

TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 16th October 2023 at 6.00pm. This hybrid meeting took place in NH209 and on Microsoft Teams.

Present:

Chidozie Nwaigwe, Sabbatical Trustee (Chair)
Jan Savage, External Trustee (Vice Chair) (arrived 6.30pm)
Jennifer Abali, Sabbatical Trustee
Solomon Ajala, Sabbatical Trustee
Wilfred Obi, Sabbatical Trustee
Sarah Erskine, External Trustee
Podge Sheehan, External Trustee
Andrew Collier, Student Trustee
Juliet Ibili, Student Trustee
Maryann Nwanaforo, Student Trustee (arrived 6.20pm)

Apologies:

Victoria Moore, External Trustee

In Attendance:

David Carse, Chief Executive
Gordon McTweed, Activities Manager
Karl Henry, Communications Co-ordinator
Sara MacLean, Student Voice Team Leader
Philip Morton, Governance Support Co-ordinator (Clerk)

At 6pm the Chair commenced the meeting.

1. Chairs Announcements

The Chair welcomed and thanked the members for their attendance at the first Board meeting of 2023/24. The Chair welcomed Victoria Moore as a new External Trustee.

2. Declaration of any Conflicts of Interest

There were no conflicts of interest to be declared.

3. Agenda Change of Order

There were no items to be moved on the agenda.

4. National Student Survey Results 2023

The Student Voice Team Leader presented a paper on the National Student Survey (NSS) 2023 results, particularly on question 25: "The students' union (association or guild) effectively

represents students' academic interests". The Students' Association had a satisfaction score of 73.53%, 3.33% higher than the Scottish sector and 1.64% higher than the UK sector. Overall the Students' Association was ranked 6th place in Scotland. The Student Voice Team Leader outlined some potential reasons for the higher satisfaction scores for other students' associations within the Scottish sector and the variation on satisfaction score for question 25 by demographic type. The overall GCU scores were reviewed and it was noted that due to a survey administration error in NSS 2023, question 28 ('overall satisfaction') was not asked of the majority of survey respondents from Glasgow Caledonian University and the results for question 28 was replaced with the Scottish sector average.

5. Full Time Officer Elections 2023

The Student Voice Team Leader presented a paper on Full Time Officer Elections 2023. There was a total of 31 candidates in the election, the highest number of candidates under the current Full Time Officer Model. One candidate withdrew before the election and one candidate was disqualified. It was noted that all candidates were international students and only one candidate was an undergraduate student. It was noted that the rise in international and postgraduate students running for election was a sector-wide trend. The Student Voice Team Leader explained that the Students' Association was developing an election diversity action plan. It was explained that the Candidates Briefings would be moved online due to the increasing numbers of candidates from the London Campus. In total 3,779 votes were cast in the Full Time Officer Elections 2023, the highest turnout under the current Full Time Officer Model. It was noted there was a greater use of Students' Association Staff to support the voting booths borrowed by Glasgow City Council.

Across the sector there was an increase in complaints including issues with posters causing damage to university buildings, students feeling harassed when asked to vote and intimidating behaviour. It was further stated that a lot of students were not used to in-person election campaigning as many will have not seen this due to the Covid-19 pandemic and this being the first election in which all teaching was back on-campus. The Student Voice Team Leader outlined the proposed recommendations outlined in the paper.

Andrew Collier asked if posters would not be allowed in future elections. It was confirmed that Election Rules are currently under review and it is proposed that no posters are allowed on the exterior of university buildings and the reduction of expenses for physical campaign materials. The Students' Association were also exploring alternative solutions to allow candidates to effectively campaign online on university platforms. In addition, the Students' Association were exploring the annual temporary installation of external banners promoting the candidates.

Podge Sheehan commented that the trends in international and postgraduate students were also prevalent at Dublin City University. It was further noted that damage to university buildings had been an issue at DCU. It was commented that they had ran campaign training sessions on 'what is an effective campaign' and had supplied campaign packs to try avoid the use of adhesives etc.

6. Annual Student Survey 2023

The Communications Co-ordinator presented a paper on the results of the Annual Student Survey 2023. The survey was carried out between 13th March and 21st April 2023 and open to GCU students on the Glasgow and London campuses. There was a total of 429 responses to the survey making this the highest response rate for this survey since 2018.

