

Aberdeen University Students' Association
Minutes of Trustee Board, Tuesday 20th April 2021, 3pm
Via Microsoft Teams

Sederunt	<p>Present: Cecilia Wallbäck (Student President), Ondrej Kucerák (VP Education), Louise Henrard (VP Welfare) Jon Matthews (External Trustee), Ruth Taylor (University Nominated Trustee), Onyegbuna Chukukelue (Student Trustee), Cathleen Loh (Student Trustee), Anttoni Numminen (Student Trustee).</p> <p>In Attendance: Graeme Kirkpatrick (AUSA CEO), Scott Carle (AUSA Representative Services Manager), Ian Lamb (Finance Manager).</p> <p>Apologies: Sandy McKinnon (External Trustee), Radeen Moncrieffe (VP Communities),</p>	
Agenda Item		Action
<p>The Chair welcomed everyone to the meeting and acknowledged the contribution that Andrew Williamson had made to the AUSA and the Trustee Board. It was agreed that the Chair would work with the CEO to establish a suitable way of marking this contribution.</p>		
<p style="text-align: center;">Declarations of Interest</p> <p>The Chair explained that, due to a conflict of interest, the Sabbatical Officers and staff present will be asked to leave at item 4.2 for the discussion to be held.</p>		
<p style="text-align: center;">Approval of Minutes</p>		
1.1	<p>Minutes of the Trustee Board held 19th January 2021</p> <p>The minutes of the previous meeting were approved.</p>	
1.2	<p>Matters Arising</p> <p>There were no matters arising.</p>	
<p style="text-align: center;">Standing Reports</p>		
2.1	<p>Report from the CEO</p> <p>The CEO gave a presentation in addition to the written report submitted covering the continuing COVID-19 situation, internal and external focuses, and what's coming up at AUSA.</p> <p><i>After questions on the grant discussion, it was agreed that the CEO would bring forward a list of activities AUSA could be carrying out if there was additional funding available to the next Board meeting.</i></p> <p>There was also encouragement to consider how to work in partnership with the University to increase resources.</p> <p>The Board otherwise noted the report.</p>	CEO
2.2	Report from the Student President	

	The Student President presented the report as read and invited the officers to offer updates. Following updates, the Board noted the report.	
2.3	Business Plan Update The CEO presented the Business Plan Update and offered to take any questions. The Board otherwise noted the report.	
HR		
3.1	HR Update The CEO gave a presentation on HR matters including the decision of the VP Communities to leave office early to take up a new role and the decision of the Finance Manager to retire. The CEO also provided an update on the new online HR system BreatheHR which will deliver significant modernisation to AUSA’s HR processes. <i>Following questions on the potential changes to the management structure, the Board agreed to take forward an additional discussion on the structure of the management team within the next few weeks.</i> Following other questions on the staff survey actions and the long-term implications of homeworking, the Board noted the report. The Board also formally thanked the VP communities for their hard work over the previous year.	CEO
3.2	Staff Survey – For Information The Staff Survey results were presented for information.	
Finance		
4.1	AUSA Financial Report/Management Accounts The Finance Manager presented the regular financial report and the management accounts covering the period until the end of March. The Finance Manager provided an update on the new finance system which is creating some positive efficiencies. The Board noted the report and accounts.	
4.2	Staff Salary Review Proposal Ruth Taylor (Vice-Chair) took the chair to oversee the discussion on this item. The Finance Manager then presented the proposal. Following questions, the staff and Sabbatical Officers present left the meeting for the discussion to take place. <i>It was agreed that further details would be sought from the Finance Manager, circulated to the Trustees who took part in the discussion, and a decision would be taken electronically within a week of the meeting.</i>	FM

Health and Safety		
5.1	<p>Health and Safety Update</p> <p>The Representative Services Manager presented a short update on health and safety matters in addition to the staff wellbeing matters covered elsewhere on the agenda. The update included what operational discussions would be required prior to the return to the office and return to campus activities. The Board noted the verbal update.</p>	
Risk Register		
6.1	<p>AUSA Risk Register</p> <p>The AUSA Risk Register was presented as read. The Board noted the Risk Register.</p>	
Governance		
7.1	<p>Student Council Policy</p> <p>The Representative Services Manager introduced the paper on new policies passed by Student Council in January, February, and March. The Trustee Board noted the report and policies contained within.</p>	
7.2	<p>Byelaw Changes</p> <p><i>The Board approved the changes proposed to Byelaw 9 passed by Student Council. The Board further agreed to deal with the Byelaw change passed at the AGM by electronic circulation following the meeting.</i></p>	RSM
AOCB		
AOCB	No items to discuss.	
ENDS		