

## TRUSTEE BOARD MEETING

**The minutes of the Trustee Board meeting held on Monday 19<sup>th</sup> October 2020 at 6.00pm on Microsoft Teams.**

### **Present:**

Susan Docherty, Sabbatical Trustee (Chair)  
Zoe Nicholson, Sabbatical Trustee  
Adil Rahoo, Sabbatical Trustee  
Tabitha Nyariki, Sabbatical Trustee  
Stuart McCallum, External Trustee (Vice Chair)  
Jan Savage, External Trustee  
Podge Sheehan, External Trustee  
Nicole Percival, Student Trustee  
Dorota Makaruk, Student Trustee  
Izabella Koziol, Student Trustee  
Eseoghene Johnson, Student Trustee

### **Apologies:**

Brian Beck, External Trustee  
Gordon McTweed, Activities Manager

### **In Attendance:**

David Carse, Chief Executive  
Sara MacLean, Student Voice Team Leader (until item 11)  
Melissa Cairney, Finance Manager (until item 11)  
Meg MacDonald, Senior Student Adviser (until item 11)  
Jenny Simpson, a partner from Wylie Bisset LLP (until item 4)  
Raisah Khan, Clerk

**At 6.04pm the Chair commenced the meeting.**

### **1. Chairs Announcements**

The Chair welcomed and thanked the members for their attendance at the first Trustee Board meeting of 2020/21.

The Chair explained that our External Auditors, Wylie and Bisset LLP, will be presenting the Audited Accounts 2020 for agenda item 4.

The Chair also provided some guidance on how the online meeting will take place including using the virtual hand function if members wants to ask a question, and leaving cameras on unless there are issues with internet connection.

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

There were no Conflicts of Interest declared by the Board members.

### **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. Audited Accounts 2020, Letter of Representation and Management Letter**

Jenny Simpson, a Partner from Wylie Bisset LLP, our external auditors, presented the Audited Accounts 2020, Letter of Representation and Management Letter. The total income from all sources this year was £749,256 (2019; £758,150). The Students' Association has continued to benefit from the recognition and support from the University, with £642,141 funding from Glasgow Caledonian University. In addition, the Students' Association generated £75,846 income and received £31,269 from the Government Job Retention Scheme. The total expenditure was £733,173 (2019; £759,526). The expenditure is broken down as £312,869 for Student Engagement, £152,612 for Student Support and £267,692 for Student Activities. Included within wages and salaries costs is an amount of £21,185 in relation to holiday pay the staff had accrued but not taken at 31st July 2020. There has been no requirement for such an accrual in the past, but the exceptional circumstances this year meant that the staff had not taken a significant part of their holiday entitlement by the year end. The surplus for the year was £16,083 (2019: deficit of £1,376). A total of £140,580 was retained within the reserve accounts (2019: £124,497). The annual report within the accounts highlights the achievements and performance of the Students' Association and the impact of the Coronavirus outbreak on the service and activities since March 2020.

The accounts have been submitted to the GCU Finance and General Purposes Meeting (GCU Court Sub Committee) on 19<sup>th</sup> October 2020 for information.

Jenny Simpson referred to the Independent Auditors Report and that in their opinion the Financial Statements give a true and fair view of the state of the charity's affairs as at 31<sup>st</sup> July 2020 and there was nothing to report in respect of ongoing concern. The auditors noted the progress made of building upon the General Funds to £41,236, especially given the current Coronavirus outbreak, but highlighted that continued further progress was required to reach the reserves target. In discussing the Balance Sheet, the auditors felt there was a strong position of £122,140 for the Net Current Assets, a measure of an organisations solvency. Jenny Simpson explained the rationale behind separately reporting use of the Government Job Retention Schedule as a restricted fund.

Jenny Simpson presented the Annual Report to the Board (Management Letter) and highlighted two low priority recommendations. The Letter of Representation was also discussed.

The Chair called for a vote to approve the Students' Association Audited Accounts 2020 (31st July 2020) and Letter of Representation. Vote: For: 11; Against: 0; Abstentions: 0. **The Students' Association Audited Accounts 2020 (31st July 2020) and Letter of Representation were approved.**

The Board thanked the Finance Manager and Chief Executive for their hard work in supporting the external audit.

Jan Savage, External Trustee, thanked Jenny Simpson for explaining the accounts and also thanked the Finance Manager and the Chief Executive for completing the audit during challenging circumstances.

*The Chair thanked Jenny Simpson for her attendance. Jenny Simpson left the meeting at 6.29pm.*

### **5. Management Accounts 2019/2020**

The Finance Manager explained that the Management Accounts 2019/20 is a summary of actual income and expenditure at 31<sup>st</sup> July 2020, against the Q1 Forecast 2019/20. At the end of the financial year the total income was £749,256 and the total expenditure was £711,985. The expenditure was broken down as £306,498 for the Representation and Advice Department, £134,732 for the Activities Department, £196,016 for the Membership Support Department and £74,740 for Commercial Costs. The Management Accounts 2019/20 show a surplus of £37,269 but once the holiday pay accrual is taking into account this leaves a final surplus of £16,083.

### **6. Management Accounts to August 2020**

The Finance Manager presented the Management Accounts to August 2020 which provided a summary of actual income and expenditure to the end of August 2020, against the Base Budget 2020/21. It was noted that at the end of August 2020 there was income of £81,044 and expenditure of £51,589. The Finance Manager highlighted that the paper does not include freshers' activities and this will be included in the Management Accounts for the next Trustee Board meeting. The Finance Manager also highlighted that the planned surplus in the Base Budget 2020/21 is currently £8k. The Balance Sheet as of 31st August 2020 was included to show the Students' Association financial position. It was explained that a Quarter 1 Reforecast is planned in November 2020.

The Board discussed the risks in terms of income to the organisation.

### **7. Impact of Coronavirus Update**

The Chief Executive provided an update on how the Students' Association has been responding to the Coronavirus outbreak. The Chief Executive explained the Students' Association has continued to provide services and activities online with no in person activities currently taking place, previously described as face to face activities. He explained that

tailored guidance had been issued to the sports clubs, societies, The Edit, Radio Caley and liberation and representation groups. The Chief Executive explained that it was highly unlikely that the Students' Association Building and London Office would re-open in January 2021 and that we expect to continue to be working from home in Trimester B but this would be kept under review.