The Communications Co-ordinator drew the Board to the highlights and lowlights within the survey. The highlights included that we are welcoming and inclusive (84% agreed), offer a range of relevant opportunities, events, activities and services (80% agreed), has a range of activities that promote physical health, mental health and wellbeing (78% agreed), contributes positively to the experience of GCU students at University (75% agreed), that the Students' Association represents me (70% agreed) and contributed positively to their welcome at University (71% agreed). The scores were positive for communications with scores ranging from 70% to 78% agreement. A total of 77% of students knew about the Advice Centre and 65% knew about Nightline.

Whilst students knew there were elected Full Time Officers (88% agreed) and how to elect the Full Time Officers (86% agreed), scores were lower on feeling the university experience was better because of Full Time Officers (54% agreed), know who the Full Time Officers were (60% agreed), how to contact them (51% agreed), or feeling kept informed on what the Full Time Officers are doing on their behalf (48% agreed). Whilst students knew who their class rep was (78% agreed) and how to contact them (78% agreed), they did not know class reps are supported by the Students' Association (55% agreed) and kept informed on what the class reps are doing on their behalf (61% agreed).

A total of 55% of students knew about Student Voice, 63% knew they could go to the Students' Association if they had a problem and 44% knew they could start their own society. The Students' Association takes sustainability seriously (60% agreed), helped me meet people and make connections (51% agreed), contributes positively to students' development at University (63% agreed), provides employability opportunities (55% agreed) and has a positive impact on my sense of belonging at University (66% agreed) all scored lower.

The Board discussed that overall there were reduction in scores across many questions and how this related to post pandemic considerations and the increased in person teaching. It was noted that the survey was promoted to all students via the all student email and social media channels, making it a self-selecting population. Jan Savage asked about priorities for the year ahead and it was confirmed that the Key Messages within the Communications Strategy remained the key focus, in addition to analysing the difference the scores between students studying on the Glasgow and London campuses. The Communications Co-ordinator was focusing on Instagram and LinkedIn social media accounts and greater access to the GCU Student App and GCU Learn. The important of the work of the Full Time Officers and their campaign wins needs to remain a priority. There was a discussion that there was a perception on a general lack of student engagement on campus, for example in attending lectures.

Karl Henry left the meeting.

7. Strategic Plan 2025 – Year 2 Update

The Chief Executive presented a paper on the progress of the Key Performance Indicators (KPIs) within Year 2 of the Strategic Plan 2025 and provided commentary for each KPI. The Chief Executive explained that this was a provisional report, pending validation and completion of reporting. There was praise on the standard of the KPI Scorecard but it was discussed that further context to any score change or providing an update on actions planned would be helpful. Jan Savage commented that an emerging theme throughout the papers are surrounding engagement and that it may be worth reviewing how students want to be engaged and communicated with.

8. Chief Executive Report

The Chief Executive presented his paper highlighting that the Students' Association had successfully securing £10,000 from the National Lottery Community Fund to run the Give it a Go programme during 2023/24. He provided an update on Building capital works and student data automation from the GCU Student Records System.

Jan Savage left the meeting.

9. Minutes of the meeting of Trustee Board on Monday 15th May 2023

The Chair called for a vote to approve the minutes of the meeting of Trustee Board on Monday 15th May 2023. It was noted that only members who were Trustees and present at the meeting could vote. Vote: For: 3; Against: 0; Abstentions: 0. **The minutes of the meeting of Trustee Board on Monday 15th May 2023 were approved.**

10. Matters Arising

The Board noted the Matters Arising paper.

11. Executive Committee Report

The Board noted the Executive Committee Report.

12. Appointments Committee

The Board noted the Appointments Committee Report.

13. Base Budget 2023/24

The Board noted the Base Budget 2023/24.

14. Operational Plan 2023/24

The Board noted the Operational Plan 2023/24.

15. Risk Register

The Board noted the Risk Register.

16. Register of Interests

The Board noted the Register of Interests.

17. National Lottery Community Fund: Give it a Go.

The Board noted the National Lottery Community Fund application for the Give it a Go Programme.

18. Any Other Business

There was no further business to discuss.

The meeting ended at 19.40pm.

TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 11th December 2023 at 5.00pm. This hybrid meeting took place in NH209 and on Microsoft Teams.

