paper. **Vote: For: 7; Against: 0; Abstentions: 1.** The Bank Signatories were therefore approved.

*[Clerk's Note: The Mandate Variation Request was submitted to the Bank of Scotland. Stuart McCallum was added as a Full Power Signatory and Susan Docherty and Bethany Stevenson was added as a Limited Power Signatory].*

### 7. Full Time Officer Accountability Schedule

The Chief Executive presented Schedule 6: Full Time Officer Accountability paper and gave some background to the paper. He explained that the Schedule received extensive consultation including with Student Voice, Executive Committee, Trustee Board, with NUS Scotland and through discussions with the University Secretary & Vice-Principal Governance and Head of Governance. The Schedule has evolved based on feedback, although the initial approach suggested by Nick Smith Consulting remains the same. The proposed Schedule was approved by Student Voice on 25<sup>th</sup> March 2019. The By-Laws Section 8 (Resignations and Dismissals) would be required to be amended at the next meeting of Student Voice so as not to contradict the Schedule. The Chair called for a vote to approve Schedule 6: Full Time Officer Accountability. **Vote: For: 8; Against: 0; Abstentions: 0.** The Schedule would now be submitted to University Court for final approval.

*[Clerk's Note: The Full Time Officer Accountability Schedule was approved by University Court on 20<sup>th</sup> June 2019].*

## **8. HR Policies (Sickness and Attendance Policy)**

The Chief Executive presented the proposed Sickness and Attendance Policy that would replace the Absence Management Policy and Procedure and is based on the Square Peg template policy. All employees were consulted on the proposed Policy and clarification was provided on the informal guidance meeting. It was confirmed that the trigger points were based on existing triggers and XpertHR research from 2012. A review of our Sickness and Absence Form has also taken place and new categories of absence have been added onto the form and on BreatheHR. It was noted that Sabbatical Trustees would not take part in discussions or vote on the Policy as they were employees. The Chair called for a vote to approve the Sickness and Attendance Policy excluding Section 11. **Vote: For: 3; Against: 0; Abstentions: 1.** The Sickness and Attendance Policy was therefore approved.

## **9. Alterline NSS Q26 Research**

The Student Voice Team Leader presented the Alterline NSS Q26 Research paper for discussion. It was highlighted that the question about the students' association in the National Student Survey (NSS) 2017 was changed from overall satisfaction to the "The students' union (association or guild) effectively represents students' academic interests". This research was conducted to identify the impact of the change in the question. The Student Voice Team Leader presented the overall findings, GCU findings and recommendations. It was clarified that this was a standard question that could not be altered. It was also recognised in the sector that students found Q26 difficult to interpret and therefore scored lower. The findings from the Alterline NSS Q26 Research will be shared within the University and Scottish students' associations.

## **10. Trimester 2 2018/19 Report**

The Chief Executive apologised for the delay in the Trimester 2 2018/19 Report paper being available for discussion at this time and said that the report will be available shortly.

## **11. Student Voice Update**

The Student Voice Team Leader presented the Student Voice Report on the fourth Caledonian Student Voice held on 25th March 2019. The Student Voice Team Leader highlighted the Graduate Costs Idea, Full Time Officer and Student Voice Officer Reports, Schedule 6 and Honorary Life Members had been approved. It was noted that discussions had taken place on NUS Turnaround and affiliation, Academic Rep Review, Enhancement-Led Institutional Review and NUS Scotland Conference 2019.

## **12. Full Time Officer Elections 2019**

The Student Voice Team Leader presented the Full Time Officer Elections 2019 paper for discussion and highlighted information on voter turnout, demographics of voters, communications, candidates' survey and future recommendations. The Student Voice Team Leader explained that whilst the voting period had been reduced by a day and there had been a lower than usual number of candidates, it was the highest ever turnout with 3,521 votes, an increase of 387 votes on last year. One candidate withdrew after submitting their nomination form but before the candidates briefing and one candidate was disqualified during the voting period. It was noted that the election nomination form may have been a barrier to standing for election. The Board congratulated staff and candidates for the high Full Time Officer election turnout.

*At 7.07pm the Student Voice Team Leader left the meeting.*

## **13. Volunteer Survey 2019**

The Chief Executive introduced the paper which presented the results from the Volunteer Survey 2019 and highlighted the key findings. There were 156 responses to the Volunteer Survey 2019. The main

reason students volunteered with the Students' Association was to improve their CV/employability (64.7%), wanting to help people (47.4%), wanting to learn something new (41.7%) and making new friends (40.4%). The main things students have gained from volunteering are that it gives them experience of leadership or responsibility (49.4%), broadens their experience of life and other people (41.7%) and met new people and make friends (38.5%). 93% of our volunteers would wholeheartedly recommend the Students' Association as a good place to volunteer, our KPI within The Bigger Plan 2020, our strategic plan. Volunteers felt the best things about volunteering in the Students' Association was making a difference, meeting new people, being developed and being part of a community. Volunteers felt we could improve on our advice and guidance, promotion, follow up training and opportunities to network. Each employee that supports volunteers has been provided with a breakdown of their individual scores to identify ideas for development for the next academic year.