The Chief Executive explained that approach that the Students' Association will take in Trimester A to its services and activities. He highlighted that it is planned that Sports Clubs will be able to start in a phased approach, with outdoor non-contact sports activities starting first and the rest when permitted by the Scottish Government. It was noted that the Overarching Sports Clubs Risk Assessment will be presented to the GCU Health, Safety and Wellbeing Committee on Tuesday 20th October 2020 and then presented to the Students' Association Health & Safety Committee on Wednesday 21<sup>st</sup> October 2020 for approval. It was also noted that the ARC is currently being used as a walk-through COVID-19 test centre. The Chief Executive highlighted that Radio Caley are not permitted to access their studio and are being encouraged to progress with podcasts and that Nightline are unable to access their office and are establishing whether a remote working model was feasible. The EDIT have moved to online editions and the Student Leaders Programme, societies, liberation and representation groups are all hosting online activity.

The Chief Executive praised the success of the first online Freshers Week 2020 and explained that a full report would be presented to the December 2020 Board.

The Senior Student Adviser explained that there has been a decrease in the number of students contacting the Advice Centre which may be because students do not find the service as accessible as before. In response, the Advice Centre are working on making their service easier and accessible to students by implementing an online chat function and raising a profile in the digital world.

The Student Voice Team Leader advised that all academic rep training, support and democratic meetings had moved online. The question of digital inclusiveness was discussed and it was explained that the University have a GCU Digital Poverty Fund and Common Good Fund. It was however noted that there had been changes to the approach and conduct of online meetings and training in order to support reps and volunteers. The Full Time Officers have established a Trimester A Engagement Plan which involved being available online and within The Library.

The Student President explained how the Full Time Officers have been involved in discussions with the University including attending the weekly Executive Board COVID Planning Meeting, Academic and Student Support Delivery Continuity Group and Safe Return to Campus Comms Co-ordination Group. At the request of the Students' Association, the University plan to undertake a Student Pulse Survey in Trimester A to assess how students have responded to the move to online/blended learning.

The Board thanked staff and Full Time Officers for all their efforts in continue to engage with the membership online during these challenging times.

### **8. National Student Survey Results 2020**

The Student Voice Team Leader presented the Students' Association NSS Survey Result 2020. The students' association question is "The students' union (association or guild) effectively represents students' academic interests" (question 26). The Students' Association receive a 56% satisfaction score, the same as the Scottish sector average and 2% higher than the UK average (54%). The score is 3.88% higher than in 2019. The Student Voice Team Leader provided a breakdown of the score by the Scottish sector, demography and subject area. It was noted that an NSS Operational Plan was being created to maintain this improved position.

### **9. The Bigger Plan 2020 – Year 4 Update**

The Chief Executive presented the Bigger Plan 2020 Year 4 Progress Report and the progress made towards the Key Performance Indicators (KPIs) and the Big Actions. He explained that the wider achievements were included within the Annual Report in the Audited Accounts 2020 and the commercial analysis within the Management Accounts to 31<sup>st</sup> July 2020. The Board noted the areas of progression and areas that still posed a challenge. It was discussed that several KPIs were close to be achieved if not for the Coronavirus outbreak. He explained that some KPIs set are ambitious in order to stretch the organisation. It was noted that the Students' Association experienced the highest ever Full Time Officer Elections turnout during 2019/20 and there were various high profile campaigns. The Board noted the Year 5 targets.

### **10. Annual Student Survey 2020**

The Chief Executive explained that the Annual Student Survey 2020 was carried out between 23rd March and 15th May 2020 and during the Coronavirus outbreak. This is the fifth year this survey was conducted (wave 5) on the Glasgow campus and the second year the survey has been conducted on the London campus. There were 231 responses to the Glasgow Survey and 23 responses to the London Survey. The response rate was significantly lower than previous years. Unlike the previous waves, the research was conducted and analysed internally. The Chief Executive presented the results within the report and highlighted the many areas that had shown improvement. He highlighted the few areas that did not performed well and explained that this could be attributed, at least in part, to the Coronavirus outbreak.

*The Student Voice Team Leader and Finance Manager left the meeting at 7.43pm.*

### **11. Chief Executive Report**

The Chief Executive highlighted the memberships to September 2020, noting that the academic year started two weeks later than usual, explained the Enhancement-Led Institutional Review (ELIR) will be taking place w/c 16<sup>th</sup> November 2020, that the Students' Association had contributed to the Reflective Analysis Update Paper and included an extract on the Students' Association.

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

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 18<sup>th</sup> May 2020. Vote: For: 5; Against: 0; Abstentions: 0. **The Trustee Board Minutes from 18<sup>th</sup> May 2020 were approved.**

### 13. **Matters Arising**

#### 14.1. **OSCR Guidance and Safeguarding**

An initial Safeguarding Policy draft has been started but is awaiting the GCU Safeguarding Policy to conclude and ensure processes are aligned. This matter is ongoing. **Action: Chief Executive.**

#### 14.2. **Scottish Block Grant Analysis 2017/18**

The Scottish Block Grant Analysis 2017/18 was completed on the 17th February 2020. Due to time constraints it is unlikely the Outgoing Vice Chair will be able to complete this action.

#### 14.3. **Additional Board Meeting**

An informal meeting took place on Monday 31st August 2020 to update Trustees on how the Students' Association was responding to the Coronavirus outbreak. This matter is resolved.

#### 14.4. **External Trustee Appointment**

The Board members asked for an update on the External Trustee recruitment process. The Chief Executive explained there are no updates at the moment but the recruitment is scheduled to go out for the following week. **Action: Chief Executive.**

### 15. **Executive Committee Report**

The Board noted the Executive Committee Report.

### 16. **Base Budget 2020/21**

The Board noted the Base Budget 2020/21.

### 17. **Risk Register**

The Board noted the Risk Register.

### 18. **Register of Interests**

The Board noted the Register of Interests.

### 19. Any Other Business

#### 19.1. Outgoing Vice Chair

The Chair thanked Stuart McCallum for his two consecutive terms (6 years) on the Board as an External Trustee, including for his role as Vice Chair supporting the Chair and Chief Executive. The Chair, on behalf of the Board, thanked him for his significant contribution to the advancement of the organisation and that he would receive an Honorary Life Membership.

