

These minutes share the main decisions and discussions from the SWI Board of Trustees meetings. To respect confidentiality, we have removed names, sensitive business information, and any topics that are legally or commercially private.

The purpose of these reports is to keep members updated while protecting personal privacy and the organisation's strategic interests. Please note that this is not a word-for-word record, but an approved summary of key points and agreed actions.

## **SWI Board Meeting – Minutes (Public Version)**

- **Date:** 6th August 2025

### **Attendees**

- Board Trustees (online)
- CEO (staff representative)

**Apologies:** None

---

### **Opening**

- The meeting was chaired by the National President.
  - A new trustee was welcomed and introduced to the board.
  - No declarations of interest were made.
- 

### **Previous Minutes**

- The minutes and action log of 2nd June 2025 were approved, with a correction to the attendance list.
  - Recruitment of co-opted members is on hold due to the Triennium focus.
  - Approval was formally given for the corrected minutes.
- 

### **Chair's Report**

- Attendance at various federation and public events, including a central area lunch, regional open days, and agricultural shows.
  - Ongoing engagement with committees (skills, events, finance, conference, peer groups, heritage).
  - Review of the new website, upcoming podcasts, and summer school participation.
- 

### **UK Supreme Court Ruling Report**

- The board received an update on the implications of the recent ruling on inclusivity.
  - Risks, options, and legal advice were considered.
  - Decision: continue to follow legal advice, monitor national guidance, and review developments.
- 

### **Investment Update**

- External investment manager presented portfolio performance and reaffirmed commitment to responsible investment.
- 

### **Triennium Report**

- Trustees requested more time to review campaign and plans.
  - Application processes and communication materials are being updated.
  - Discussions ongoing about committee membership and recruitment needs.
  - Updated campaign packs will be circulated before the end of August.
- 

### **CEO Report**

#### **Federations Letter**

- Draft communication to federations discussed, highlighting responsibilities for supporting new groups.
- Emphasis on improving communications and awareness around membership growth.

#### **Strategic Priorities**

- Updates provided on partnership campaigns, new institute launches, and federation engagement challenges.
- Discussion on digital capacity gaps, member registration systems, and resource allocation.

- Importance of marketing and social media expertise was highlighted.

### **Staffing**

- Departure of a team member noted, with discussion on role replacement and continuity planning.
- 

### **Heritage/Home for our Heritage**

- The heritage project progressing positively with training and volunteering opportunities.
- Podcasts will be launched as part of the new website.
- Continuity planning for website development identified as a priority.

### **Fundraising for Home for our heritage – via Crichton Opportunity**

- Joint EOI funding application was unsuccessful, feedback was received and alternative options to be explored.
- 

### **Finance Report**

- Quarterly accounts update provided.
  - Discussion on specific funds and potential ways to encourage donations.
  - Finance Committee terms of reference and policies approved.
  - Need identified for a time-off-in-lieu (TOIL) policy.
- 

### **Policy Review**

- Absence management and capability policies approved.
  - Complaints policy requires revisions and will be re-circulated for approval.
- 

### **Any Other Business**

- 2026 AGM and board meeting schedule confirmed (six per year).
  - Induction process for the new trustee acknowledged.
- 

### **Risk Register**

- No changes reported.
- 

### **Meeting Close**

- The chair thanked attendees and closed the meeting.
- 

### **Approvals and Actions**

#### **Approvals:**

- Minutes of 2nd June 2025
- Appointment of new trustee
- Quarterly accounts
- Absence management and capability policy

#### **Actions:**

- CEO to liaise with legal advisors re: Supreme Court ruling
  - CEO to revise federation communication materials
  - CEO to update and circulate Triennium campaign material
  - CEO to prepare website continuity plan
  - CEO to re-draft complaints policy for approval
  - CEO to issue 2026 board meeting schedule
- 

**Scottish Women's Institutes SCIO SC053058 | Board Minutes (Public Website Version)  
| 6th August 2025**