



Minutes of the Board meeting held on Wednesday 1st October 2025 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF

Present: Adele Edwards, John Buchanan, Jimmy Reilly, Elizabeth Kennedy, Sandra Cole, William Pearson, Fatih Vursavas, Izabela Trzcielinska, Jon Cowlan, Susan McKeown and Kayla Roden

In Attendance: Laurie Boles, Matthew Reid, Gillian McKenzie, Myles Millar and Graeme Aitken

1. **WELCOME & APOLOGIES**

Apologies were received from Linda Pike and Sophie Morrison.

2. **ELECTION OF OFFICE BEARERS**

The Corporate Services Manager opened the meeting with the election of office bearers as this is the first Board meeting after the AGM.

For the position of Chair Susan McKeown was proposed by Liz Kennedy and seconded by Adele Edwards. As there were no other nominations for the position of Chair, Susan McKeown was duly elected Chair of Parkhead Housing Association.

For the position of Vice Chair, Adele Edwards was proposed by Liz Kennedy and seconded by Sandra Cole. As there were no other nominations for the position of Vice Chair, Adele Edwards was duly elected Chair of Parkhead Housing Association.

3. **CONFIRMATION OF SUB COMMITTEE REMITS & MEMBERSHIP**

The Board reviewed the Board & Sub Committee remits in detail and following some suggested amendments the Board approved the remits for the forthcoming year.

During the conversation relating to Sub Committee membership Liz Kennedy agreed to join the HR Sub Committee and Susan McKeown agreed to join the Performance & Policy Sub Committee. The Board agreed to reinforce the need to commit to and attend Sub Committees to ensure the discussions are as meaningful as possible.

4. **GOVERNANCE DOCUMENTS**

Following some slight amendments the Board approved the following documents -

- Code of Conduct
- Legal Declaration
- Role Description - GBM
- Role Description - Chair
- Role Description - Vice Chair
- Scheme of Delegation
- Standing Orders

5. **MINUTES OF THE PREVIOUS MEETING**

The minutes were moved by John Buchanan and seconded by William Pearson.

6. **MATTERS ARISING**

CIH Scotland Awards – The Board were informed that the Association has taken a table at the CIH Scotland awards on 14th November. It was confirmed that Susan, Liz, Izabela, Sophie, Kayla and Adele would all attend.

7. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest

8. **EXTERNAL BODIES FEEDBACK**

EVH – Izabela advised the Board of a forthcoming Health and Safety conference delivered by EVH.

GWSF – John Buchanan advised the Board that he will be continuing on the GWSF Board for the forthcoming year. It was also agreed that the GWSF updates would be circulated round to Board members periodically.

9. **ITEMS FOR APPROVAL**

Assurance Statement – The Corporate Services Manager presented the Board with a paper outlining the Assurance Statement process to date. As an appendix to the paper was the full Assurance Statement Checklist and the draft statement for 2025. The Board discussed the process in detail including a change to the process this year which included the involvement of the Chair in a staff review meeting.

Further general discussion took place and the Board approved the Assurance Statement ahead of its submission to the Regulator via the portal. The Corporate Services Manager thanked Board members present for their input into the process.

Charter Return – The Board approved the Charter Return report ahead of the final version being issued to all tenants alongside a copy of the Assurance Statement.

Newbank Walls – The Director of Operations presented the Board with a detailed paper relating to an issue with the walls within the Newbank estate. It was explained to the Board that the stone external boundary and garden walls of red facing brick are starting to spall, flake and break off. The Board noted that some stones are missing, loose and parts of the walls in question have sharp or dangerous edges.

The Director of Operations advised the Board that the issue is caused by the impact of rainwater and frost and that a report has advised that the existing masonry walls are damaged beyond repair in the majority of areas.

The Board noted that the upgrade work would include new coping stones and replacement brick to the larger walls atanding at 1.8m. The smaller walls would be removed and replaced with galvanised fencing. The Board noted that the cost plan had given an indicative cost of £276k to complete this work, although this would be subject to a competitive procurement exercise. It was discussed that the process would also require a process of tenant engagement with the affected residents.

The Technical Manager presented the Board with multiple photos of the affected areas demonstrating the issues with the larger boundary walls and the smaller garden walls and posts. At this point the Board discussed the possibility of additional allowances for the potential disturbances to gardens.

Further general discussion took place and the Board agreed to proceed with the project including the initial procurement process. It was agreed that the work could proceed assuming the tender comes back around the figure outlined within the report. If the tender is returned at a much higher costs then a further report and discussion would take place.

Board Strategy Day Outcomes – The Board reviewed the report outlining the outcomes of the recent strategy day. The Board noted the outcomes as follows -

- **Parkhead Schoolhouse** – The Board noted the financial position of the Schoolhouse as presented by the Social Purpose Manager. The Board are now fully aware of the potential risk and tolerance levels required with regards to the Schoolhouse noting that this will be discussed again during the budget planning process, conceding that it may be until January 2026 before the funding position is fully realised. The Board also discussed the importance of considering a potential exit strategy for the Schoolhouse should this option ever materialise. It was noted during the meeting that the upper limit in terms of the Board’s financial commitment could be £80k.
- **Roofs and Sandstone** – It was agreed that the Board would proceed with option 2 as outlined in the roof and sandstone report.
- **Artificial Intelligence** – The Board agreed that the Association should continue to explore this technology including reaching out to other RSLs who are deploying AI in different areas and to begin developing an AI policy, taking into account the key risks identified with this particular project.

Annual Insurance Renewal – The Board noted the annual insurance renewal exercise outcomes.

10. **ITEMS FOR DISCUSSION**

Board Appraisals – The Corporate Services Manager presented the Board with the final written report for the 2025 Board appraisals following a presentation from Stuart Eglinton at the August Board meeting on the outcome. The Board noted the training and development points raised from the appraisal process.

11. **AOCB**

Knife Crime – Adele Edwards raised an issue relating to a rise of knife crime in the Parkhead area. It was agreed that the Operations team would liaise with the local police regarding this.

Recruitment – The Director of Operations advised the Board of 3 recruitment processes currently underway.

Housing Action Plan – The Board noted that a paper is being prepared on the Scottish Government Housing Action Plan. This will be circulated to Board members and discussed at the December Board meeting.

Housing Bill – The Director of Operations provided the Board with an update on the Housing Bill.

AGM Questions – The Director of Operations provided the Board with an update relating to question posed to him at the recent AGM relating to 3 local sites within the Parkhead area.

Community Council – The Board approved a request from the Parkhead Community Council relating to the donation of a laptop.

The meeting closed at 19.25

Signed:

A rectangular box containing a handwritten signature in black ink that reads "Susan McKeown".