The Chair advised that Jan Savage, External Trustee, would take over the position of Vice Chair from 29<sup>th</sup> October 2020. [Clerk's Note: Jan Savage was elected as Vice Chair at the Board meeting on Monday 9<sup>th</sup> December 2019].

**The meeting ended at 8.03pm.**

## TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 14<sup>th</sup> December 2020 at 6.00pm on Microsoft Teams.

### Present:

Susan Docherty, Sabbatical Trustee (Chair)  
Zoe Nicholson, Sabbatical Trustee  
Adil Rahoo, Sabbatical Trustee  
Tabitha Nyariki, Sabbatical Trustee  
Podge Sheehan, External Trustee  
Nicole Percival, Student Trustee  
Izabella Koziol, Student Trustee  
Eseoghene Johnson, Student Trustee

### Apologies:

Brian Beck, External Trustee  
Dorota Makaruk, Student Trustee  
Jan Savage, External Trustee (Vice Chair)

### In Attendance:

David Carse, Chief Executive  
Gordon McTweed, Activities Manager (until item 9)  
Melissa Cairney, Finance Manager (until item 9)  
Raisah Khan, Clerk

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

### 1. Chairs Announcements

The Chair welcomed and thanked the members for their attendance at the second Trustee Board meeting of 2020/21.

The Chair also provided some guidance on how the online meeting will take place including using the virtual hand function if a member wants to ask a question and leaving cameras on unless there are issues with internet connection.

*Podge Sheehan, External Trustee, joined the meeting at 6.04pm*

### 2. Declaration of any Conflicts of Interest

The following individuals declared that they had Conflicts of Interests:

Item	Individuals with Conflicts of Interests	Manage Conflict
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5. Revised HR Policies	Susan Docherty, Zoe Nicholson, Adil Rahoo, Tabitha Nyariki	Full Time Officers would not take part in the discussion or vote regarding the revised HR Policies.
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### 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 October 2020

The Finance Manager presented the Management Accounts to October 2020 which provided a summary of actual costs to the end of October 2020, against the Base Budget 2020/21. At the end of October 2020 there was income of £229,205 and expenditure of £171,874. The Balance Sheet as of 31<sup>st</sup> October 2020 was included and showed the Students' Association Financial Position. The Finance Manager outlined the main variances are outlined in the commentary.

### 5. Revised HR Policies

The Chief Executive presented the revised HR Policies which included the TOIL Policy, Flexi-Time Policy and Health, Safety and Wellbeing Policy. The proposed changes were operational in nature as opposed to a change in employment law. It was noted that these policies were currently being reviewed by Square Peg HR, employment lawyers, and the policies would be brought back to the Board should there be any significant feedback. [Clerk's note: Feedback was received on the 17<sup>th</sup> December 2020 with only minor suggested tweaks to language used].

#### 5.1. TOIL Policy & Flexi-Time Policy

The proposed changes to the TOIL Policy and the Flexi-Time Policy are so that employees can either opt into working within the Flexi-Time Policy or utilise the TOIL Policy. The rationale behind this proposal was explained to Trustees.

#### 5.2. Health, Safety and Wellbeing Policy

The Health, Safety and Wellbeing Policy was reviewed and all feedback provided by employees has been incorporated into the paper presented to the Board. The revised policy clarifies the role of managers, provides increased guidance for National Health Alerts for volunteers and highlights the work of Saneline and Working Health Services Scotland. The composition of the Health and Safety Committee has been further defined and the GCU Support and Advice section has been simplified. The Smoking Incidents has been removed as a standing agenda item on the Health and Safety Committee, as this item was originally intended to monitor compliance with the Smoking, Health and Social Care (Scotland) Act 2005. The Sports Safety Policy is now included within the Sports Policy Document. The revised policy has been approved by the Health and Safety Committee on 8th December 2020.

The Chair called for a vote to approve the TOIL Policy, Flexi-Time Policy and Health, Safety and Wellbeing Policy. Vote: For: 4; Against: 0; Abstentions: 0. **The TOIL Policy, Flexi-Time Policy and Health, Safety and Wellbeing Policy were approved.**

### 6. Freshers' Report 2020

The Activities Manager presented the Freshers Report 2020 which provides a review and analysis of Freshers Week 2020 using information gathered from individual reports from staff and the Full Time Officers. Despite the challenges of the pandemic and online nature of Freshers' Week, the Activities Manager highlighted the vibrant and diverse nature of events and excellent online student engagement. A revised induction workshop, called Students' Association Social, was developed and thirty of them were organised with 1,774 students attending. A Virtual Freshers' Fair was organised with seventy stalls and nine hundred student visits. A Student Handbook, branded face covering and Hygiene Hook Keyring were sent to 4,500 new students. Recommendations for the future include using the learning from the online experience and how it could be blended with in person events in the future and continuing a collaborative working approach across the organisation in organising and co-ordinating Freshers Week. A communications plan will be developed in future years for publicising the activities and it was noted that this was perhaps something to look at as part of strategic planning process. The organisation of Freshers Week 2021 will also begin planning earlier in the summer to allow more time for preparation. It was also suggested that creating polls on Facebook to understand what events students would be interested in engaging with.

The Board thanked all staff and the Full Time Officers on delivering a varied and well engaged programme of online activities especially being delivered during the Coronavirus pandemic. The critical approach of this paper and the opportunities for reflective learning and development was particularly welcomed.

### 7. Student Voice Update

The Chief Executive presented the paper providing an update on the first and second meeting of Caledonian Student Voice 2020/21. The Nordic Society, Indian Society, NPH (Nuestros Pequeños Hermanos) Society, GCU Consultancy Society, Sustainable Development Goals (SDG) Society and GCU Minecraft Society were approved for affiliation in the first meeting. The revised Election Rules were approved in the second meeting of Caledonian Student Voice 2020/21. In reviewing the Election Rules, a benchmarking exercise took place with the National Union of Students Rule-setting and candidate briefing principles (2018-19) that was created with the Electoral Commission. The Ideas Expiration Policy was also approved in the second meeting which means that if an Idea does not reach 10 likes within a calendar year, it will be removed from the Students' Association website. However, the same Idea could be resubmitted. The EDIT Policy Document was also approved at the second Caledonian Student Voice meeting.

