

Minutes of the meeting of the Board of Trustees held on Monday, 26th July 2010 in the Board Room Paisley Students' Union commencing at 10.30am.

Arnaud Bastianelli, Sports President, in the Chair.
Meeting Commenced 10.35am.

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| Thomas Reid | President |
| Susan Duncan | Depute President (Ed & Welfare) (DPEW) |
| Arnaud Bastianelli | Sports President (SP) |
| Daniel Copithorn | Campus President Ayr (CPA) |
| Samantha Phillips | Campus President Hamilton (CPH) |
| Dominic McGuire | Ordinary Trustee Hamilton (OTH1) |
| Christopher Scott | Ordinary Trustee Ayr (OTA) |

In Attendance

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| Caroline Sharp | General Manager/Returning Officer (GM/RO) |
| Christine McGeachin | SRCoord (for Agenda Item 4m) |

Apologies for absence – None.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting of 20/05/2010 were agreed as an accurate record.

b. Matters arising

Minute 7b – This invoice has now been received and will show in our accounts for this financial year. President will contact David Devlin to find out if any progress was actually made on this with the Principal.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. No questions.
- ii. DPEW – written report. No questions.
- iii. SP – written report. No questions.
- iv. CPA – written report. Daniel confirmed that staff support has been good from Ayr Campus.
- v. CPH – gave an oral report with assurance that a written submission will be forwarded.
- vi. OTP – oral report. Has attended student disciplinaries and attended the topping out ceremony for new Ayr Campus with SP. SP offered thanks on behalf of the Board for the work that Chris has put in over the summer.
- vii. OTH – No report.

b. Sabbatical Holidays.

- i. President – 15th July taken, 6th Aug half day, 9th Aug
- ii. DPEW – none
- iii. SP – 18th - 24th Aug, 15th - 22nd Oct.
- iv. CPA – 4th - 10th Aug
- v. CPH – 28th July

3. Reports from Committees etc. –

Students' Council Meetings Minutes for Approval.

Paisley – 22nd April 2010

Ayr – 22nd April 2010

Hamilton – 26th April 2010

All reports were approved by the Board on behalf of the Students' Councils. Any action points will be taken forward over the summer period. The new Chairs will take responsibility for ensuring this.

4. Business Introduced by Office Bearers.

a. Guidelines for SAUWS Credit Card

SP – introduced these guidelines. GM pointed out that there would be instances when the card was required to leave the building eg to collect pre-paid train tickets. The Board agreed that a sign out system should be developed to facilitate this. It was further clarified that SAUWS should only have one card, as a security measure and that this should remain under the control of GM except for holiday or absence periods. GM was instructed to go ahead and apply for the card.

b. Website & use of social networks ie Facebook. Twitter

SP – Item for discussion along with 4c.

c. Expansion of the Unions online network

CPA – pointed out that there are better layouts for the website (eg St Andrews), and that Ayr doesn't have a Facebook site whilst Paisley Union does. GM advised that BAM have a way of integrating these social networking sites. CPA proposed that the campus president be the sole administrator of any Facebook sites and be responsible for maintaining content. CPA suggested using student talent to review and maintain the site. GM raised that using volunteers for maintaining websites restricts responsiveness and timescales. SP raised that a temp staff member is being brought in to cover for Promotions manager who is off sick and that part of their remit will be to maintain the website. CPA will look into how BAM site can integrate with social networking sites and feedback. When events manager returns from sickness absence, he can be consulted on this.

d. Sound Impact

DPEW – updated the Board on last year's success in this scheme. DPEW asked for the Board's decision on whether to progress on this. It was also pointed out that environmental responsibility has now been written into the job description of the Welfare, Campaigns and Activities Coordinator – this should take the pressure off the DPEW and also contribute to ensuring continuity / sustainability. DPEW will email round the costings for this outside the meeting for approval.

e. BOSS Contract

DPEW – stressed that we need to make a decision on this today as there has been a good deal of discussion to date. The Chair asked the Board if there were still any outstanding questions, and then gave an overview to OTH to bring him up to speed. GM pointed out that delaying this decision further is damaging to our revenue intake and that we have no alternative solution in place. Chair moved to a vote on whether to renew this contract with BAM: unanimously in favour. DPEW will take this forward.

f. Attendance at The Gathering

GM – asked which of the sabbaticals would like to attend this annual event. SP is on holiday, DPEW and CPH stated that they would definitely like to attend, CPA will check availability and confirm, President will decide based on agenda. GM was authorised to decide which staff members should attend.

g. Freshers' Publication

GM – asked for the Board's opinion on whether there will be a SAUWS freshers publication and if so what format it will take. GM suggested a working group to progress this. It was agreed that CPA will Chair, and President, OTH, OTA and SP will form the group. The remit of this group is to decide what the options are, get costings, look at what UWS is producing and decide what information is to be included. This group will report back by Friday 13th Aug.

h. Volunteer Recognition

CPH –outlined the proposal to the Board. There should be an opportunity to link this with UWS activity through the Employability Link and QEU. DPEW recommended linking in with Higher Education Achievement Record as this is currently a topic of interest for the University. President advised that he has done some work in this area already. SP has a similar interest going at the moment. GM suggested a joined up approach. SP, CPH, CPA and President will work on this and develop a proposal. SP will lead on the project. This group will also report back by 13th Aug.

i. Ham Sandwich – Feedback Campaign

CPH – presented the paper for the Board's information. It was generally considered to be a good concept, but should be rolled out for the other campuses too. Suggestions for names were 'Ayr your views', and 'Paisley's yeah or nay'. CPH advised that the campaign would be incentivised to get participation and that the data gathered would be used to determine future campaigns. Board considered that the timing of the initial

survey has to be carefully thought out to enable people to give informed opinions. DPEW, CPA and CPH will meet to agree the campaigns calendar for the year ahead.