Present:

Chidozie Nwaigwe, Sabbatical Trustee (Chair)
Jan Savage, External Trustee (Vice Chair) (arrived 5.22pm)
Jennifer Abali, Sabbatical Trustee
Solomon Ajala, Sabbatical Trustee
Wilfred Obi, Sabbatical Trustee
Victoria Moore, External Trustee
Andrew Collier, Student Trustee
Maryann Nwanaforo, Student Trustee
Lucky Ehigiamusoe, Student Trustee

Apologies:

Podge Sheehan, External Trustee
Juliet Ibili, Student Trustee
Sarah Erskine, External Trustee

In Attendance:

David Carse, Chief Executive
Gordon McTweed, Activities Manager
Sara MacLean, Student Voice Team Leader
Alex Webb, Milne Craig Chartered Accounts (agenda item 4 only)
Philip Morton, Governance Support Co-ordinator (Clerk)

At 5pm 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 2023/24 and reminded online attendees to keep their camera on, where possible. The Chair welcomed Lucky Ehigiamusoe as a new Student Trustee.

2. Declaration of any Conflicts of Interest

Item	Individuals with Conflicts of Interests	Manage Conflict
5. HR Policies	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi	The Sabbatical Trustees who are the elected Full Time Officers have a conflict of interest in discussing the HR Policies due to them being employees of the Students' Association. It was agreed that the Sabbatical Trustees would neither

6. Revised Health, Safety and Wellbeing Policy	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi	participate in the discussion or vote for this agenda item. The Sabbatical Trustees who are the elected Full Time Officers have a conflict of interest in discussing the revised Health, Safety and Wellbeing Policy due to them being employees of the Students' Association. It was agreed that the Sabbatical Trustees would neither participate in the discussion or vote for this agenda item.
12. Chief Executive Report	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi	The Sabbatical Trustees who are the elected Full Time Officers have a conflict of interest in discussing the Full Time Officer Salaries within the Chief Executive Report. It was agreed that the Sabbatical Trustees would leave the room and not be involved in either the discussion or vote for this agenda item.

3. Agenda Change of Order

There were no items to be moved on the agenda.

4. Audited Accounts 2023, Letter of Representation and Management Letter

Alex Webb from Milne Craig, Chartered Accountants, presented the Audited Accounts 2023 (31st July 2023), Letter of Representation and Management Letter. The total income from all sources was £796,015 and total expenditure was £787,803. Before the employee holiday accrual reversal there was a deficit of £4,500. The overall surplus for the year was £8,212 and there were unrestricted funds of £194,699.

The auditors confirmed that the audited accounts met the relevant legislative requirements, that there were no significant control issues or risks to report, the balance sheet position at the end of year was favourable, the Students' Association remains a going concern for 2023/24 and that it was a clean unqualified audit report. The auditors have produced a Management Letter with two new recommendations.

The Trustees Annual Report outlined the achievements and performance of the Association during 2022/23. The Board thanked Milne Craig for a smooth audit process and thanked the Finance Manager and Chief Executive for their hard work in producing the audited accounts.

The Chair called for a vote to approve the Audited Accounts 2023 (31st July 2023) and Letter of Representation. Vote: For: 8; Against: 0; Abstentions: 0. **The Audited Accounts 2023 and Letter of Representation was approved.**

5. HR Policies

The Chief Executive presented the revised TOIL Policy and Employee Working from Home Policy, which will replace the Temporary Working from Home Guidance developed during the Coronavirus Pandemic. Both policies were reviewed by WorkNest, our employment lawyers, and there has been consultation with all employees. The Employee Working from Home Policy had input from Jan Savage and Sarah Erskine, Endsleigh Insurance and had been approved by the Health and Safety Committee.

It was noted that it was planned to transition, where possible, from the HSE: DSE Workstation Checklist to the Cardinus Workstation Safety Plus online training and self-assessment. It was also highlighted that the Association is currently piloted increased working from home during the Trimester A Study Break and Exam Period and the months of June, July and August. It was highlighted that the word “work” should be revised to “working” in section 3.6.

The Chair called for a vote to approve the revised TOIL Policy and Employee Working from Home Policy. Vote: For: 4; Against: 0; Abstentions: 0. **The HR Policies were approved.**

Jan Savage joined the meeting at 5.22pm.

6. Revised Health, Safety and Wellbeing Policy

The Chief Executive presented the revised Health, Safety and Wellbeing Policy. The Policy was reviewed by WorkNest, our employment lawyers, there has been consultation with all employees and had been approved by the Health and Safety Committee. The Chief Executive presented each of the key proposed changes as outlined on the paper coversheet. He highlighted that the Appendix 7: Employee Wellbeing and Engagement Strategy was provisional as it would be developed further, in consultation with employees.

The Chair called for a vote to approve the revised Health, Safety and Wellbeing Policy. Vote: For: 5; Against: 0; Abstentions: 0. **The Health, Safety and Wellbeing Policy was approved.**

7. Revised Schedule 4 (Elections)

The Student Voice Team Leader presented the revised Schedule 4 (Elections) that had been approved by Student Voice on Monday 23rd October 2023 and University Court on Thursday 16th November 2023. It was explained that there had been extensive consultation with members of Student Voice, Students' Association staff and the GCU Director of Governance and Legal and GCU Head of Governance. The Student Voice Team Leader presented each of the key proposed changes as outlined on the paper coversheet.

It was felt by some members that the wording of section 1.4 “Excluding the Full Time Officer election, current members must have a registered course end date in order to complete the term of office to be eligible to stand in the election” could be made clearer, as all students have a course end date. It was agreed that rather than progress the Schedule back through Student Voice and University Court, it would be amended to show the intended meaning. [Clerk’s Note: The final wording reads “Excluding the Full Time Officer election, current members must have a registered course end date [throughout the duration of their term in office] in order to complete the term of office to be eligible to stand in an election.”]

As a result of discussions on the proposal to restrict eligibility to become a candidate in the Full Time Officer elections to those who had completed one Trimester on a GCU programme, it was clarified that students starting in the January intake would be eligible to become a candidate the following year. It was also clarified that the removal of NUS UK and NUS Scotland Conference wording and being replaced by NUS Conferences was to be less prescriptive. It was also noted that NUS are currently consulting on replacing NUS UK Conference with a NUS England Conference.

The Chair called for a vote to approve the revised Schedule 4 (Elections). Vote: For: 6; Against: 2; Abstentions: 1. **Schedule 4 (Elections) was approved by a two thirds majority.**

8. Student Voice Update

The Student Voice Team Leader presented a paper on the first meeting of Student Voice in the academic year 2023/24. The Student Voice Team Leader highlighted discussion areas in the Board Consideration section.

The Board was advised that a provisional statement had been developed for consideration on the middle east crisis and this was circulated to Trustees for discussion. The discussions focused on ensuring the statement focused on peace, respect for international law, the ability for students to donate during this humanitarian crisis, recognise the right to peaceful protest and for the statement to not endorse either the UK or Scottish Government responses. The Board agreed a final wording to the statement that was felt to be respectful, responsible and responsive. [Clerk’s Note: The statement was published on 12th December 2023 and available from www.GCUstudents.co.uk/articles/statement-on-middle-east-crisis.]

The Chair called for a vote to approve the Middle East Statement. Vote: For: 9; Against: 0; Abstentions: 0. **The Middle East Statement was approved.**

9. Management Accounts 2022/23

The Chief Executive presented the Management Accounts 2022/23 paper and the summary of actual income and expenditure against the latest reforecast. It was noted that the final income and expenditure figures are the same as the audited accounts, however they are presented in a more familiar format to the Board and against the latest reforecast.

10. Management Accounts to October 2023

The paper summarised actual costs to the end of October 2023, against the Base Budget 2023/24 and highlighted that at the end of October 2023 there was income of £331,488 and expenditure of £214,903. The Chief Executive explained the commentary within the paper. The Balance Sheet as of 31st October 2023 was included showing the Students' Association Financial position.

After reviewing the Management Accounts to October 2023 there were no issues of going concern for the Association identified by the Board.

11. Freshers' Week 2023 Report

The Activities Manager began by presenting a highlight video of Freshers Week 2023. He then presented the Freshers' Week 2023 Report and presented aspects of the Executive Summary and guided the Board on the identified recommendations. It was highlighted that budgetary expenditure would be higher than planned due to the unexpected cost of a temporary floor for the Freshers Fair and low sales of the Freshers Pack. The Board congratulated those involved in providing a vibrant and engaging welcome to new students.

12. Chief Executive Report

The Chief Executive presented his paper outlining that the University did not have the capacity for automated student data transfer, the progress with the Winter Warmer Campaign and an update on the Student Pantry, Student Microwaves, Hot Water Boiler and Level 2 Projector installation.

Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala and Wilfred Obi left the room.

The Chief Executive presented the background to the Full Time Officer salary review.

The Chair called for a vote to approve the increase to the Full Time Officer salaries and the creation of new point on the Students' Association Salary Scale. Vote: For: 5; Against: 0; Abstentions: 0. **The increase to the Full Time Officer salaries and the creation of new point on the Students' Association Salary Scale was approved.**

Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala and Wilfred Obi returned to the room.

13. Minutes of the meeting of Trustee Board on Monday 16th October 2023.

The Chair called for a vote to approve the minutes of the meeting of Trustee Board on Monday 16th October 2023. Vote: For: 5; Against: 0; Abstentions: 0. **The minutes of the meeting of Trustee Board on Monday 16th October 2023 were approved.**

14. Matters Arising

The Board noted the Matters Arising paper.