The Chair called for a vote to approve The EDIT Policy. Vote: For: 8; Against: 0; Abstentions: 0. **The EDIT Policy was approved.**

### **8. Impact of Coronavirus Update**

The Chief Executive provided an update on how the Students' Association is responding to the Coronavirus outbreak. The Chief Executive explained that the Students' Association Building and London Office would continue to remain closed during Trimester B and with the exception of sports clubs that have been approved to restart by the Health and Safety Committee that there would be no in person activities. The Chief Executive explained the considerable amount of work, as outlined within the paper, to restart sporting activities, including the approval of the Sports Clubs Overarching Risk Assessment by the GCU Health, Safety and Wellbeing Committee. The level 3 and 4 restrictions and not travelling out with council areas, in addition to the limited facilities that are open, had a further impact on the restarting of sports activities. It was noted that whilst Radio Caley and Nightline have investigated remote delivery, neither have yet to establish a solution within Trimester A. The Board discussed the complexities of restarting Nightline remotely and the due diligence that would be required to operate remotely, including adherence to the Nightline Association Remote Nightline Service Guidance. It was confirmed that it was unlikely at this stage that Nightline would operate this academic year. It was confirmed that Radio Caley have been exploring live broadcasting via YouTube, with an accompanying Spotify playlist and intend to launch this in January/early February 2021. The Chief Executive highlighted the planned approach to the delivery of services and activities in Trimester B.

The Student President has continued to attend the weekly Executive Board COVID Planning Meeting, Academic and Student Support Delivery Continuity Group and Safe Return to Campus Comms Coordination Group. The Students' Association will be sending an email to every student before the end of December 2020 to outline the specific achievements made by the Students' Association on behalf of students in relation to the University responding to the Coronavirus pandemic. This will be supplemented by a website blog from the Student President that will be shared across social media.

It was confirmed that the anticipated return date to campus is constantly under review and through discussions with the University. It was noted that only students with essential reasons are allowed to attend campus.

### **9. Developing Strategic Plan 2025**

The Chief Executive presented the proposed approach to the development of the Strategic Plan 2025. The Board agreed in December 2019 that the next strategic plan will be four years and run from the academic year 2021/22 to 2024/25. It was also agreed at this juncture to revisit the Mission, Vision and Values and that rather than seeking external research on the strategic plan that internal and external surveys and research was utilised. The Chief Executive asked the Board for feedback on the provisional timeline. It was noted that the feedback from the Vice Chair had already been incorporated into the document and that she supported the use of external facilitation workshops for the Board. The risks were highlighted to the Board members including the tight timescale to have the Strategic Plan implemented by 1<sup>st</sup> August 2021 and developing a strategic plan during the Coronavirus pandemic. The Board discussed the provisional timeline and it was agreed that the Board will seek to approve

the strategic themes and objectives by May 2021 and that the summer could be used to develop and agree the key performance indicators. The strategic plan would be launched in August 2021.

*The Activities Manager and Finance Manager left the meeting at 7.03pm.*

### 10. Chief Executive Report

The Chief Executive highlighted the memberships until November 2020 in comparison to the same period over the last five years. It was noted that the academic year 2020/21 started two weeks later in response to the Coronavirus outbreak. The ELIR Review took place w/c 16th November 2020 and the University was informed that they have effective arrangements for managing academic standards and the student learning experience and that the partnership working between the University and the Students' Association was highlighted as a commendation. It was noted that the template employment contract was updated in line with the required changes made to written statements, which apply to new employees from April 6th 2020. NUS Scotland were successful in submitting a proposal to the Scottish Government in providing £750,000 in financial support for Students' Associations and NUS Scotland. It has not yet been confirmed how the money will be split and distributed amongst the students' associations.

The Board congratulated colleagues for the commendation for partnership working with the University within the ELIR and this fantastic achievement. It was noted that the Students' Association would promote this commendation to members and stakeholders once the ELIR Technical Report was in the public domain. The additional members on Senate was also noted as excellent progress for academic representation.

### 11. Trustee Board Previous Minutes

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 19<sup>th</sup> October 2020. Vote: For: 8; Against: 0; Abstentions: 0. **The Trustee Board Minutes from 19<sup>th</sup> October 2020 were approved.**

### 12. Matters Arising

#### 12.1. OSCR Guidance and Safeguarding

No progress has been made since the last meeting. An initial Safeguarding Policy draft has been started but is awaiting the GCU Safeguarding Policy to conclude and ensure processes are aligned. This matter is ongoing. **Action: Chief Executive.**

#### 12.2. External Trustee Appointment

The recruitment for the vacant External Trustee position opened on Monday 9<sup>th</sup> November and closed on Monday 23<sup>rd</sup> November 2020. Adverts were placed on Good Moves, GCU Connect (GCU Alumni platform), our website, LinkedIn and social media. There were a total of two applications but it was decided by the Chair and Vice Chair not to proceed with the

Appointments Committee based on their suitability. It was noted that a new targeted recruitment campaign would run and that this action was ongoing. **Action: Chief Executive.**

**13. Executive Committee Report**

The Board noted the Executive Committee Report.

**14. Risk Register**

The Board noted the Risk Register.

**15. Any Other Business**

**15.1. Chair Announcements**

The Chair thanked members for their attendance and contribution at Board meetings especially during a very challenging year.

The Chair, on behalf of the Vice Chair, thanked and offered a huge well done to all employees for the tremendous job of keeping the Association functioning and being there for all students during the Coronavirus pandemic, particularly as all employees are temporarily working from home. An unprecedented challenge that the Vice Chair felt all employees had risen to it admirably and offered her heartfelt thanks.

The Chair wished members a Merry Christmas and New Year.

