



Minutes of the meeting of the Board of Trustees held on Monday, 28th March 2011 in the Board Room Paisley Students' Union commencing at 10.35am.

Arnaud Bastianelli, Sports President, in the Chair.
Meeting Commenced 10.40am.

Sederunt

Susan Duncan	Depute President (Ed & Welfare) (DPEW)
Arnaud Bastianelli	Sports President (SP)
Daniel Copithorn	Campus President Ayr (CPA)
Christopher Scott	Ordinary Trustee Ayr (CS)
Laura Wiggins	Ordinary Trustee Ayr (LW)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Geoff O'Donnell	Marketing & Communications Assistant (GO) (for parts)
Andrew Taylor	Welfare, Campaigns & Activities Coordinator (AT) (for parts)

Apologies for absence – Stuart McCabe, Ordinary Trustee Paisley (SM)
Garry Quigley, Ordinary Trustee Paisley (GQ)

Samantha Phillips (CPH) and Grace Nicoll (OTA) absent without apologies.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20110228) were agreed as an accurate record.

b. Matters arising

Minute 4g – (Lower Ayr GP) CPA reported that lowering prices seems to have increased footfall, although revenue figures had not been compared. CPA also reported having fallen behind on entertainments, but that this will be picked up after April break. 2 staff have been appointed to fill the vacant ents position in Ayr.

Minute 4i – (Guidelines for GM in the BOT) DPEW has still to speak to GM about this and reports that it will be done before the next meeting.

Minute 4j – (Student Rep Conference) The second workshop topic has now been decided by DPEW and SRCoord.

Minute 4l – (Strategic Plan Task Allocation and Timescales) DPEW reported that Good Governance self assessment has been completed and has raised a number of action points which will be included in the action plan. Towards a Plan document has not yet been completed and a date for this will be set after the meeting. Objectives have been drafted and will lead to smart targets which will be put into the action plan. With one revision, the objectives were accepted. DPEW will update this document.

Minute 4n – (Post Graduate Students' Star Group) DPEW reported that this has not yet been followed up and noted that the student who raised the issue has also not come back on this either.

Minute 6b – (Reports from Departments) SP noted that no reports had been submitted and requested that GM remind departments when they are due. Reports are required from bars, ents and java and are to be followed up for next time.

2. Reports of the Office Bearers.

a. Acceptance –

- i. DPEW – written report. The University had tried to set rent prices for next year within a committee where there is no student representation. DPEW has raised this and an extra meeting of PRC has been scheduled to address this. Some students have started a petition.
- ii. SP – written report. DPEW asked about massage contacts for 'Good 4 You' campaign. SP reported that these have been passed on to Mental Wellbeing Group.
- iii. CPA – written report. SP asked about the purpose of the meeting with SAC and CPA reported that this is to ensure that all facilities/equipment is fit for their needs as well as UWS'. SAUWS will be able to make use of conference phones. SP asked for ID badges for all sabbaticals and cross campus staff. There is a focus group scheduled for April 8th with students from UWS and SAC to consider signage of the building. GM asked about exterior signage for Union in new build. CPA reported that this has been raised and agreed to be provided. DPEW noted an error with CPA's report for 19th March which was a Saturday. CPA asked for this entry to be disregarded. SP asked for more detail to be included in the next report.
- iv. CPH – written report. Not present. This report is not accepted until the next meeting in order that questions may be asked.
- v. LW – written report. Didn't go to March for the Alternative in London as the buses were full.
- vi. CS – written report. Reported press coverage in Hamilton Advertiser of Reclaim Your Voice march in Edinburgh.
- vii. GQ – written report. Not present.
- viii. SM – no report submitted.
- ix. GN – no report submitted.

b. Sabbatical Holidays.

- i. CPA – 7th, 8th, 11th April requested. CPA also requested unpaid leave for the entire month of June. This was approved.

3. Reports from Committees etc. (reports attached)

a. NUS Scotland Conference Report

DPEW

b. University Senate

DPEW

NSS – The Board requested that CPH give an email update on what has been done to promote this on all campuses as soon as possible.

c. University Learning, Teaching and Assessment Board

DPEW

CPH to sit on Assessment sub group until end of this session and then to fall to DPEW.

d. University Student Experience Group

DPEW

e. Learning, Teaching & Assessment Strategy Working Group

DPEW

4. Business Introduced by Office Bearers.

GM advised that the first 4 items on the agenda were for noting and as no questions had been submitted in advance of the meeting, item 4e should be taken next.

a. Financial Accounts to end Jan 2011

GM – for noting.