15. Executive Committee Report

The Board noted the Executive Committee Report.

16. Risk Register

The Board noted the Risk Register.

17. Appointments Committee

The Board note the Appointments Committee paper.

18. Student Pantry: GCU Business Case

The Board noted the Student Pantry: GCU Business Case paper.

19. Any Other Business

There was no further business to discuss.

The meeting ended at 7.00pm.

TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 26th February 2024 at 5.00pm. This hybrid meeting took place in NH209 and on Microsoft Teams.

Present:

Chidozie Nwaigwe, Sabbatical Trustee (Chair)
Jennifer Abali, Sabbatical Trustee
Solomon Ajala, Sabbatical Trustee
Wilfred Obi, Sabbatical Trustee
Victoria Moore, External Trustee
Andrew Collier, Student Trustee
Lucky Ehigiamusoe, Student Trustee
Podge Sheehan, External Trustee
Juliet Ibili, Student Trustee

Apologies:

Sarah Erskine, External Trustee
Jan Savage, External Trustee (Vice Chair)
Maryann Nwanaforo, Student Trustee

In Attendance:

David Carse, Chief Executive (Clerk)
Gordon McTweed, Activities Manager

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 2023/24 and reminded online attendees to keep their camera on, where possible.

2. Declaration of any Conflicts of Interest

Item	Individuals with Conflicts of Interests	Manage Conflict
4. HR Policies	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi, Lucky Ehigiamusoe	The Full Time Officers (Sabbatical Trustees) and Lucky Ehigiamusoe (Student Trustee) have a conflict of interest in discussing the HR Policies due to them being employees or potentially become an employee of the Students' Association. Lucky is a candidate in the Full Time Officer Elections 2024. It was agreed that Chidozie, Jennifer, Solomon, Wilfred and Lucky would neither

6. Employee Pay Settlement	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi Lucky Ehigiamusoe	participate in the discussion or vote for this agenda item. The Full Time Officers (Sabbatical Trustees) and Lucky Ehigiamusoe (Student Trustee) have a conflict of interest in discussing the Employee Pay Settlement due to them being employees or potentially become an employee of the Students' Association. Lucky is a candidate in the Full Time Officer Elections 2024. It was agreed that Chidozie, Jennifer, Solomon, Wilfred and Lucky would neither participate in the discussion or vote for this agenda item.
8. Draft Budget 2024/25	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi Lucky Ehigiamusoe	The Full Time Officers (Sabbatical Trustees) and Lucky Ehigiamusoe (Student Trustee) have a conflict of interest in discussing the Full Time Officer salaries within the Draft Budget 2024/25 paper due to them being employees or potentially become an employee of the Students' Association. Lucky is a candidate in the Full Time Officer Elections 2024. It was agreed that whilst Chidozie, Jennifer, Solomon, Wilfred and Lucky can participate and vote for this agenda item, they would be mindful to manage any conflicts of interests.

3. Agenda Change of Order

There were no items to be moved on the agenda.

4. HR Policies

The Chief Executive presented the revised Whistleblowing Policy, Employee Grievance Policy and Providing Employment and Volunteer Reference Policy. All policies were reviewed by WorkNest, our employment lawyers, and there had been consultation with all employees. The Chief Executive advised that a few further recommendations had been submitted by WorkNest on Friday 23rd February 2023 in sections 2.5, 2.6 and 4.1.2 of the Employee Grievance Policy.

The Chair called for a vote to approve the revised Whistleblowing Policy, Employee Grievance Policy and Providing Employment and Volunteer Reference Policy. Vote: For: 4; Against: 0; Abstentions: 0. Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi and Lucky Ehigiamusoe did not vote as they had a conflict of interest. **The HR Policies were approved.**

5. Management Accounts to January 2024

The Chief Executive presented the Management Accounts to January 2024 paper that summarised actual costs to the end of January 2024, against the Q1 Reforecast 2023/24 and highlighted that at the end of January 2024 there was income of £574,022 and expenditure of £427,395. The Chief Executive explained the commentary within the paper and outlined the savings made to offset the impact of unplanned costs. The Balance Sheet as of 31st January 2024 was included showing the Students' Association Financial position.

After reviewing the Management Accounts to January 2024 there were no issues of going concern for the Students' Association identified by the Board.

6. Employee Pay Settlement 2024

The Chief Executive presented the Employee Pay Settlement 2024.

