ATRIUM HOMES

Minutes of Meeting of the Board held on Tuesday 30 June 2026

At 6:00 p.m. via Zoom

Present: Carolyn Hope, Maureen Gimby, Alan White, Craig Leitch, Dominic O'Donnell, Ron Sharpe, Joshua Hopkins, Martin Gilbertson

Attending: Brian Praties (Director of Property Services, DoPS), Shannon Watson (Chief Executive, CX), Olwyn Gaffney (Share, OG)

Chair: Carolyn Hope

The Chair opened the meeting asking everyone to confirm that they had read and understood the papers which had been circulated via DropBox the week prior to the meeting.

The Chair confirmed that the meeting was quorate.

Confirmed

Item	
Board Annual Appraisals 2026/27	
OG thanked Board members for inviting them to attend the meeting and provide an update on the process for Board members' individual Annual Appraisals to be completed for 2026/27. OG provided information on the process and the reporting of outcomes from these meetings to a later meeting of the Board, and all Board members were asked to look out for an electronic survey which would be sent to them and then invitations for 1-2-1 meetings thereafter. A Board member asked if it was common practice for RSLs to use an external person for appraisal meetings. OG noted that SHR had been contacted a while ago and had confirmed that they were content for this approach to be used, with many RSLs feeding back that the process was helpful.	
1	**Apologies**
	Alistair Reid, Ken Tudhope, Julie Templeton, Jon Hopkins
2	**Declarations of Interest**
	No declarations of interest in business to be discussed were noted.
3	**Minutes of Meeting on 26 May 2026**
	The minutes of the meeting of the Board held on 26 May 2026 were reviewed and approved as an accurate record of the meeting. *Approved for publication*
4	**Matters Arising**
	a) Board noted the items which remained in progress and the updates provided. *Noted*

	b) Board noted that Atrium is up to date with all compliance requirements. *Noted*
5	**Annual Financial Statements for the Year Ended 31 March 2026**
	CX spoke to the papers provided to the meeting. a) Board considered the contents of the Annual Financial Statements which had been reviewed and approved by the Finance, Audit & Staffing Sub-Committee (FASSC) at its meeting on 22 June 2026. In particular, Board considered the contents of the Report of the Board of Directors, and confirmed their agreement with the statements made in the Board of Directors' Statement of Internal Control. CX confirmed that the auditors are willing to sign their report on the Internal Financial Controls and the Audited Financial Statements with no modifications to their opinion. Board approved the Chair, Vice Chair and Secretary signing the audited financial statements on their behalf. *Approved* b) Board reviewed the contents of the Annual Auditor's Report to the Board. In particular they were pleased to note that the auditor had found no areas of weakness within the Atrium Group's financial controls and had therefore made no recommendations for improvements to systems or processes again this year. There were also no material adjustments to the numbers reported in the financial statements, giving Board members confidence that the management accounts they receive during the course of the year are accurate and properly represent the financial results of Atrium Homes. A member of FASSC confirmed that the sub-committee had met with the auditor without staff present, and that there had been no concerns expressed by the auditor, with staff ensuring that the audit team had all the necessary information to carry out their work efficiently. Board approved the Annual Auditor's Report to the Board. *Approved* c) Board considered the representations they were being asked to make to the auditor via the Letter of Representation. CX confirmed that the representations were a standard requirement of all audit clients and that no additional statement had been requested by the auditor. Board approved the Chair and Secretary signing the Letter of Representation on their behalf. *Approved* d) Finally, Board noted the minutes of FASSC's meeting on 22 June 2026.

6	**Regulatory Returns to SHR and others**
	Board considered the contents of the paper which provided an update on returns to regulators and lenders required over the course of the year, noting those which have already been submitted within deadlines. Board considered the Loan Portfolio Return which requires to be submitted to SHR on the day of the meeting, and which had been reviewed by FASSC at its meeting on 22 June 2026, and was recommended to Board for approval. Board approved the submission of the Return to SHR on 30 June 2026. Finally, Board noted the contents of the engagement plan for 2026/27 which had been recently published by SHR and were pleased to note that Atrium Homes remains Compliant with the Regulatory Framework and so is not required to submit any additional information to SHR other than the regular annual returns. *Approved*
7	**Annual General Meeting Arrangements**
	Board noted that the updated rules approved in November 2025 allow for general meetings to take place in person or virtually. CX asked Board members what their preference would be, and it was agreed that the AGM on 25 August 2026 would take place with members attending in person and via a virtual link. *Approved*
8	**Internal Management Plan 2026/27 update**
	CX spoke to the document which provided Board with a narrative note of progress made to date on actions required to achieve the strategic objectives of the Atrium Group's 2026-31 Corporate Strategy. A Board member asked what the plans were for the Day of Connectivity. CX confirmed that there was likely to be a different form for this. The Community Connector had held drop-in sessions in various villages where Atrium has tenants. A day of targeted activity was being arranged by staff in an area of Kilmarnock, and a similar event would take place in another part of Kilmarnock later in the year. *Noted*
9	**Minutes of the Atrium Initiatives Board meeting on 9 June 2026**
	Board considered the minutes of the meeting of the subsidiary Board on 9 June 2026. The subsidiary made a profit in its accounts for the year ended 31 March 2026, and so a £15k payment was finalised as gift aid to Atrium Homes, as its charitable parent. *Noted*
10	**ARC Return Benchmarking**
	CX spoke to the paper which provided Board with a detailed benchmarking report which had been published by Scotland's Housing Network and reflected the performance of its members (RSLs and Local Authorities) against the key ARC indicators for 2025/26. CX noted that Atrium's own performance was reflected next to each of the average indicators reported, showing where results were good, and areas where there might be improvement sought.

	Board members confirmed that there were no unexpected results within the data, and that this accorded with tenant feedback and performance reports which had been used by Board to inform the development of Atrium Group's 2026-31 Corporate Strategy. A Board member commented on the former tenant debt written off in the year and noted that the reporting of percentages likely hid the financial cost of this action for the sector. A Board member commented on the recent work undertaken by Atrium staff to change its Values and Culture. The Target Operating Model Review which is commencing in earnest in August will hopefully help Atrium's staff to improve our performance in the areas where it is needed. *Boted*
11	**Risk Management - changes to strategic risks / emerging risks**
	Board considered the updated strategic risk register which now includes Board's risk appetite scores. Board further noted that there were a few appetite scores which were marked as (under review) as it was anticipated that these risks would likely change as a result of activities being undertaken during 2026/27. Board considered the risks on the register and agreed that there were no new emerging risks requiring to be added. *Discussed*
12	**Health & Safety (standing item)**
	DoPS confirmed that there were no new matters to report to the meeting. *Noted*
13	**Any Other Competent Business**
	CX noted that a Board member had intimated their intention to retire from the Board at the end of the June meeting. Board members thanked the retiring member for their input over the past few years and wished them well. CX advised Board members that there is a new requirement for all Company Directors to verify their identities for Companies House. Detail on the steps needed to be taken would be emailed to Board members after the meeting and all Board members were asked to complete the verification process ahead of the company's annual Confirmation Statement requiring to be submitted in October. *Noted*
14	**Date of Next Meeting** **Tuesday 25 August 2026 at 6:00 p.m.** - Hybrid
	The meeting closed at 6:45 p.m.

Chair: .... Date: 25 August 2026