b. SAUWS Hardship Fund Report

Welfare – for noting.

c. Volunteers Report

Welfare – for noting.

d. Report of Campaign Objectives

Welfare – for noting.

e. Climate Challenge Fund

Welfare – SAUWS' bid to the Climate Challenge Fund has been successful with the award of £99,100 to fund the project 'Transition UWS'. The 6 key outcomes that this project

will deliver are to: 1. Reduce the energy usage of students living in halls of residence; 2. Reduce the domestic energy consumption of student and staff households; 3. Divert waste from halls of residence from landfill to reuse; 4. Reduce the CO2 workplace emissions relating to procurement, waste, energy and transport of UWS; 5. Reduce the CO2 workplace emissions relating to procurement, waste, energy and transport of Reid Kerr College. The fund is administered by Keep Scotland Beautiful, who asked us to cut out outreach part to schools. The main activities will include energy saving competition in halls, home energy saving advice, end of year halls reuse scheme, Green Impact UWS (running this year also), helping to publicise UWS car share scheme. There will still be some outreach work with Reid Kerr College and in schools via teacher training. Outreach – schools are still keen to work with us and perhaps this can be developed in the future, and potentially supported by NUS. 5 staff members will be recruited to deliver the project with support from volunteers. Funding has been requested to purchase office equipment and there was a short debate on where these additional staff will work from. The Board congratulated AT on the successful bid and thanked him for the hard work put in for the application process.

f. GOATing

Marketing – GO fed back results of last Goating topic (regarding when students have classes and what they do with their Wednesday afternoons). There were only 78 returns which was a bit low to give significant or credible data and all had been done in Paisley. The next topic was agreed to be student budgets, in particular, how much could a student afford to spend on accommodation? GO asked for opinion on getting student reps to help out – this was agreed. It was agreed that Laura and Daniel would focus on Ayr, Chris and Sam on Hamilton and Arnaud and Susan on Paisley, in order that cross campus representation could be achieved.

LW brought up the number of responses achieved for the last goating exercise as being disappointing. GO was asked if anyone had been in touch to let him know they were struggling? Only CPH had been in touch to say they would be late (and in fact didn't appear). SP pointed out the validity of the data is not significant with such a low response. It was agreed that goating has more benefits than just collecting data and we should try hard to ensure that we collect a decent number of responses. SP asked if this should be made mandatory, unless there is a good reason for not doing it which must be advised in advance. Chair moved to vote on this: in favour:4; against:1. SP asked for his vote against to be minuted and agreed to email everyone to let them know of this decision.

GO asked for the Board's opinion on SAUWS organising a hustings for the Scottish Parliamentary elections? Debate surrounded the timing of it (late notice), the amount of work involved, would sufficient parties be represented, would students want to come, is there already something organised locally which we could encourage students to participate in instead? It was agreed to follow last option.

Sports Union Report

SP summarised this report and it was noted that basketball subscriptions are overdue. SP agreed to send out an updated version of the report once some slight errors had been corrected in the figures quoted. SP will have a better idea of total spend on budget by end April and will present to Board any costs for equipment to be purchased during this financial year for use next year. This will prevent an inflated forecast of overall year end position.

g. Estimates

GM outlined the timescale for this. Initial drafts have been requested for submission on Wed. Meeting of Board, including elects, to be scheduled outside of normal BOT to approve final submission. A date for this is to be decided and will be advised by GM once information has been pulled together. Our final submission goes to Financial Monitoring Committee with Kenneth Alexander for approval by the University. It was agreed that there would be no point in asking for more than £620,000. GM was asked to set a date for a meeting at another time, and invite elects and staff to this to explain their submissions.

5. Motions – none.

6. Elections

a. Results of Trustee Elections for Session 2011-2012

GM reported that the following candidates had been deemed to be elected:

Laura Wiggins and Alison Aitken – OTA

Paul Friel and Adam Kenyon – OTH

In the online elections the following candidates were elected by ballot:

President: Garry Quigley

DPEW: Cara Lee

SP: Alastair Adamson

CPA: Daniel Copithorn

CPH: Samantha Phillips

OTP: Nick Targontsidis, Stuart McCabe and Scott Winchester

Have your say campaign: UWS Halls

Overall turnout was down on last year with a max number of votes of 380.

7. AOCB – none.

8. Staffing.

Staffing minutes continued on a separate sheet.

Date of the next meeting: Tuesday 3rd May 2011, 10.05am.

Chris Scott, OTA in the Chair.

Meeting Closed 2.20pm.