*At 7.17pm, the Senior Management Team left the meeting.*

*At 7.22pm Podge Sheenan joined the meeting via teleconference and Nicole Percival left the meeting.*

#### **14. International Student Barometer (ISB) Report**

The Chief Executive explained the outcome of International Student Barometer (ISB) for the Students' Association (Autumn Wave 2018) and said that the Students' Association continues to perform well in the ISB. The Students' Association received a 97% satisfaction score and 95% satisfaction scores for Clubs and Societies. Satisfaction scores for the Students' Association remains comparable to recent years and ahead of all benchmark groups.

#### **15. Building Proposal Update**

The Chair explained that the University had provided the Students' Association six-month notice to vacate Level 0 of the Students' Association Building (letter dated 24<sup>th</sup> April 2019) and the services and facilities would be moved in its entirety by the University to Level 0 of the CEE Building in order for the University to create an Imaging Centre (TIC). The moving of Level 0 to the CEE Building will most likely take place during the summer period, after the Trimester 2 Exam Diet, to help minimise disruption to students. The letter outlines that should the design phase of The Imaging Centre not conclude successfully, the Students' Association would have the choice of continuing to use Level 0. The Board noted the letter from the University. Trustees discussed the overall move of the Students' Association and to ensure that this was done in a phased approach, that sufficient resources were available from the University and that reputation was at risk if not communicated effectively to members.

*[Clerk's Note: As TIC was paused in July 2019 the University provided the choice to the Students' Association to continue to use Level 0. This was confirmed by the Chair on 19<sup>th</sup> July 2019].*

The Chair asked Trustees to confirm the accuracy of the notes from the meeting held with the University on 1<sup>st</sup> May 2019. Trustees confirmed the accuracy of the notes.

The Board discussed the proposal from the University of Strathclyde Students' Association to move the joint Nightline Service from Glasgow Caledonian University to the University of Strathclyde. The Chair called for a vote to approve the Nightline Service moving to the University of Strathclyde. **Vote: For: 9; Against: 0; Abstentions: 0.** The Chief Executive explained that due diligence would be carried out for the move to ensure a duty of care towards volunteers.

*At 8pm Podge Sheenan left the meeting.*

#### **16. Chief Executive Report**

The Chief Executive presented his paper and highlighted some key points. In relation to the NUS Turnaround Programme, revised Articles and Rules were approved at the NUS UK Conference 2019

and would now be presented for approval at the NUS Company Law Meeting on Tuesday 21<sup>st</sup> May 2019. The Full Time Officers and the Chief Executive delivered a presentation to the University Governors on 2<sup>nd</sup> May 2019 on how the Students' Association responds to a diverse student body. The Chief Executive highlighted memberships to April 2019.

*The Clerk left the meeting at 8.05pm.*

The Chair asked the Trustees to provide the Chief Executive permission to explore options for financial sustainability for the organisation, should the opportunity and circumstances warrant. **Vote: For: 7; Against: 0; Abstentions: 1.**

*The Clerk re-joined the meeting at 8.16pm.*

## **17. Previous Minutes**

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 25<sup>th</sup> February 2019. It was clarified that the vote on the Revised HR Policy should be amended as the Sabbatical Trustees had not voted. The Clerk was asked to amend the minutes accordingly. **Action: Clerk.** The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on 25<sup>th</sup> February 2019, subject to the amendment. **Vote: For: 6; Against: 0; Abstentions: 2.** The Trustee Board minutes from 25<sup>th</sup> February 2010 were therefore approved.

## **18. Matters Arising**

### **18.1 Document Finance System**

This action will be completed by the Summer 2019. This matter is ongoing. **Action: Finance Manager.**

### **18.2 Transitional Arrangements for the Chief Executive Position**

The second action regarding the meeting with People Services has been completed. Other actions are ongoing. A further update will be provided by October at the first board meeting in 2019/20. This matter is ongoing. **Action: Chair and Vice Chair.**

### **18.3 Implementing OSCR Guidance and Safeguarding**

No progress made since the last meeting. This matter is ongoing. **Action: Chief Executive.**

### **18.4 Exit Interviews for Full Time Officers**

This matter has been resolved.

### **18.5 Radio Station Policy Document**

Draft wording has been submitted by Radio Caley regarding the offensive language clause. This has still to be agreed by the Board. This matter is ongoing. **Action: Clerk.**

### **18.6 Potential Building Move Meeting**

This matter is resolved.

### **18.7 Minutes to be amended**

The minutes from the 17<sup>th</sup> December 2019 Board were amended by the Clerk. This matter is resolved.

**19. Executive Committee Report**

The Board noted the Executive Committee Report.

**20. Risk Register**

The Board noted the Risk Register.

**21. Annual Cycle of Business 2019/20**

The Board noted the Annual Cycle of Business 2019/20.

**22. Student and External Trustee Appointments**

The Board noted the Student and External Trustee Appointments.

**23. Any Other Business**

The Chair thanked Yetunde Ogedengbe, Lisa Kirkwood, Alistair McKay, Declan McGallagly, Gavin McLeod and Brendan Owen for their time on the Trustee Board and the Chair presented them with Honorary Life Memberships.

The Vice Chair, on behalf of the Trustee Board, thanked Rachel Simpson as Chair for all her hard work and all the very best for the future. The Chair was presented with an Honorary Life Membership.

**The meeting closed at 8.21pm.**