

Sederunt	<p>Present: Cecilia Wallbäck (Student President), Ondrej Kucerák (VP Education), Louise Henrard (VP Welfare), Radeen Moncrieffe (VP Communities), Jon Matthews (External Trustee), Ruth Taylor (University Nominated Trustee), Anttoni Numminen (Student Trustee), Onyegbuna Chukukelue (Student Trustee), Cathleen Loh (Student Trustee).</p> <p>In Attendance: Graeme Kirkpatrick (AUSA CEO), Scott Carle (AUSA Representative Services Manager), Ian Lamb (Finance Manager).</p> <p>Apologies: Andrew Williamson (External Trustee), Sandy McKinnon (External Trustee).</p>	
Agenda Item		Action
The Chair welcomed everyone to the meeting and started with a round of introductions.		
Approval of Minutes		
1.1	<p>Minutes of the Trustee Board held 14th July 2020</p> <p>The minutes of the previous meeting were approved.</p>	
1.2	<p>Matters Arising</p> <p>There were no matters arising.</p>	
1.3	<p>Minutes of Finance Committee held 5th October 2020</p> <p>The minutes of the latest Finance Committee were noted.</p>	
Standing Reports		
2.1	<p>Report from the CEO</p> <p>Graeme Kirkpatrick (CEO) introduced the report and the Board recorded their thanks to outgoing CEO Margaret Paterson. The Board noted that the Chair would arrange a suitable gesture of thanks. Following a short discussion, the CEO agreed to bring forward a paper on the impact of the Sustainability Coordinator role to the next Board meeting. The Board otherwise noted the report.</p>	<p>Chair</p> <p>CEO</p>
2.2	<p>Report from the Student President</p> <p>The Chair introduced the report and offered updates from the Sabbatical Officers. Following questions, the Board noted the report.</p>	
2.3	<p>Business Plan Update</p>	

	The report was noted and the Chair agreed to circulate the up to date SPA to the Board once finalised.	Chair
HR		
3.1	HR Update An update on HR matters was presented as part of the report from the CEO.	
3.2	Staff Survey Paper The Board noted the paper and the updates contained within.	
Finance		
4.1	AUSA Management Accounts The Finance Manager presented the Management Accounts for information and offered to answer any questions. Following questions, the Board noted the report.	
4.2	Annual Report and Accounts The Finance Manager presented the audited accounts, the Audit Findings Reports and the letter of representation from the Board to be submitted to the auditors. Following the presentation, the Board formally approved the report and accounts for the 2019/20 financial year and authorised the Chair to sign the letter of representation to the auditors.	Chair
Health and Safety		
5.1	Health and Safety Update The Representative Services Manager presented a short verbal update on health and safety matters including reports, campus activity, Union Brew and student activities. The Trustee Board noted the update.	
Risk Register		
6.1	AUSA Risk Register The Representative Services Manager presented the Risk Register. Following questions, the Board agreed that risks 4.1 and 4.2 be revisited ahead of the next Board meeting and an update reflected in the next Risk Register.	CEO
Governance		
7.1	AUSA – Possible Incorporation The Finance Manger presented the report on possible incorporation and the recommendations. Following questions and a brief discussion, the Trustee Board agreed to defer the matter to the January meeting of the Board.	RSM
AOCB		

AOCB	The Chair updated the Board on the Appointments Committee which was being set up and requested Trustees get in touch should they be interested in joining the Committee.	
ENDS		