**The meeting ended at 7.11pm.**

## TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 22<sup>nd</sup> February 2021 at 6.00pm on Microsoft Teams.

### Present:

Susan Docherty, Sabbatical Trustee (Chair)  
Zoe Nicholson, Sabbatical Trustee  
Tabitha Nyariki, Sabbatical Trustee  
Adil Rahoo, Sabbatical Trustee  
Jan Savage, External Trustee (Vice Chair)  
Podge Sheehan, External Trustee  
Nicole Percival, Student Trustee  
Dorota Makaruk, Student Trustee  
Izabella Koziol, Student Trustee  
Eseoghene Johnson, Student Trustee

### Apologies:

Raisah Khan, Clerk

### In Attendance:

David Carse, Chief Executive  
Gordon McTweed, Activities Manager (Until item 8)  
Melissa Cairney, Finance Manager (Until item 8)

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

### 1. Chairs Announcements

The Chair welcomed and thanked the members for their attendance at the third Trustee Board meeting of 2020/21. The Chair explained that as the Clerk could not attend the meeting that the meeting would be recorded for the purposes of producing the minutes and would then be deleted.

The Chair also provided some guidance on how the online meeting will take place including using the virtual hand function if members wants to ask a question and leaving cameras on unless there are issues with internet connection.

### 2. Declaration of any Conflicts of Interest

The following individuals declared that they had Conflicts of Interests:

Item	Individuals with Conflicts of Interests	Manage Conflict

11, Chief Executive Report	Adil Rahoo, Tabitha Nyariki	Adil Rahoo and Tabitha Nyariki would not take part in the discussions on the Full Time Officer Employment Contract template within the Chief Executive Report.
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### 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 2021

The Finance Manager presented the Management Accounts to January 2021 which provided a summary of actual costs to the end of January 2021, against the Q2 Reforecast 2020/21. At the end of January 2021 there was income of £392,882 and expenditure of £309,426. The Balance Sheet as of 31st January 2021 was also included showing the Students' Association Financial position. The Finance Manager explained the main variances are outlined in the commentary within the paper.

### 5. Risk Register

The Chief Executive explained that the Risk Register is presented annually for approval before submission to the GCU Planning Round. He highlighted that the risk on students not using the Students' Association Building, services or participation in activities remains high, as does the risk on inappropriate or inadequate health and safety policies and procedures due to ongoing Coronavirus pandemic. The Chief Executive explained that a move of the Students' Association premises is still under review with the University and is included in the GCU Infrastructure Enabling Plan. The Chief Executive explained that risk around the poor representation and engagement with postgraduate students could be removed, based on the positive outcomes of the thematic review of the Postgraduate student experience and Enhancement-led Institutional Review. The Board noted there was no currently route map for employees to return to work on campus and starting in person activities, excluding sporting activities which can restart under Coronavirus restrictions.

The Board were asked to delegate authority to the Chair and Vice Chair to approve the final version of the Risk Register for submission. The Chair called for a vote to approve the delegated authority to the Chair and Vice Chair of the Risk Register. Vote: For: 10; Against: 0; Abstentions: 0. **The Delegated Authority for the approval of the Risk Register to the Chair and Vice Chair was therefore approved.**



### 6. Draft Budget 2021/22

The Chief Executive presented the Draft Budget 2021/22 paper. He explained that the draft budget, draft operational plan 2021/22 and risk register will be submitted to the University on Friday 5<sup>th</sup> March 2021 for the GCU Planning Round.

The Chief Executive highlighted that discussions are ongoing and positive with the University for the installation of a Dual Mode Room in NH208 for the purposes of blended delivery.

The Chair called for a vote to approve the Draft Budget 2021/22. Vote: For: 10; Against: 0; Abstentions: 0. **The Draft Budget 2021/22 was therefore approved.**

### 7. Trimester 1 2020/21 Report

The Chief Executive presented the Trimester 1 2020/21 Report. He explained that the Students' Association moved most of its services and activities online since March 2020 due to the Coronavirus pandemic. With the exception of a limited number of sporting activities there has been no in person activities. He advised that there have been continued challenges in establishing the remote delivery of Nightline and Radio Caley within Trimester 1. Online delivery has provided some opportunities such as providing services and activities to all members, such as students studying at GCU London and distant learners.

The Chief Executive guided the Board through the paper highlighting areas of success and areas of challenge. He highlighted that online delivery and online fatigue had affected engagement in most areas and added that the Students' Association will need to reflect upon, as with all organisations, on how to continuously improve online and blended delivery. The Board discussed the report and how the Students' Association could be more proactive with its communications and in particular its successes, such as the Fair Assessment Approach and the final outcome of graduation ceremonies. A suggestion was made on creating infographics. The good work of sports clubs, societies and groups was acknowledged in delivering online activity.

### 8. Student Voice

The Chief Executive presented the paper providing an update on the third meeting of Caledonian Student Voice 2020/21.

*The Finance Manager and Activities Manager left the meeting at 6.43pm.*

### 9. Impact of Coronavirus Update

The Chief Executive explained that there was no in person activities at present as the limited sporting activities that had restarted had stopped again due to the current Coronavirus restrictions. He explained that all employees continue to temporarily work from home and there was no current timescale on the return to working from campus.



The Chief Executive explained that he was informed that the Nightline Service has now met the criteria within the Nightline Association Remote Nightline Service Guidance. Volunteers have been trained and the service will operate on a Monday, Wednesday and Friday from 7pm until midnight for online chat during Trimester 2.

Radio Caley have been exploring the use of Spotify and Youtube playlists and these can be accessed through the Radio Caley website. However, it was noted that there has been limited communication from the Radio Caley Committee on what they intend to do and how these projects can be supported by the Students' Association.

The Board discussed the potential challenges of the Full Time Officer Elections 2021 being run completely online with no in person campaigning and students engaging with candidates. A suggestion was made about greater partnership working with the academic schools and encouraging competitiveness in voter turnout between academic schools.

It was noted that the Incoming Full Time Officer Orientation, Handover and Induction was likely to again be delivered remotely.

### **7. Strategic Plan 2025 Update: SWOT and PESTLE Analysis**

The Chief Executive presented an update on progress with the development of the Strategic Plan 2025 and a revised timeline. The Chief Executive explained that the Strategic Planning Group has developed a SWOT and PESTLE Analysis and this had been updated based on discussions at the Board Strategic Planning Workshops. The Chief Executive explained that a SWOT Analysis is a planning tool which seeks to identify the Strengths, Weaknesses, Opportunities and Threats of an organisation and a PESTLE analysis is a framework to analyse the key factors (Political, Economic, Sociological, Technological, Legal and Environmental) external factors influencing an organisation.