The Chair called for a vote to approve the Employee Pay Settlement 2024. Vote: For: 4; Against: 0; Abstentions: 0. Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi and Lucky Ehigiamusoe did not vote as they had a conflict of interest. **The Employee Pay Settlement 2024 was approved.**

7. Risk Register

The Chief Executive presented the paper and explained that the Risk Register is reviewed quarterly, with the last review in December 2023 and is fully reviewed and discussed annually by the Board.

The Chair called for a vote to approve the Risk Register. Vote: For: 9; Against: 0; Abstentions: 0. **The Risk Register was approved.**

8. Trimester A Report 2023/24

The Activities Manager and Chief Executive presented the paper outlining the activities of the Students' Association in Trimester A 2023/24. The Activities Manager highlighted the positive welcome students received at Freshers Week 2023 and the increased sports memberships during Trimester A. The Chief Executive highlighted that the Representation Network numbers had declined, there was an increase in students seeking support from the Advice Centre in student enquiries and casework support, there was an improved picture in the numbers registered on the Student Leaders Programme, there was a slight decrease in the number of society memberships, that Radio Caley involvement levels were similar levels to last year, that there was an increased numbers involved in The EDIT and that there were much higher number of class reps registered and trained. It was noted that the Principal attended the Academic Rep Gathering in Trimester A, that there was strong engagement with students by the Full Time Officers through lecture shouts and the progress made with campaigns. For the first time data was presented on events on the London Campus, London Volunteers and the Student Buddies Scheme.

The Board discussed the progress made on the presence of the Students' Association and student engagement on the London Campus. It was noted that it was more difficult to start and maintain societies on the London Campus. The Chief Executive explained that the events programme on the London Campus was heavily shaped by GCU London Volunteers, with many student-led events and one-off events and that the number of visits by the Full Time Officers had doubled. There was a discussion on the engagement of students being more online focused on the Student Leaders Programme, whereas traditionally engagement was primarily through in person workshops.

9. Draft Budget 2024/25

The Chief Executive presented the Draft Budget 2024/25 for approval before submission to the GCU Planning Round.

It was noted that the Students' Association is keeping the Student Pantry under review on whether it will continue in the academic year 2024/25 and whether it would require to change its operating model.

10. Student Voice Update

The Chief Executive presented a paper on the second meeting of Student Voice in the academic year 2023/24. It was confirmed that the statement on the Middle East Crisis, as agreed by the Board, was added to the Students' Association website on 12th December 2023.

11. Chief Executive Report

The Chief Executive presented his paper outlining the success on the GCU Business Case on the Student Pantry and installation of a Hot Water Boiler and Student Microwaves within the Students' Association Building. He highlighted the outcomes of the Winter Warmer Campaign with 1,398 porridge pots given out to 384 students on the Glasgow Campus and 305 porridge pots given out on the London Campus. He advised that additional booths, power sockets, replaced water-damaged table tops and high seating areas had been installed in the Re:Union Bar, with funding provided by the University. He explained the success of a review of drink prices within the Re:Union Bar. He updated on the number of candidates in the Full Time Officer Elections, on the Student Partnership Agreement Launch Event, on the Quality Enhancement and Standards Review Report, and progress with SUB TV contractual discussions.

The Board held a discussion on the expertise sought for the Board in the recruitment for the External Trustee. It was agreed this should be from the area of Higher Education, Students' Associations/Unions or the Student Experience.

12. Minutes of the meeting of Trustee Board on Monday 11th December 2023

The Chair called for a vote to approve the minutes of the meeting of Trustee Board on Monday 11th December 2023. Vote: For: 7; Against: 0; Abstentions: 0. **The minutes of the meeting of Trustee Board on Monday 11th December 2023 were approved.**

13. Matters Arising

The Board noted the Matters Arising paper.

14. Executive Committee Report

The Board noted the Executive Committee Report.

15. Health and Safety Annual Report 2023

The Board noted the Health and Safety Annual Report 2023.

16. Complaints Report 2023

The Board noted the Complaints Report 2023.

17. Strategic Plan 2025 – Year 2 Final Progress Report

The Board noted the Strategic Plan 2025 Year 2 Final Progress Report.

18. Any Other Business

There was no further business to discuss.

The meeting ended at 7.10pm.

Private and Confidential

TRUSTEE BOARD MEETING

The minutes of the Trustee Board meeting held on Monday 13th May 2024 at 6.00pm. This hybrid meeting took place in NH209 and on Microsoft Teams.

