



**Minutes of the Board meeting held on Wednesday 20<sup>th</sup> August 2025 in the Boardroom, Parkhead Housing Association, 40 Helenvale Street, G31 4TF**

**Present:** Linda Pike, Adele Edwards, John Buchanan (from appraisal feedback item), Jimmy Reilly, Elizabeth Kennedy, Sandra Cole, Sophie Morrison, William Pearson, Fatih Vursavas, Izabela Trzcielinska

**In Attendance:** Andy Duffus, Laurie Boles, Myles Millar, Karen Edgar, Aileen McGuire, Matthew Reid, Gillian McKenzie, Graeme Aitken, Linda Jaap, Kelly Adams (RSM Auditors), Stuart Eglinton (SE Training)

In the absence of the Chair, Vice Chair Adele Edwards took control of the meeting.

1. **WELCOME & APOLOGIES**

Apologies were received from Jon Cowlan, Susan McKeown, Kayla Roden

The Board noted that Paul McGuckin has stood down from the PHA Board effective 1<sup>st</sup> July 2025.

2. **MINUTES OF THE PREVIOUS MEETING**

The minutes were moved by Linda Pike and seconded by Jimmy Reilly

3. **MATTERS ARISING**

**Birthday Leave** – A question was asked regarding the birthday leave issue and if this would be extended to the PDC staff. It was confirmed that this is not the case, but it would be looked at.

4. **REDACTED MINUTES**

The Board approved the redacted version of the minutes

5. **MINUTES FOR NOTING**

The Board noted the following minutes –

1. Performance & Policy Sub - May 2025
2. Audit & Risk Sub - May 2025
3. HR Sub - April 2025

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

7. **EXTERNAL BODIES FEEDBACK**

Some general updates were provided from members present.

8. **ITEMS FOR APPROVAL**

**AGM Arrangements** – The Corporate Services Manager presented the Board with a paper relating to some Governance related items ahead of the forthcoming AGM. The Board noted the AGM date of Thursday 18<sup>th</sup> September and it was discussed with members present the Board compliment heading into the AGM and the associated rules.

The Board noted that the following Board members are due to stand down -

John Buchanan  
Liz Kennedy  
Susan McKeown  
Izabela Trzcielinska

It was discussed that the 4 Board members are all standing for re-election and have therefore been subject to additional scrutiny as part of the appraisal process, completing an additional self assessment. The Board reviewed the outcome of the self assessment.

Following some general discussion the Board noted the confirmation of rules 62-67, approved the annual report for publication and approved the schedule of meeting dates for the 2025/2026 session.

**Policies for approval** – The Board gave final approval to the following policies noting that they had been through the Sub Committee approval process -

- Asset Management Policy
- PHA Network Monitoring and Patching
- PHA Group ICT Security Policy
- Disaster Recovery Policy
- Contract Management Policy
- Neonatal Care and Leave Policy
- Code of Conduct
- Attendance & Absence Management
- Reserved Forces Policy

**CIH Awards** – The Board noted the information provided relating to the forthcoming CIH awards.

Kelly Adams joined the meeting at this point

**Annual Accounts** – Kelly Adams from RSM auditors presented the Board with the audit findings report.

Kelly presented the financial statements and the audit findings report to the Board members present. Kelly advised the Board that RSM will be signing off a clean audit report and RSM are happy that the accounts demonstrate a true and fair view. The Board noted that the audit findings report and accounts presented to the Board cover PHA, PDC and PLC.

Kelly walked the Board through the audit findings report in detail, drawing their attention to a number of key points including materiality and key audit risk findings. Kelly discussed with the Board some recommendations on internal controls and a summary of adjusted misstatements across all 3 companies.

The Board also noted some information from Kelly relating to forthcoming changes in financial reporting updates and the Housing SORP is in the process of being updated with a consultation process due soon. RSM will keep a watching brief on this with updates to follow in due course.

Following some general comments from members present the Board thanked Kelly for her assistance as auditor.

Kelly Adams left the meeting at this point.

The Director of Finance addressed the Board referring to the accounts presented to the Board for approval. The Board also noted the letters or representation that accompany the accounts. The Director of Finance advised the Board of an increase in turnover for PHA from £10.1m to £10.7m with an operating surplus of £776k.

Following some general discussion the Board approved the accounts for PHA, PDC and PLC ahead of the subsidiary accounts being presented to the subsidiary Boards on 3<sup>rd</sup> September.

9. **ITEMS FOR DISCUSSION**

Stuart Eglington joined the meeting at this point. All other staff members left the meeting at this point.

**Board Appraisals** – Stuart Eglington presented the Board with the outcome of the 2025 Board appraisal process.

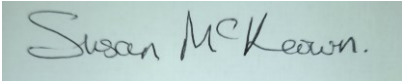
Stuart Eglington left the meeting at this point.

10. **AOCB**

**There was no AOCB**

The meeting closed at 19.35

Signed:

A rectangular box containing a handwritten signature in cursive script that reads "Susan McKeown".