The Chief Executive explained that the Student President will circulate the SWOT and PESTLE Analysis to the GCU Executive Board, Chair of Court, Court Link Governor and Director of Strategic and Planning for input.

The Board discussed the challenges of progressing with the strategic plan development whilst responding to the Coronavirus pandemic at the same time but agreed it was right to proceed.

### **8. Chief Executive Report**

The Chief Executive highlighted the outcome of the Full Time Officer Election 2021, the revised Full Time Officer Employment Contract template and the National Student Survey undergraduate final year students email from within his report. He added that Ryan Horan has been employed for 20 weeks, three days a week to support our marketing and communications. The Chief Executive advised that the revised date for the Sports Awards is 24<sup>th</sup> April, instead of 10<sup>th</sup> April 2021.

The Chair called for a vote to approve the Real Living Wage rate increase from £9.30 to £9.50 for student staff from 1st April 2021. **Vote: For: 10; Against: 0; Abstentions: 0.** The Real Living Wage rate increase from £9.30 to £9.50 for student staff from 1st April 2021 was approved.

### 9. **Trustee Board Previous Minutes**

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 14<sup>th</sup> December 2020. **Vote: For: 8; Against: 0; Abstentions: 2. The Trustee Board Minutes from 14<sup>th</sup> December 2020 were approved.**

### 10. **Matters Arising**

#### 10.1 **OSCR Guidance and Safeguarding**

No progress has been made since the last meeting. An initial Safeguarding Policy draft has been started but is awaiting the GCU Safeguarding Policy to conclude and ensure processes are aligned. This matter is ongoing. **Action: Chief Executive.**

#### 10.2 **External Trustee Appointment**

In discussion with the Chair and Vice Chair a decision was made to postpone the recruitment of the external trustee vacancy until later in the academic year and after progress has been made with the development of the strategic plan. This matter is ongoing. **Action: Chief Executive.**

### 11. **Executive Committee Report**

The Board noted the Executive Committee Report.

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

The Board noted the Annual Report on Health and Safety.

### 13. **Annual Report on Complaints**

The Board noted the Annual Report on Complaints.

### 14. **Any Other Business**

#### 14.1. **Mission, Vision and Values Workshop**

The Chief Executive reminded Trustees that there is a workshop to revisit the Vision, Mission and Values on Tuesday 23<sup>rd</sup> February 2021 for the Strategic Plan 2025. The Chief Executive encouraged contribution from all Trustees who are able to attend.

**The meeting ended at 7.28pm.**

# Private and Confidential



## EXTRAORDINARY TRUSTEE BOARD MEETING

The minutes of the Extraordinary Trustee Board meeting held on Monday 26<sup>th</sup> April 2021 at 5.00pm on Microsoft Teams.

### Present:

Susan Docherty, Sabbatical Trustee (Chair)  
Zoe Nicholson, Sabbatical Trustee  
Tabitha Nyariki, Sabbatical Trustee  
Jan Savage, External Trustee (Vice Chair)  
Podge Sheehan, External Trustee  
Nicole Percival, Student Trustee  
Eseoghene Johnson, Student Trustee

### Apologies:

Adil Rahoo, Sabbatical Trustee  
Brian Beck, External Trustee  
Dorota Makaruk, Student Trustee  
Izabella Koziol, Student Trustee

### In Attendance:

David Carse, Chief Executive  
Raisah Khan, Clerk

At 5.09pm the Chair commenced the meeting.

#### 1. National Lottery Community Fund: Mental Health Peer Support Project

The Chief Executive explained that Students' Association is seeking funding of £6,400 from the National Lottery Community Funding to work with Two Roads Charity during 2021/22 to deliver mental health (suicide prevention) and emotional resilience training for students. It is planned that a total of 8 training sessions would be provided with up to 30 participants in each session. This proposal originated from the Student President's individual objective and the application was developed by the Student President and Student Adviser. It is hoped through partnership working with the Two Roads Charity that a Training the Trainers model for student delivery of the workshops could be scoped for the future. It can take up to 12 weeks for the application to be approved, hence the reason for the Extraordinary meeting.

The Board discussed the proposal and welcomed this initiative to support student mental health and wellbeing and highlighted the importance of this initiative during and post the Coronavirus pandemic.

The Chair called for a vote to the Student President to submit this application to the National Lottery Community Fund and to accept the Terms and Conditions on behalf of the Students' Association. **Vote: For: 7; Against: 0; Abstentions: 0. The submission of this application to the National Lottery Community Fund and acceptance of the Terms and Conditions was therefore approved.**

The meeting ended at 5.16pm.

## TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 17<sup>th</sup> May 2021 at 6.00pm on Microsoft Teams.

### Present:

Susan Docherty, Sabbatical Trustee (Chair)  
Zoe Nicholson, Sabbatical Trustee  
Tabitha Nyariki, Sabbatical Trustee  
Adil Rahoo, Sabbatical Trustee  
Jan Savage, External Trustee (Vice Chair)  
Podge Sheehan, External Trustee  
Brian Beck, External Trustee  
Nicole Percival, Student Trustee  
Dorota Makaruk, Student Trustee  
Izabella Koziol, Student Trustee

### Apologies:

Eseoghene Johnson, Student Trustee

### In Attendance:

David Carse, Chief Executive  
Raisah Khan, Clerk  
Sara MacLean, Student Voice Team Leader (Until item 10)  
Gordon McTweed, Activities Manager (Until item 10)  
Melissa Cairney, Finance Manager (Until item 10)

### Observers:

Olivia Hall, Incoming Sabbatical Trustee  
Priscilla Otuagoma, Incoming Sabbatical Trustee  
Paul Wilson, Incoming Student Trustee  
River Gowans, Incoming Student Trustee  
Titilayo Adebayo, Incoming Student Trustee

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

### 1. Chairs Announcements

The Chair welcomed and thanked the members for their attendance at the final Trustee Board meeting of 2020/21. The Chair welcomed Olivia, Priscilla, Paul, River and Titilayo as Observers to the meeting.

The Chair also provided some guidance on how the online meeting will take place including using the virtual hand function if members want to ask a question and leaving cameras on unless there are issues with internet connection.

