

**Edinburgh Napier Students' Association Ltd
Board of Directors**

Minutes of the Meeting of 3 May 2023
Held via Teams

Directors present: Jenny Rees (JR, Chair), Ailsa Crum (AC), Erin Slater (ES), Olumuyiwa Opaleye (OO), Vishal Khattar (VK), Ekamdeep Bumra (EB), Isobel Hall (IH), Elizabeth Orimogunje (EO), Antonio Garcia (AG), Raneev Shrestha (RS)

Apologies: Andy Houghton and Prabhsimranjit Singh

In attendance: Dee Bird, CEO

Standing items:	Actions
<p>1. Welcome and apologies JR welcomed everyone to the meeting and noted that apologies had been received from Andy Houghton and Prabhsimranjit Singh</p> <p>Isobel Hall joined at 17:42</p>	
<p>2. Declarations of interest As staff pay was on the agenda, the FTOs declared an interest.</p>	
<p>3. Minutes for Approval JR asked if there were any amendments to the minutes of 8 March 2023. As there were none, the minutes were approved.</p> <p>The minutes of the Board's AGM from 8 March 2023 were also approved.</p> <p>There was some confusion about which set of AGM minutes were to be presented at this meeting. The minutes of the Board's AGM on 8 March 2023 were provided and approved; however, there would be a delay in the presentation of the minutes of ENSA's members' AGM of 30 March 2023 until the next Board meeting on 28 June 2023.</p> <p>ACTION: DB to present the 30 March AGM minutes in June.</p>	DB
<p>4. Action Log – JR noted that the action related to Board mentoring and induction was not complete. She plans to gather feedback from Directors and will be in touch regarding suitable dates.</p> <p>ACTION: JR to garner feedback from Directors.</p>	JR
<p>5. Reports from sabbaticals JR asked FTOs to submit their reports on time as they were circulated separately as some were late.</p>	

<p>JR asked if FTO reporting is too often; OO felt this last report was close to the last meeting; however, he felt that it helps Sabbs to evaluate own objectives by reporting quarterly. JR asked Sabbs what they're working on now – EB said they are on campus during exam times to support students; VK said he will be involved in interviews of students for the new L&T Consultant roles which will be advertised through Student Futures.</p> <p>AG also mentioned it had been difficult to find reports as they were circulated separately. He asked about the statistics in OO's report and how they related to those in the Impact Report. OO explained that the elections had increased by around 6.4%; the social media impression increase was from the Officers' own accounts. AG asked about the improved turnout for elections – what made the difference? DB explained that this had much to do with the work of the outgoing Student Voice Coordinator who had made a big effort to increase engagement at all three campuses.</p> <p>OO told Directors that FairShare had been in touch to partner with ENSA and he would hand this over to the incoming President.</p> <p>VK mentioned an ENSA 50 policy that permitted the University to produce an online graduation booklet rather than a physical copy for sustainability purposes.</p>	
<p>6. Report from CEO DB reported that recruitment and retention were the biggest challenges and explained that, though ENSA compares favourably salary-wise, there are not progression routes.</p> <p>JR asked IH her view: In her experience, people in coordinator roles move on after short time. IH also explained that in her current role, she was offered more holidays, increments were awarded twice a year and she had the opportunity to gain micro-qualifications.</p> <p>JR also mentioned the pension issue should be reviewed and that is already being discussed.</p> <p>AC picked up on the progression challenge; roles are early career roles and people may move on. Is there something else that can be offered? Development? AG: Would there be an opportunity to study a course with ENU? Certifications from the Business School?</p> <p>JR asked ES if she is seeing a change in her area? She noted that home working is very popular. DB: Home working is popular; however, it erodes a sense of camaraderie.</p> <p>DB noted that the work on the Workplace Behaviours was recently completed and was carried out in consultation with staff.</p>	<p>DB</p>

<p>JR told Directors about the meeting she and DB held with the VC and Chair of Court. The discussion focused primarily on meeting spaces for ENSA to deliver activities and also on staff pensions. JR thought that we had been heard and that some action would likely follow.</p> <p>ACTION: DB to consider what incentives can be offered to retain staff.</p>	
<p>7. Report from Chair of FRC and minutes of FRC meeting held on 27 April 2023</p> <p>AC went through the FRC minutes. The FRC agreed that the 5% pay uplift proposed was affordable. The Committee had also reviewed the Draft Budget and noted it was tight. She said there was a need to explore how to find additional income for ENSA to invest in projects.</p> <p>JR commented that we are in good financial health and have reserves.</p>	
<p>8. Report from Chair of HRC and minutes of HRC held on 19 April 2023</p> <p>In the absence of AH, IH went through the minutes and explained that the Committee was in support of the 5% staff pay rise. Members also felt that FTO pay should be increased further to £23K.</p> <p>The HRC had agreed to look at pensions in future.</p>	
<p>For discussion / decision:</p>	
<p>9. Strategic Plan</p> <p>DB provided an update on progress against the three-year plan. Many things had improved, for example, the Advice Service was now in a much better place. There was more work to be done to develop the Student Council – the new postholder (Head of Representation and Leadership Development) will be charged with offering more support and development.</p> <p>JR asked RS to comment on Student Council; he said ENSA 50 was not known very well. DB asked if RS would have understood it if it had been called Student Council? He thought that he would.</p> <p>EO said that ENSA 50 is very important to her and her fellow students as it represents everything it should. RS said there should be more promotion of the ENSA50. OO felt changing the time of the meeting would help to attract more student engagement.</p>	
<p>10. Draft budget 2023/24</p> <p>DB went through the Draft Budget for the coming year and pointed out the increase to the Block Grant and how that would help ENSA deliver more events.</p> <p>IH asked if more money should be put into supporting ENSA50; DB said she was not convinced that it was a matter of money but of promotion by Officers with</p>	<p>DB</p>

<p>the support of the Head of Representation. Also, the name change to Student Council should help.</p> <p>Members approved the Draft Budget 2023/24.</p>	
<p>11. Staff and FTO pay paper: DB briefly went through the paper, noting that both Committees had already reviewed it in an earlier form. In addition to the uplift in pay, the paper proposed slightly reduced working hours from 36.25 FTE to 35 FTE to align with the change made by the University.</p> <p>DB asked that the pay award be made from May rather than June for operational reasons.</p> <p>The changes to pay and hours were approved.</p> <p>ACTION: DB/HW to bring award forward to May and implement new hours from July.</p>	DB
Items for information	
12. Summary Finance Report to end March 2023 For noting	
<p>13. Proposed schedule of meetings 2023-24</p> <p>JR explained that the rationale for the spacing of meetings was to match when activity takes place. DB noted that the AGM is late in the term which means we may not engage students. AC felt the pattern was generally good, though she would not be available for the September date.</p>	
Reserved business	
CEO's appraisal report	
Date of next meeting: ENSA Board Wednesday 28 June 2023 5.30pm IN PERSON	