Present:

Chidozie Nwaigwe, Sabbatical Trustee (Chair) (arrived 6.53pm)
Jan Savage, External Trustee (Vice Chair)
Jennifer Abali, Sabbatical Trustee
Solomon Ajala, Sabbatical Trustee
Wilfred Obi, Sabbatical Trustee
Podge Sheehan, External Trustee (arrived 6.50pm)
Sarah Erskine, External Trustee
Victoria Moore, External Trustee
Andrew Collier, Student Trustee
Juliet Ibili, Student Trustee
Lucky Ehigiamusoe, Student Trustee
Maryann Nwanaforo, Student Trustee

Apologies:

None

In Attendance:

David Carse, Chief Executive
Gordon McTweed, Activities Manager
Philip Morton, Governance Support Co-ordinator (Clerk)
Friday Oshiotse, Incoming Sabbatical Trustee
Laiba Tareen, Incoming Sabbatical Trustee
Oluwatomisin Osinubi, Incoming Sabbatical Trustee
Lazara Morgan, Incoming External Trustee
Connor McLachlan, Incoming Student Trustee
Imoh Okoronkwo, Incoming Student Trustee
Mark Sherlock, Incoming Student Trustee
Semon Tatarenko, Incoming Student Trustee

At 5pm 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 2023/24 and reminded online attendees to keep their camera on, where possible.

Due to the Chair attending a university meeting on-campus, the Vice Chair took the responsibility as Chair for the meeting.

The Chair welcomed the Incoming Sabbatical and Student Trustees as Observers.

2. Declaration of any Conflicts of Interest

Item	Individuals with Conflicts of Interests	Manage Conflict
4. HR Policies	Chidozie Nwaigwe, Jennifer Abali, Solomon Ajala, Wilfred Obi	The Sabbatical Trustees who are the elected Full Time Officers have a conflict of interest in discussing the HR Policies due to them being employees of the Students' Association. It was agreed that the Sabbatical Trustees would neither participate in the discussion or the vote for this agenda item.

3. Agenda Change of Order

There were no items to be moved on the agenda.

4. HR Policies

The Chief Executive presented the Safeguarding Policy, Redundancy Policy and Supporting Families Policy. All policies were reviewed by WorkNest, our employment lawyers, and there had been consultation with all employees.

The Chair called for a vote to approve the Safeguarding Policy, Redundancy Policy and Supporting Families Policy. Vote: For: 7; Against: 0; Abstentions: 0. Jennifer Abali, Solomon Ajala and Wilfred Obi did not vote as they had a conflict of interest. **The Safeguarding Policy, Redundancy Policy and Supporting Families Policy was approved.**

5. Changes to Bank Signatories

The Chief Executive presented the Changes to Bank Signatories paper. The Bank of Scotland requires the Board to consent to the change in bank signatories, as outlined in the paper. Given complexities in recent years adding signatories to the bank, the Vice Presidents had not been added as a Limited Power Signatory but this paper would approve this situation should the need arise.

The Chair called for a vote to approve the Changes to Bank Signatories. Vote: For: 7; Against: 0; Abstentions: 0. **The Changes to Bank Signatories were approved.**

6. Management Accounts to March 2024

The Chief Executive presented the paper with a summary of actual costs to the end of March 2024, against the Q1 reforecast. It was highlighted that at the end of March 2024, there was income of £728,307 and expenditure of £600,096. The commentary within the paper outlined the reasons for the key variances. The Balance Sheet as of 31st March 2024 was included showing the Students' Association financial position. The Board were advised there was a planned Q4 reforecast.

The Chief Executive advised that the new subscription with Wonkhe would be delayed to the academic year 2024/25 to help offset for inflationary cost increases and anticipated overspends in sports facilities and transport costs. There was a discussion on whether the Sports Membership fee could be increased to compensate for increased costs, however a discussion took place on the appropriateness of this during a Cost of Living Crisis and that the fee had been increased in the academic year 2022/23. The Activities Manager advised that stricter financial parameters had been implemented for sports and transport costs.

After reviewing the Management Accounts to March 2024 there were no issues of going concern for the Students' Association identified by the Board.

7. Full Time Officer Elections 2024

The Chief Executive introduced a paper on the Full Time Officer Elections 2024. The changes to Schedule 4 (Elections) and Election Rules were highlighted. There were 24 candidates who submitted nominations and 3 candidates were immediately disqualified for not attending the Candidates Briefing. A further 2 candidates were disqualified from the election for breaching election rules. There were 4,815 votes cast, with an estimated voter turnout of 22% based on anticipated student numbers of 21,554.