Isabella Koziol advised she would need to leave the meeting about 7.20pm.

## 2. Declaration of any Conflicts of Interest

The following individuals declared that they had Conflicts of Interests:

Item	Individuals with Conflicts of Interests	Manage Conflict
Item 5, Changes to Bank Signatories	Susan Docherty, Tabitha Nyariki, Adil Rahoo and Zoe Nicholson.	The Full Time Officers would not take part in the discussions or vote about the changes to bank signatories.
Item 6, Revised HR Policies	Susan Docherty, Tabitha Nyariki, Adil Rahoo and Zoe Nicholson.	The Full Time Officers would not take part in the discussions or vote about the revised HR policies.
Item 12, Chief Executive Report	Susan Docherty, Tabitha Nyariki, Adil Rahoo and Zoe Nicholson.	The Full Time Officers would not take part in the discussions or vote about the One Off Recognition Payment within the Chief Executive Report.

## 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 March 2021

The Finance Manager explained that the paper is a summary of actual costs to the end of March 2021, against the Q3 Reforecast 2020/21. At the end of March 2021 there was income of £497,557 and expenditure of £402,045. The Finance Manager talked the Board through the commentary within the paper. The Balance Sheet as of 31st March 2021 was included showing the Students' Association Financial position.

## 5. Changes to Bank Signatories

The Bank of Scotland requires the Trustee Board to consent to the change in bank signatories, as outlined within the paper.

The Chair called for a vote to approve the proposed changes to Bank Signatories. Vote: For: 6; Against: 0; Abstentions: 0. Susan Docherty, Tabitha Nyariki, Adil Rahoo and Zoe Nicholson did not vote as they had a conflict of interests. **The Changes to Bank Signatories were approved.**

### 6. Revised HR Policies

#### 6.1. Employee Discipline and Capability Policy

The Chief Executive explained that the proposed Employee Discipline and Capability Policy would replace the existing Disciplinary Procedures approved in November 2009. The Employee Discipline and Capability Policy template created by DAC Beachcroft on behalf of the NUS HR Support Unit was used to develop this policy. It was reviewed against the ACAS Code of Practice on disciplinary and grievance procedures. The proposed policy aligns to the employee and Full Time Officer employment contracts and Full Time Officer Accountability Schedule. The policy has been through consultation with employees and reviewed by Square Peg HR.

#### 6.2. IT and Social Media Policy

The Chief Executive presented the revised IT and Social Media Policy which was last reviewed in May 2018. The policy has been revised to provide updated guidance to the Full Time Officers and staff on the use of social media. The Full Time Officers were consulted on the IT and Social Media Policy at the Executive Committee meeting on 4<sup>th</sup> May 2021. The Vice Chair welcomed the changes and highlighted the importance of these in maintaining standards across the Students' Association social media. The policy has been through consultation with employees and reviewed by Square Peg HR.

The Chair called for a vote to approve the Employee Discipline and Capability Policy and IT and Social Media Policy. Vote: For: 6; Against: 0; Abstentions: 0. Susan Docherty, Tabitha Nyariki, Adil Rahoo and Zoe Nicholson did not vote as they had a conflict of interests. **The Employee Discipline and Capability Policy and IT and Social Media Policy was approved.**

### 7. Strategic Plan 2025

The Chief Executive presented a paper with an update on the progress with the Strategic Plan 2025 and the revised timeline. He explained that the Strategic Planning Group had developed the revised Mission, Vision and Values and Strategic Themes and consultation had taken place with University Court, GCU Executive Board, Students' Association staff, Student Voice and Student Voice Sub-Committees and students, through the annual survey.

The Chair explained that the revised Mission, Vision and Values and the proposed strategic themes were presented for approval. The Board discussed the proposed Mission, Vision and Values and overall the Board were positive with the proposed changes and felt they were very clear and concise. The fact that Participation had been removed as a value was questioned and the Chair and Vice Chair explained that after extensive consultation, it was agreed that Participation will be replaced by Community. Participation would fall into the values of Community and Student-Led, where students would decide how they wanted to participate in the community. The revised Mission and Vision were commended as continuing to remain relevant and speak directly to students. The Board welcomed the proposed Strategic Themes highlighting the positive focus on mental health, inclusiveness, GCU student experience, Sustainable Development Goals and links to the GCU Strategy 2030.

The Chief Executive explained that the Annual Survey is currently open to students and questions were being asked about the Vision, Mission and Strategic Areas. The snapshot as of 5pm on 6<sup>th</sup> May 2021 showed that 74.58% agreed with the Vision, 84.61% agreed with the Mission and 86.96% agreed with the Strategic Areas. The Board agreed this provided strong evidence to support the proposed direction.

The Chair advised that the Strategic Goals were still being developed but that the current goals are being presented for discussion. It was asked whether the term Civic Leadership could be replaced with another term which will be better understood by students. The Chief Executive explained there has been an ongoing conversation about using the term Civic Leadership and the reason it has been included is because it aligns strongly with language used by the University. It was proposed making explicit reference to the Full Time Officers as well as Sports Clubs, Societies, Groups and other volunteers as their work is valuable. The Trustee Board discussed how the Students' Association services will be promoted and the Vice Chair explained that this is why communication and impact has been chosen as a strategic enabler to ensure services are being promoted. The Chief Executive thanked the Trustee Board members for their feedback on the strategic goals and the Strategic Planning Group will consider this further.

The Chair called for a vote to approve the proposed Mission, Vision and Values and Strategic Themes. Vote: For: 10; Against: 0; Abstentions: 0. **The Mission, Vision and Values and strategic themes were approved.**

### 8. Volunteer Survey 2021

The Activities Manager presented the Volunteer Survey Report 2021. The Volunteer Survey had 114 responses in the 2021 survey (2019: 156; 2017: 68) and the report offered comparisons against the 2019 survey scores. The report outlined the main reasons why students volunteered with the Students' Association, the main things students gained from volunteering and how they felt about volunteering with the Students' Association. A total of 94% of the Students' Association volunteers would wholeheartedly recommend GCU Students' Association as a good place to volunteer. This is one of the Key Performance Indicators (KPIs) within The Bigger Plan 2020, the strategic plan and the strategic target of 85% was surpassed.

