

Minutes of the **Trustee Board Meeting** held on
Wednesday 27th March 2019 in the Balcony Room, Teviot

Present
Diva Mukherji (DM) – VP Education (Chair)
Shenan Davis- Williams (SDW) - VP Activities & Services
Georgie Harris (GH) – VP Community
Adam Turner (AT) – Student Trustee
Nathaniel Brimmer-Beller (NBB) – Student Trustee
Stewart Goldberg (SG) – External Trustee
Levi Pay (LPa) – Shadowing External Trustee

In Attendance
Stephen Hubbard (SH) – CEO
Sarah Purves (SP) – Director of Membership Support and Development
Michelle Berry (MB) – Director of Commercial Services
Emma Robertson - Werner (ERW) – Director of Marketing and Communications
Euan MacLean (EM) – Director of Financial Services
Laura Power (LP) – Executive Assistant (Minutes)

Apologies
Douglas Blackstock (DB) – External Trustee
Eleri Connick (EC) – President
Kai O' Doherty (KOD) – VP Welfare
Bilal Mohamed (BM) – Student Trustee
Chak IP (CI) – Student Trustee
Tannya Gaxiola (TG) – External Trustee

		Action
1.	<p>Welcome/Introductions DM welcomed the group noting apologies from DB, EC, KOD, BM, CI and that TG may join the meeting later.</p> <p><u>1.1 Outline of Business</u> DM gave a brief overview of the agenda.</p>	
2.	<p>Organisational Review Presentation – Paper A There is a reserved minute relating to an update on the Organisational Review process.</p>	
3.	<p>Standing Business <u>3.1 Conflict of Interest</u> No conflicts of interest were noted.</p>	

	<p><u>3.2 Matters Arising</u> None</p>	
4.	<p>Minutes from Previous Meeting, 28th January, 2019 All approved the minutes.</p>	APPROVED
5.	<p>President's Report – Paper B The Board noted they had all read the Presidents Report which was circulated. DM noted that EC is not here to discuss the report but asked if there were any questions. There were none.</p>	
6.	<p>Chief Executive Report – Paper C <u>6.1 Kings Buildings Development</u> As part of the University capital prioritisation project the Estates development at Kings Building House may be postponed. There is a reserved minute relating to a commercially sensitive negotiation. There are challenges for the Students' Association as the first floor has still not been reinstated since the fire last year and does not provide adequate social study or bookable space for students as a consequence. Compounding the matter is the Retail Shop and Wrap Bar in KB Centre, the University need the area back in order to proceed with the new 'Nucleus' project. Whilst the University have suggested we move to Mary Brook, the location is not ideal. We are seeking to gain a reduction in rent and lease costs for the move and negotiate certainty for a beneficial future location within the Nucleus Project. There is pressure to identify a plan quickly as the University wish to take possession of the building in June. It should be noted that the KB Shop and Wrap Bar are the most popular outlets across the Estate and sales generate £710k per year and account for a significant proportion of the retail surpluses. Any changes to the business and operating model are a key risk to the business and a potential reduction of service to our members at KB. Discussions are ongoing with the University in terms of collaborative service delivery and indeed the approach to business continuity, and we hope to report back soon. <u>6.2 Welcome Week Planning and Development</u> This year the university is expecting around 14,000 new students (UG and PG). Our Welcome Week Working Group is now meeting monthly, with a smaller Steering Group comprised of Michelle Berry, Niamh Maynard, Emma Robertson-Werner, Sarah Purves and Rachel Dyas, having governance oversight and ensuring the project plan is delivered. In addition, we are working with the university on</p>	

	<p>planning for collaborative events, including International Day, and Postgraduate Welcomes and complementary social events.</p> <p>Our planning for this year aims to ensure better collaboration within and across teams, and to join up more directly with successful university initiatives – for example, our primary way to make our events programme available this year will be via the Welcome Week App managed by the university which saw over 900,000 interactions between July and September last year. We are also now considering how to make best use of the possibility of a space in Bristo Square possibly utilising the Underbelly infrastructure noted further below.</p> <p><u>6.3 Bristo Square and Underbelly</u></p> <p>The University have allowed Underbelly to start the build earlier this year in Bristo Square. Providing access for construction from 17th June which will coincide with the Students' Association Pride Festival. As a consequence, we will be working in collaboration with Underbelly to deliver Pride, using the infrastructure of the space for the Bars.</p> <p>The impact and phasing of the works is still unclear and whilst the University have sighted there are opportunities for the Student Association there are also key threats. Whilst there may be advantages for Underbelly building and opening earlier, it is likely to create operational and financial challenges for the Student Association competing with our summer trading offer for Graduation and Jazz Festival.</p> <p>There is an opportunity during Welcome Week with the potential of Underbelly leaving infrastructure for this period. We are currently exploring opportunities and ideally would seek to create a “Welcome Week” hub in the space and run a number of activities and events in the space. It may be that we can develop a useful partnership with Underbelly in this respect.</p> <p>The question was asked if the Sabbatical team would be involved in discussions on how to use Bristo Square during Welcome Week. MB stated that if a partnership was developed with Underbelly then yes it would be useful to have the Sabbatical team involved, but further discussions will also need to take place with the University induction team.</p> <p>It was noted the Sabbatical team will not have a formal say in what the space is used for during graduation as the University is running it and the Association has not been consulted ahead of decision making.</p> <p><u>6.4 University Leases</u></p> <p>There is a reserved minute relating to the renegotiation of University leases.</p>	
7.	<p>Organisational Review – Paper D</p> <p>There is a reserved minute relating to a confidential paper on the Organisational Review.</p>	

8.	<p>Finance Report, Management Accounts – Paper E EM summarised his paper to the group.</p> <p>There is a reserved minute detailing elements of the grant negotiation. LPa asked if the budget assumes the same level of Festival income as in 2018. EM stated that it did - broadly.</p>	
9.	<p>Legal & Risk Update EM noted that there were no legal updates.</p> <p>There is a reserved minute relating to risk.</p>	
10.	<p>Subcommittee Minutes The minutes of the Subcommittees below were noted and approved, however it was noted that there was a need to discuss the Real Living Wage proposal recommended by the People and Culture Subcommittee as part of the budget.</p> <p>10.1 People and Culture Subcommittee – Paper F 10.2 Finance, Risk and Audit Subcommittee – Paper G 10.3 Governance Subcommittee - Paper H 10.4 Strategic Development Subcommittee – Paper I</p>	APPROVED
11.	<p>Budget – Paper J EM presented the budget and stated the various assumptions it made.</p> <p>There is a reserved minute relating to staff pay rates.</p> <p>The budget was approved</p>	APPROVED
12.	<p>Finalise Strategic Plan – Paper K Discussions occurred around the proposed final iteration of the Strategic Plan. Following brief discussion the Board approved it.</p>	APPROVED
13.	<p>AOB – None</p> <p>DM asked all staff to leave the meeting so that the reflection session with Board members could commence.</p>	
DM closed the meeting, noting the next Board meeting would be in May 2019		