The continuing work undertaken on the Balance Representation Action Plan was discussed. Attention was drawn to the work undertaken to respond to election intimidation and that voters for the first time had the ability to change their vote whilst the election was open. The Students' Association placed an increased emphasis on physical campaign materials to promote the election, including outdoor printed candidate banners and reusable posters with QR codes in teaching spaces, and on voter incentives.

The Board congratulated the successful candidates. The enhanced mental health support on the election night and the high voter turnout was also commended.

8. Give it a Go Report 2023/24

The Activities Manager presented the report on the Give it a Go Programme 2023/24. The Give it a Go Programme had received £10k from the National Lottery Community Fund. The overall purpose of the funding was to bring people together to build strong relationships in and across communities.

In total 29 activities were organised with 26 activities taking place between 13th November and 15th December 2023 (Trimester A) and 29th January and 22nd March 2024 (Trimester B). A total of 11 activities were organised with external organisations. There were 15 internal activities with our sports clubs, societies and representation networks. Overall, there were 320 attendees in the Give it a Go Programme. A survey was conducted that outlined that 75% of participants expressed interest in continuing with the community group after the Give it a Go activity and 89% said participating in this activity has brought people together in our local communities.

The Activities Manager outlined that the level of participation in the Give it a Go Programme is lower than 2022/23. Reflections for the future include running the Give it a Go Programme in Trimester A only, ensuring the inclusion of Sports Come and Try activities, supporting multicultural events and working with representation networks for activities linked to Black History Month, Disabled History Month and 16 Days of Activism against Gender-Based Violence.

It was noted that without external funding, that the programme would unlikely be unable to run.

Podge Sheehan entered the meeting at 6.50pm and Chidozie Nwaigwe entered the meeting at 6.55pm. The Chair asked for the Vice Chair to continue chairing the meeting.

9. Student Voice Update

The Chief Executive presented a paper on the third and fourth meetings of Student Voice 2023/24.

The revised Sports Policy and revised Societies Policy were brought to the Trustee Board for approval. The Chair called for a vote to approve the revised Sports Policy and revised Societies Policy. Vote: For: 12; Against: 0; Abstentions: 0. **The Sports Policy and Societies Policy were approved.**

10. Business Case: E-Sports Arena

The Chief Executive presented a paper with the Business Case proposing the creation of an E-Sports Arena on Level 0 of the Students' Association Building. The Business Case was developed in conjunction with stakeholders from across the University, the Gaming Society and the E-Sports Society.

The Chief Executive explained that whilst the University were supportive of the concept of the creation on an E-Sports Arena, however key areas required further.

The Chief Executive thanked the Board for their suggestions and considerations and advised that these would be considered in the next iteration of the Business Case. **Action: Chief Executive.**

The Finance Manager left the meeting at 7.08pm and Andrew Collier left the meeting at 7:30pm.

11. Chief Executive Report

The Chief Executive presented his paper that provided an update on the first changes to charity law contained within the Charities (Regulation and Administration) (Scotland) Act 2023, winning the Campaigns Award in the NUS Scotland Awards 2024 for our work on the Cost of Living Crisis and a 96% satisfaction score in the International Student Barometer.

The Chief Executive updated the Board on the revised visa costs that are paid for international students who become elected Full Time Officers and the revised Offer of Employment template for Full Time Officers.

It was noted that the academic year 2024/25 was the final year of the Strategic Plan 2025.

The achievement of the NUS Campaigns Award 2024, the increased impact of Students' Association communications and the positive satisfaction score in the International Student Barometer was commended by the Board.

The Activities Manager left the meeting at 7.45pm.

12. Minutes of the meeting of Trustee Board on Monday 26th February 2024.

The Chair called for a vote to approve the Minutes of the meeting of Trustee Board on Monday 26th February 2024. Vote: For: 7; Against: 0; Abstentions: 0. **The Minutes of the meeting of Trustee Board on Monday 26th February 2024 were approved.**

13. Matters Arising

The Board noted the Matters Arising paper.

14. Executive Committee Report

The Board noted the Executive Committee Report.

15. Risk Register

The Board noted the Risk Register paper.

16. Annual Cycle of Business 2024/25

The Board noted the Annual Cycle of Business 2024/25 paper.

17. Appointments Committee

The Board noted the Appointments Committee paper.

18. Any Other Business

18.1 Honorary Life Memberships

The Chair thanked all the Trustees whose term had finished for their contribution to the Board and presented Honorary Life Memberships. The Chair in particular thanked Podge Sheehan for his long-term contribution as an External Trustee for his six-year term.

The meeting ended at 7.50pm.