j. Volunteers' Jobs Scheme at SAUWS

SP – introduced this concept for volunteers within sports. SP intends to advertise these volunteering opportunities within the UWS job shops on each campus. These will be targeted during Freshers as the best time to get people's interest. Although the job descriptions outlined are mainly for sports, there is no reason why these positions cannot be developed in all areas. Discussion led to requirements for roles to be specific, and well communicated to people who will work with volunteers. SAUWS needs to be clear on what support will be required and how we will deliver on this. SP is working on training materials for those who volunteer for the sports positions.

k. Bank Signatories

GM – The Board gave formal approval for the removal of outgoing sabbaticals David Devlin, Wendy Logan and Craig Nicol from the signatory list for the SAUWS bank account, with the addition of incoming sabbaticals Thomas Reid, Samantha Phillips and Daniel Copithorn.

l. Paisley Staff Meetings

President – proposed making these compulsory for staff working at the Paisley Union. SP pointed out that the structures in Ayr and Ham are more suitable for informal communications. It was agreed that a clearly defined agenda will be necessary. Discussion over whether this should be formal or not – consequences of non-attendance? Discussion on line management responsibilities, grievance procedures, staff student protocol. President agreed that meetings should not be compulsory and that guidelines should be drawn up to ensure that no-one uses the meetings as a forum for airing grievances. These guidelines will be sent out by email after the meeting. It must be clear that meetings are for SAUWS communication and not a forum for airing grievances.

m. Online Facility for SRCs

President – SRCoord joined the meeting for this agenda item. She stressed the importance of having people physically in a room together. The route to increasing attendance is to clearly communicate the agenda items and providing the opportunity to discuss. Elected students must get out and speak to students. Using an online system would provide no way of verifying who the students are (one group of students could have a greater turnout in an election and therefore sway the vote – we can't regulate and determine who the people voting are and how representative this is of the student body as a whole). The website is useful to promote SRCs to get people more involved, using surveys to determine what items should be on the agenda. Meetings must be real and must then be minuted and people held accountable. Students' Councils are the democratic body of the Association and have to be representative and accountable. The Board agreed to introduce a 'meaty' agenda item for the first meeting to try to engage people. The Board moved to a vote on whether to introduce online SRCs: in favour: 0 against: 6, no abstentions.

n. Painting in Paisley Union

President - agreed to come back to the Board with a costed proposal. The Chair noted that it would be useful to bring the proposal to the Board in advance of introducing a topic. The Board agreed. This will be followed up by email.

o. Paisley Union Signage

President – proposal to follow. Whether we get a sign and what kind of sign will largely be determined by the cost. A proposal with costings is the essential starting point for decisions to be made on. GM suggested President contact Corporate Marketing as a renewed attempt to get them to provide signage.

p. Work Experience

President - item withdrawn.

q. Level 1 Study / Common Room Area

President – proposed opening the room as a study area and opening a tuck shop from the bar area. There followed discussion over staffing costs, heating, lighting costs, competition with Java, lack of wireless, availability of plug points, issues with security of the area and potential problems with unlicensed alcohol. Members questioned whether this would be duplication of services already provided by Uni. Board supported the idea of using this area more for structured activities rather than aimless study. GM reminded that this room is only ours to use (in terms of the lease) from 7pm.

r. 5 Hours a Week on University Campuses

President – this item will be reserved for the next meeting.

s. All Campus Student Surgeries

President – outlined intentions to set up surgeries. Feedback from the Board was that it would be more productive to go out and ask specific questions of the student body rather than sit and wait for them to come to you. At the end of the day, they know

where your office is if they need you for something specific. This can then be confidential if required. President concluded that he intends to give it a go anyway.

t. Student Surveys

President – to collect data. 'Ultimate Question' has been successful in other institutions. This has to be very carefully constructed to ensure that we get the information that we need and that we don't just ask questions for the sake of it – death by survey!

u. Staff & Sabbatical Picture Boards

President – suggested this for all campuses. All agreed that this was a good idea but that it should not be made compulsory. Fire rated boards would be required if these are to be sited in escape routes. President will cost this and bring it back for approval. Pictures should be cross campus representative.

v. Opening Java for Paisley re-sit period

President – item withdrawn.

w. Taxi Free-Phone, Paisley

President – discussion of historical situation with Ayr – advised to take up with Estates to see what's feasible and if it could be expanded to other areas of the campus. Look into taxi companies to see whose prices are good and who can adequately service our demand.

x. Staff Wage Review

President – withdrawn.

5. Motions – none.

6. Elections

a. Returning Officer –

GM elected to continue in this role.

b. Honorary Life Members –

i. David Devlin proposed by DPEW, seconded by SP

In favour: unanimous

ii. Craig Nicol proposed by DPEW, seconded by SP

In favour 5, against 0 abstentions 1

iii. Christine McGeachan proposed by DPEW, seconded by SP

In favour – unanimous.

7. AOCB –

a. President – Video Conferencing

Proposed this to limit travel requirements. Not intended for Board / core meetings. CPA asked about facility for conference calls. Trial after the meeting. This would have to be checked with Estates – Ian Dickie. President will find out if this is possible using internal switchboard.

b. CPA - Estimates

CPA asked if there was any news on when finalised estimates would be available – GM advised that these would be circulated with explanation of figures as soon as other more urgent matters were concluded.

8. Staffing.

a. Acceptance

Minutes from the previous meeting of 20/05/2010 were agreed as an accurate record.

b. Matters arising

None.

Date of the next meeting: 19th August, 11am, with Daniel Copithorn, Campus President, in the Chair.

Meeting Closed 3.05pm.