

PRIVATE & CONFIDENTIAL

UoE Accommodation Limited

Minute of a Meeting of the Board of Directors
4.00pm Wednesday 12th August 2015
Room G5, 9-16 Chambers Street, Edinburgh EH1 1HT

Present: Mr P.McNaull (Director), Mr R.Kington (Director), Mr D.C.I. Montgomery (Company Secretary), Ms C.Barnish.

1. Apologies

None.

2. Minutes of the Meeting held on 29th May 2015

Approved.

3. Matters Arising

Noted that Board minutes were now being published on the Edinburgh First web site, following guidance from OSIC.

Noted that RK would act as the Company's representative in relation to preparations for new procurement legislation.

4. Progress Report / Management Accounts

Commentary and report presented by CB for the period to 30th June 2015.

Noted that turnover for the year was forecast at £15.7m (budget £16.1m), and that profit would be £2.7m (budget £3m).

Noted that CB is liaising with the University's tax manager to ensure effective handling of VAT matters in relation to sales.

PGM requested a brief paper summarising key trends in the combined (Student and non-student) business of AS.

Action: RK and CB

5. Risk Register

The Board reviewed the latest iteration.

Following discussion, the Board confirmed that it was comfortable with Business Continuity Plan arrangements. PGM requested that a short summary of the Plan be prepared.

Action: RK and CB

6. Data Processing Agreement

The Board reviewed and agreed a draft agreement put forward by the University's Director of Legal Services and Records Management team in relation to Personal Data and its handling between the Company and the University.

7. Any Other Business

None.

7. Date of Next Meeting

26th October 2015.

Signed:

Date: