

EDINBURGH NAPIER STUDENTS' ASSOCIATION
Board of Directors
Minutes of 8 March 2023

Directors in Attendance: Dr Jenny Rees (JR), Olumuyiwa Opaleye (OO), Vishal Khattar (VK), Ekamdeep Bumra (EB), Dr Ailsa Crum (AC), Isobel Hall (IH), Andy Houghton (AH), Antonio Garcia (AG), Erin Slater (ES), Raneev Shrestha (RS), Prabhsimranjeet Singh (PS)

In attendance: Dee Bird (DB)

Whitelaw Wells to discuss the Annual Accounts (Kevin Cattanach)

ENSA Student Activities Presentation: Lorna Esson (LE) Student Activities Co-ordinator, Paul Mitchell (PM) Head of Student Communities and Engagement

Taking the minute: Susan Finn (SF)

Standing Items:	Action
<p>1. Welcome and Apologies JR welcomed everyone to the in-person meeting and introduced Kevin Cattanach from Whitelaw Wells.</p>	
<p>2. Whitelaw Wells Auditors Kevin briefly went through the Annual Accounts for the Board and confirmed there had been no material adjustments. He explained that the full accounts would need to be submitted to OSCR and that Whitelaw Wells had also drafted a set of 'dormant accounts' to be submitted to Companies House. All agreed that ENSA is a 'going concern' and members approved the accounts. JR thanked Kevin for attending and noted the set of accounts would need to be signed off. Action: Annual Accounts to be signed off.</p>	JR/DB
<p>3. Student Activities Presentation LE delivered a presentation giving an overview of the current structure of Student Activities and, drawing on data and information from Scottish Student Sport and other external stakeholders, demonstrated that ENSA is under-resourced in this area in comparison with many other SA/SUs serving a similar student population. LE has made good connections with relevant staff in the university and has had support from an admin assistant (Dec-Feb) and a student intern to improve administration. Some of the improvements made over the past year in Student Activities include the following:</p>	

- Health & Safety: improvements have been made in relation to risk assessments and ensuring that those clubs that need it have a first aid trained student and FA kit.
- Inventory Management: there are fewer items of equipment unaccounted for as they are now tracked more carefully; storage has also been improved
- Policies: policies for sports and societies have been updated and improved
- Committee training: the online training has been refreshed and more development workshops offered
- Digital Transformation: the use of digital forms has improved finance and operational efficiency
- Reduced club costs: over £30k saving for clubs on facilities

LE shared a breakdown of time spent on each area of activity which showed that admin takes priority over development simply because this work has to be done. LE is keen to streamline areas of responsibility.

Underdeveloped Areas

- recreational activities
- events support - committee training & development
- outdoor facilities partnership working

Affiliation and membership figures show that student engagement has recovered well after the pandemic.

AH asked if clubs and societies receive a grant.

LE explained they are self-funded.

JR asked EB if the outdoor facilities issue has been raised in estates strategy conversations. EB confirmed this has been discussed.

JR thanked LE for the helpful and useful presentation.

Action: LE to share the presentation with the Board.

The next Focus On topic is tbc

Declarations of Interest

There were no declarations of interest.

4. Minutes of meeting 7 December 2022

The minutes of the December meeting were **approved**.

JR suggested looking at the way Board meetings are held and the gaps between them.

Action: JR to create a proposal to bring to the next meeting in May.

JR

<p>5. Action Log</p> <p>JR highlighted ongoing actions.</p> <ul style="list-style-type: none"> ➤ Minor revision to HRC TofR under section 5 to harmonise with FRC TofR ➤ Board member mentoring – explore the possibility of a group activity or Directors being allocated a mentor when they start in post. <p>IH shared a link to https://beingacharitytrustee.campaign.gov.uk/ which gives some short guides of being a charity trustee and the responsibilities involved.</p>	<p>DB/JR</p>
<p>6. Reports from Student President and Co-Presidents</p> <p>The Officers gave an update on key areas and success stories from their reports.</p> <p>EB has been working on organising Varsity on the 22nd March with QMU at Meggetland and Engage. There are ten teams participating.</p> <p>The S&S ball is being held at the Edinburgh International Conference Centre on the 24th March. Ticket sales are going well and there have been 150 award nominations received so far.</p> <p>The next ENSA 50 meeting is 14th March at Craiglockhart at an earlier time of 3pm in the hope this will encourage a higher number of members to attend.</p> <p>VK held a Rep forum for Global and online TNE students which went well and will be held regularly going forward.</p> <p>Issues and concerns raised at the recent Rep Forums will be passed to the relevant departments. VK will keep track of any outcomes.</p> <p>VK presented the School Rep scheme (title tbc) to the Education & Student Experience Committee which was approved. This is a paid opportunity.</p> <p>VK has also been working with Student Futures to promote student opportunities week and the Student Circus platform which helps international students access jobs and internships.</p> <p>OO highlighted the meeting he had with the Principal in January to discuss the student accommodation issues and cost of living crisis.</p> <p>OO explained the issue Nigerian students have been facing with the delay in payments being transferred to ENU which has resulted in student accounts being blocked. The finance team have said they would consider reviewing the student account blocking policy currently in place.</p>	

<p>The Community Pantry is now run from a designated room next to the ENSA office at Merchiston where students can collect a prepared food bag. Students in need are also able to access food parcels from the Advisors at Craiglockhart and Sighthill.</p>	
<p>7. Report from CEO</p> <p>DB noted the Student Elections are going well with 11 candidates running and voting open until 3pm on Friday 10th March. An elections report would be available at the next meeting in May.</p> <p>The VP International, Naomi Graham, recently visited ENSA and met with the CEO, the Officers, the Student Voice Coordinator and the Head of Student Communities and Engagement. This was a useful visit for both the VP and ENSA. DB was left with the impression that the door was open to holding a more strategic conversation with the University regarding ENSA’s future direction.</p> <p>AH suggested bidding for time during one of the “hot spots” at the next university Court Strategy Day.</p>	
<p>8. Health and Safety Policy for approval</p> <p>The H&S policy was introduced by DB and formally approved by the Board.</p>	
<p>9. Charitable Giving</p> <p>DB introduced the paper which provides information on ENSA’s current and future approaches to student charitable giving.</p> <p>Due to the cost-of-living crisis, ENSA will host a charitable giving page on its website to support the Community Pantry. This will be available for all students and university staff to make a donation if they wish to do so.</p> <p>RS asked if it would be possible for students to add specific charities to a webpage. JR suggested this would need to be student-led.</p>	
<p>10. Update from Chair of Finance & Risk Committee</p> <p>AC provided highlights from the FRC meeting, notably:</p> <ul style="list-style-type: none"> • The committee reviewed the draft Annual Accounts and agreed ENSA is a ‘going concern’. • Finances are in good shape overall. • The annual funding proposal for the block grant had been submitted to the University. • The revised Risk Register template would likely be reviewed at the next meeting in May. 	
<p>11. Items for Information</p> <p>Forward Schedule of Business</p>	

<p>The next Board meeting is Wednesday 3rd May 2023 at 5.30pm via MS Teams.</p> <p>The ENSA AGM is Thursday 30th March 2023 at 5.30pm in the Rivers Suite at Craiglockhart campus.</p>	
<p>AGM of the Board of Directors of the Corporate Trustee</p> <p>The Board reconvened for the AGM.</p> <p>The minutes of the last meeting in 2022 were approved.</p> <p>The Annual Accounts and letter of Representation were also approved.</p>	