

## DRAFT ONLY

### University of St Andrews Students' Association

#### Minutes of the Students' Association Board Meeting

Held via MS Teams on 16<sup>th</sup> June 2021, 5:00 pm

**Present:** Amy Feakes (SAF Senior Officer), Dan Marshall (Association President), Gavin Sandford (Association Director of Student Development and Activities), Emma Walsh (Association Director of Wellbeing), Andy Goor (University-appointed trustee), David Scott (lay trustee, Chair), Ananya Jain (SRC Senior Officer), Clare Peddie (University-appointed trustee), Andrew Keenan (lay trustee), Jen Munro (lay trustee)

**In attendance by invitation:** Iain Cupples (Secretary to Board/HR Manager), Jillian Cowan (Management Accountant/Deputy General Manager), Sophie Tyler (Athletic Union President), Chris Clarke (Operations Manager), Dave Whitton (General Manager), Lottie Doherty (Association President-Elect), Leonie Hoher (Association Director of Education-Elect), Anna-Ruth Cockerham (Association Director of Wellbeing-Elect), Avery Kitchens (Association Director of Student Development and Activities-Elect).

#### 1. Chairperson's Business

##### 1.1 Apologies for Absence

Apologies had been received from Will MacFarlane (lay trustee). Jess Smith (Athletic Union President-elect) was also unable to attend.

##### 1.2 Appointment of new trustees

On the recommendation of the selection committee, Andrew Keenan and Jen Munro appointed as lay trustees for a three year term.

##### 1.3 Acceptance of Minutes of Students' Association Board Meeting of 28<sup>th</sup> April 2021

These were **accepted**.

##### 1.4 Matters Arising

- The update from Turcan Connell would be dealt with under point 2.2.
- New trustees had been briefed on the three year financial projection on 14/6/21 with the exception of Jen Munro (JM) – Jillian Cowan (JC) would arrange a time to brief JM.  
**Action point – JS to brief JM on three year financial projections.**
- The issue of officer and volunteer support would be addressed under 7.2.
- A date for the strategic planning day was still to be confirmed – David Scott (DS) would action.  
**Action point: DS to set date for strategic planning day.**
- On the subject of the memorandum of understanding with the University, it was now recognised that this was a substantial undertaking. A working group consisting

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of Clare Peddie (CP), Gavin Sandford (GS), Avery Kitchens (AvK), and Andrew Keenan (AnK) supported by JC was appointed to take this forward.

**Action point: Working group to meet to consider memorandum of understanding between the Association and the University.**

### 2. Governance, Nominations & Staffing Committee Business

#### 2.1 Revised Sabbatical Memorandum of Understanding

Iain Cupples (IC) explained the major changes. The changes would be confirmed by email following the meeting in order that the revised MoU would be in place before the incoming sabbaticals took office on 1/7/21.

**Action point: IC to circulate revised MoU to trustees for approval and ensure all incoming sabbaticals sign by 30/6/21.**

#### 2.2 Update from Turcan Connell

Updated advice regarding the corporate trustee option had been received late on 15/6/21 and would be circulated to trustees for consideration.

**Action point: DS to circulate updated advice to trustees.**

### 3. Finance, Audit and Risk Committee Business

Trustees **approved** the new financial cascade.

#### 3.1 Financial update

- Latest position vs. budget and reforecast

JC noted an improvement in the position against budget due to cost control and use of the furlough scheme. Commercial services were now re-opening, restoring services to members and an income stream: performance had been relatively strong in bars.

- 'Going concern' review (in advance of annual audit)

Trustees agreed that in view of the environmental factors, there was likely to be a need to look at updated numbers ahead of the annual audit to satisfy this requirement. The budget for academic year 2021-22 would need to be revised as the situation developed, but trustees noted that there should at least be some Freshers' Week events in 2021-22, even if restricted. Assumptions regarding financial performance going forward would need to be clearly noted. However, there was optimism that the 'going concern' requirement would be satisfied.

**Action point: financial updates to be circulated to trustees ahead of annual audit.**

#### 3.2 Risk Register

- New or high risks to note

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No new risks had been added since the previous meeting. Chris Clarke (CC) noted that bespoke reports would now be available to trustees.

### **4. COVID 19 Operations**

#### 4.1 Update from Board Working Group on Operational Plans

CC gave details of the restoration of services under restrictions. Bar and coffee shop operations were being opened to the public as well as members at present. Outside space was being utilised with the consent and guidance of the licensing and environmental health officers.

There was significant progress on bringing the management team back from furlough. Some restrictions would likely remain in place for Freshers' Week but indications were that student numbers would be as normal, and planning was under way.

Andy Goor (AG) asked about scenario planning for various tiers of restriction – CC confirmed that plans were adaptable for each tier but would discuss more detailed scenario plans at the working group.