It was discussed that the survey was conducted during the pandemic and when all recruitment, training and support was delivered online. The Board congratulated the Students' Association for providing a positive volunteering experience to its volunteers and in achieving the KPI. However, the breakdown of demographics highlighted that some groups such as PGR (Postgraduate Research) and PGT (Postgraduate Taught) students were underrepresented. The Activities Manager explained that some University structures prevent Postgraduate students from participating in all volunteering opportunities. However, the Students' Association will look into ways to encourage postgraduate involvement in areas where they can participate. It was noted that the Students' Association is currently seeking Investing in Volunteers re-accreditation.



### 9. Full Time Officer Elections 2021

The Student Voice Team Leader provided an update on the Full Time Officer Elections 2021. The Full Time Officer Elections took place between Monday 1st and Thursday 4th March 2021 and the entire election process took place online due to the coronavirus pandemic. The paper outlined the additional support and online events for candidates due to the online election. There were 24 candidates that submitted nominations and after 6 candidates withdrew there were 18 students in the election. There was a distinct rise in the number of international students, PGT students and London based students as candidates. Turnout in the elections was 2,246, a decrease of 1,468 votes from last year's record high and 826 votes less than the 5 year running average. There was a number of factors that anticipate having an impact on voter turnout including, online fatigue during the Coronavirus pandemic, no in person campaigning, candidates having issues directly engaging with students and a system issue for 24 hours. The Students' Association was 6% above the average turnout for associations/unions who use our website provider and in the top five for turnout. Adil Rahoo, Tabitha Nyariki, Olivia Hall and Priscilla Otuagoma were successfully elected as the Full Time Officers. Adil Rahoo with the most votes has accepted the position of Student President and the others become Vice Presidents. The Student Voice Team Leader highlighted the recommendations as outlined within the paper.

The Trustee Board congratulated the Students' Association for their success despite the challenges. It was noted that whilst candidates are asked for their feedback on the election process, students are not currently asked for their feedback, however it was noted that there was better attendance at online events than in person events.

### 10. Student Voice Update

The Student Voice Team Leader presented the Student Voice Report on the fourth Caledonian Student Voice held on 22<sup>nd</sup> March 2021. The paper outlined the recent decisions made by Student Voice and Ideas passed.

The Chair called for a vote to approve the Societies Policy Document. Vote: For: 10; Against: 0; Abstentions: 0. **The Societies Policy Document was approved.**

*The Finance Manager, Student Voice Team Leader and Activities Manager left the meeting at 7.23pm.*

### 11. Impact of Coronavirus Update

The Chief Executive explained that there is no new guidance from the Scottish Government for Universities. The impact of the delta variant has caused uncertainty at present.

The Chief Executive confirmed that weekly Employee Team Meetings continue to take place to provide updates to employees. All staff within their 1-2-1 meetings are currently being asked about their home work arrangements and their views on returning to campus.

*Izabella Koziol, Student Trustee, left the meeting at 7.30pm.*



### 12. Chief Executive Report

The Chief Executive presented his paper and highlighted that the Awards for All Mental Health Peer Support Project application has been submitted to The National Lottery Community Fund, that partnership working with the University was commended within the ELIR Review, that we were successful in securing a Dual Mode Room from the Students' Association and the background to the Professional Indemnity Insurance for the Advice Centre. The Student President was congratulated in successfully securing the Dual Mode Room.

The Chief Executive advised the Board that it is currently being proposed to pilot a merger of Strathclyde and Caledonian Nightline with Glasgow Nightline for a year and then a review of Nightline would be conducted.

The Chair advised that through discussion with the Vice Chair that it was proposed that all contracted employees who were employed on the 1st April 2021 and who continue to receive pay on the 19th May 2021 would receive a One-Off Recognition Payment of £300 (pro-rata for part-time employees) in recognition of the hard work of employees during the Coronavirus pandemic. The award is subject to tax and NI. The Chair called for a vote to approve the One-Off Recognition Payment of £300. Vote: For: 5; Against: 0; Abstentions: 0. Susan Docherty, Tabitha Nyariki, Adil Rahoo and Zoe Nicholson did not vote as they had a conflict of interests. **The One-Off Recognition Payment of £300 was approved.**

### 13. Minutes of the meeting of the Trustee Board held on 22<sup>nd</sup> February 2021 and Extraordinary meeting on 26<sup>th</sup> April 2021

The Chair called for a vote to approve the minutes of the meeting of the Trustee Board held on Monday 22<sup>nd</sup> February 2021. Vote: For: 8; Against: 0; Abstentions: 1. **The Trustee Board Minutes from 22<sup>nd</sup> February 2021 were approved.**

The Chair called for a vote to approve the minutes of the Extraordinary meeting of the Trustee Board held on Monday 26<sup>th</sup> April 2021. Vote: For: 6; Against: 0; Abstentions: 3. **The Trustee Board Minutes from 26<sup>th</sup> April 2021 were approved.**

### 14. Matters Arising

#### 12.1. OSCR Guidance and Safeguarding

No progress has been made since the last meeting. An initial Safeguarding Policy draft has been started but this is awaiting the GCU Safeguarding Policy to conclude and ensure processes are aligned. This matter is ongoing. **Action: Chief Executive.**

#### 12.2. External Trustee Appointment

In discussion with the Chair and Vice Chair it was decided to postpone the recruitment of the External Trustee vacancy until later in the academic year and after progress has been made with the development of the strategic plan. This matter is ongoing. **Action: Chief Executive.**

**13. Executive Committee Report**

The Board noted the Executive Committee Report.

**14. Risk Register**

The Board noted the Risk Register.

**15. Annual Cycle of Business 2021/22**

The Board noted the Annual Cycle of Business 2021/22.

**16. Student Trustee and External Appointments**

The Board noted the Student Trustee and External Appointments.

**17. Any Other Business**

**17.1. Honorary Life Memberships**

The Chair thanked Zoe Nicholson, Nicole Percival, Izabella Koziol and Eseoghene Johnson for their contribution to the Trustee Board and explained they would receive Honorary Life Memberships. The Vice Chair, on behalf of the Trustee Board, thanked Susan Docherty as Chair for all her hard work. The Chair would also be presented with an Honorary Life Membership.

**The meeting ended at 7.50pm.**