**Action point: working group to conduct scenario planning prior to new academic year.**

### **5. 2021/22 Student Experience Planning**

#### 5.1 Current planning/preparations for Freshers' Week

#### 5.2 Further considerations and options for 21/22 academic year

Trustees noted the critical importance of a successful Freshers' Week in academic year 2021-22 for all concerned, both financially to the charity and to the membership for student experience. There was agreement that it was vital to co-ordinate closely with the University where appropriate. Given the possibility of restraints on capacity and the lack of in-person Freshers' events in AY 2020-21, consideration should be given to expanding the number of events and possibly number of dates covered. Maximum use of outside spaces would be key. Management confirmed that progress on recruitment, planning and resourcing was already under way.

It was noted that for reasons that remained confidential, input from the Director of Events and Services had been and would continue to be limited. Some concern existed therefore around ownership of these events on the student side. The Board recognised this could put additional demands on the remaining sabbatical positions, particularly the Director of Student Development and Activities: staff would offer additional support accordingly. An intern would be recruited to co-ordinate, follow up action points and offer input – IC was leading on this. The need for additional staff resource, possibly recruiting temporary staff from outside, was also discussed.

**Action point: IC to progress Events Intern recruitment.**

**Action point: Management and sabbaticals to update trustees on progress regularly over summer.**

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### **6. General Manager's Business**

#### 6.1 Update from Management Team

Taken as read.

### **7. President's Business**

#### 7.1 Update from President

Taken as read.

#### 7.2 Strategic Plan Discussion

DM updated the Board on progress to date. There had been input from stakeholders including exit interviews from outgoing student officers. A mission statement had been developed and various 'strands' for the strategic plan identified as a result, including:

- Volunteers
- Digital
- Alumni
- Sustainability

Diversifying income streams would be a key goal in light of the challenging financial environment. AnK noted that the staff footprint of the Association was small for a students' association of this size: DM agreed, noting that resources were stretched and that a key part of the strategic plan would be ensuring sustainability in this area. Trustees recognised that this would involve making the case for the Association's contribution to the student experience to the University, in terms of cost-effective contribution to the University's goals: but also on seeking out alternative funding streams to ensure independence. The need to properly support officers and volunteers was also identified as a related key issue.

Trustees commended the progress to date and would develop the plan further at the strategic planning day in July (see point 1.4, above).

### **8. Director of Events and Services Business**

Not present.

### **9. Director of Student Development and Activities Business**

#### 9.1 Update from Director of Student Development & Activities

Gavin Sandford (GS) discussed the need to recruit an intern to assist with website duties – IC would discuss with relevant staff and progress this. A revised volunteer portal agreement was in process.

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**Action point: IC to take forward website intern proposal.**

### **10. Director of Director of Wellbeing Business**

10.1 Update from Director of Wellbeing

Taken as read.

### **11. Director of Education Business**

11.1 Update from Director of Education

Amy Gallacher (AG) highlighted the ongoing work with the University on how to include student perspectives on University working groups without defaulting to adding the Director of Education or placing an undue burden on a limited number of student volunteers. AG also noted that the class representative handover form was now live and School President training had been moved to June.

11.2 DoEd Support

Job descriptions for two positions (one full-time temporary, one casual temporary) had been agreed and recruitment was in process with a view to appointing in July.

### **12. Association updates**

12.1 SRC/SSC Updates

Trustees were told that the Executive committee had met to consider a motion of no confidence in the LGBT+ officer, following which that officer had resigned and a replacement had been appointed.

### **13. AOCB**

Thanks were minuted to the outgoing sabbatical officers for remarkable work in a uniquely challenging year.

### **14. Date of Next Meeting**

TBC

## **MATTERS ARISING/OPEN ACTIONS**

<b>Ref</b>	<b>Description</b>	<b>Owner</b>	<b>Target Date &amp; Status</b>
160621.01	JS to brief JM on three year financial projections	JC/JM	30/6/21

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<b>160621.02</b>	<b>DS to set date for strategic planning day</b>	<b>DS</b>	<b>30/06/21</b>
<b>160621.03</b>	<b>MoU working group (CP, GS/AvK, AnK, JC) to meet</b>	<b>JC</b>	<b>31/7/21</b>
<b>160621.04</b>	<b>Revised sabbatical MoU to be circulated to trustees for approval and signed</b>	<b>IC</b>	<b>30/06/21</b>
<b>160621.05</b>	<b>Updated advice from Turcan Connell to be circulated to trustees</b>	<b>DS</b>	<b>30/06/21</b>
<b>160621.06</b>	<b>Financial updates to be circulated to trustees ahead of annual audit</b>	<b>JC</b>	<b>31/7/21</b>
<b>160621.07</b>	<b>COVID working group to conduct scenario planning prior to new academic year</b>	<b>CC</b>	<b>30/8/21</b>
<b>160621.08</b>	<b>Events intern to be recruited</b>	<b>IC</b>	<b>31/7/21</b>
<b>160621.09</b>	<b>Management team and sabbaticals to update trustees on progress regarding Freshers' events</b>	<b>Mgt/sabs</b>	<b>Ongoing</b>
<b>161621.10</b>	<b>Website intern proposal to be taken forward</b>	<b>IC</b>	<b>01/08/21</b>