



Minutes of the meeting of the Board of Trustees held on Thursday, 26th May 2011 in Java, Paisley Students' Union commencing at 9.45am.

Stuart McCabe, Ordinary Trustee Paisley, in the Chair.
Meeting Commenced 9.55am.

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)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Garry Quigley	Ordinary Trustee Paisley (GQ)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Geoff O'Donnell	Marketing & Communications Assistant (GO) (for parts)

Apologies for absence – Garry Quigley, Ordinary Trustee Paisley (GQ) – for late arrival
Samantha Phillips, Campus President Hamilton (CPH)
Daniel Copithorn, Campus President Ayr (CPA) – for late arrival.

Grace Nicoll (OTA) absent without apologies. The Board agreed that due to non-attendance at 3 or more meetings without apology, GN is now deemed to have resigned. CS agreed to follow this up.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20110510) were agreed as an accurate record.

b. Matters arising

Minute 1b – (GM Job Description) DPEW reported that this is under construction using best practice from other SA's and local input. The final draft should be available for presentation and approval at the next meeting.

Minute 1b – (Post Grad STAR group) DPEW reported that the post grad rep has approached AT regarding setting up a STAR group which would include both taught and research students.

Minute 4f – (NUWS newspaper) SP reported that a meeting will be set up in the near future to discuss the issues with the editor and that the complaints have now been received in writing from CPH.

Minute 4n – (Freshers' Fayres) SEG date has now been moved to allow all our freshers' fayres to happen in the same week, including Hamilton.

Minute 3a – (NUS Conference Report) DPEW reported that she is still waiting for reports from delegates. Reminders have been sent out to Jamie and Scott.

CPA joined the meeting 10.05am.

Minute 4i – (Best Bar None) DPEW reported that Bar Manager Paisley and AUMA have agreed to taking part. There has been no response as yet from Hamilton.

Minute 4j – (Enabling Support) DPEW reported that Admin Assistant Paisley and GEN (Ayr) have agreed to be the contacts, and that UMH has asked for more information on the requirements.

Minute 7c – (Hidden Marks) LW reported that she has emailed the web links to Marketing and requested that zero tolerance be added to the first agenda for SRC's.

Minute 4m – (Transition Office) GM reported that a budgetary quote had now been obtained (<£8K) and that now it would go out to tender to 3 contractors prior to one being appointed. This is being held up by the Estates dept. who have to coordinate the work.

2. Reports of the Office Bearers.

a. Acceptance –

- i. DPEW – written report. DPEW confirmed that EIS action has been suspended at UWS. No questions.
- ii. SP – written report. No questions.
- iii. CPH – written report. LW and DPEW asked the Board to note that CPH had agreed to attend Equality and Diversity think tank, but on the day advised that she would be late. This actually resulted in non-attendance although colleagues were not updated regarding this. It was noted that CPH is frequently not where she should be and does not let people know. SP agreed to follow up reasons for apologies being submitted today. This report is not accepted until CPH is available to answer questions.
- iv. CPA – written report. GM asked for discussion over the employment of SAC students as student staff at the new Ayr Union. The Board were happy for SAC students to have the same opportunity as UWS students to work and will be treated the same as all other student staff. DPEW asked if there were any big differences between students and staff at E&D meeting. LW fed back that there were and that they hadn't really taken on the viewpoint of students before.
- v. CS – written report. No questions.
- vi. LW – written report. No questions.
- vii. GQ – written report.
- viii. SM – no report submitted. Oral report – SM stated that GOATING was not done that Marketing was not advised of this (as requested). GM reminded of earlier discussions regarding the importance of letting Marketing know if targets would not be achieved, and also about the requirement to submit written reports to the Board rather than oral ones. The Board agreed that this report is not accepted. The Board again clarified the requirements and agreed that at the next meeting written reports are expected from all members.
- ix. GN – no report submitted.

b. Sabbatical Holidays.

- i. DPEW – didn't take half day from 16th May. 30th May, 3rd, 6,7,9,10, 13, 14, 17, 24, 30th June requested.

3. Reports from Committees etc. (reports attached)

a. Student Experience Group Report

DPEW

ICT is trying to engage more students via blackboard and email, this has been an ongoing problem. This will be followed up at the next SEG. SP mentioned the lack of UWS involvement at L&T awards, UWS in the Park, etc.

GQ joined the meeting at 10.45am.

b. Sports Union Report

SP

GM asked if the equipment requested had already been budgeted for next year, but SP clarified that it had not, this is additional equipment required. GM asked the Board to look at the financial accounts to end April and to carefully consider whether this is a justifiable expense. The Board agreed to the expenditure request for all items except those requested for the Pyros. SP agreed to bring this back to the next Board to show expenditure against budget and assessment of kit.

c. Bar Manager's Report Paisley

Bars

The Board again noted the usefulness of this report and the format of it.

GQ noted the poor performance of PR staff (in terms of technique) and that what they do is currently not effective. The feeling is that Halls students come anyway. GM agreed to feedback to Marketing and encouraged officers to discuss their experiences with him over the summer period.

d. Ents Manager's Report Paisley

Ents

DPEW noted that the format of the report is not what was asked for and that it should be monthly. SP suggested that there could be more support cross-campus and other events eg grad balls. The yearly round up was useful, however, a monthly breakdown like Bars is more useful for each meeting.

e. Hamilton Union Review

UMH

The Board noted that it would have been useful to have the input of CPH on this for questions and to give feedback. Again, the format would be more useful if done monthly.

The Board agreed to suspend these reports for the summer period but requested annual review from Bars, Java and Ayr.

4. Business Introduced by Office Bearers.

GM advised that the first 4 items on the agenda was 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 April 2011

GM – for noting.

b. SAUWS Hardship Fund Report

Welfare – for noting. The Board noted the lack of data from April or May from Hamilton and request that CPH feed this to AT when requested. CPA noted that Ayr finance would not let any loans be issued after April. CPA to discuss this with AT.

c. Volunteers Report

Welfare – for noting. The Board would like to note their thanks to Louise Brannan for her contribution as a volunteer. GQ agreed to write to her regarding this. The Board also noted that it has been great to get the involvement from volunteers this year and it is hoped that this can be built upon for future years.

d. Report of Campaign Objectives

Welfare – for noting.

e. GOATing -

Marketing – GO fed back on the last GOATing exercise on Feedback. GO thanked everyone who had taken part in these exercises and highlighted the value in finding out this information on big issues which really effect students at UWS. GO introduced the concept of FISHing, (finding issues students have) which is more open-ended and allows us to identify the issues which our students have and would allow us to flag up trends. Students' Council has been disappointing in feeding back information from reps etc. SP asked how this process should be improved for next year. GO recommended / suggested demonstrating how this year's information had been useful in informing our arguments/discussion with the University. Use of non-commercial PR staff and volunteers is a potential, but this would supplement the Board's activity (rather than replace it) and targets would be low. The impending volunteer accreditation scheme may facilitate this. GO asked to reviewing communications methods with Board, although all agreed that email was best. GO suggested that the Board should review their own contribution requirements and agree how they want to do it to ensure contribution.

The Board noted their thanks to GO for his assistance throughout the year on facilitating GOATing exercises.

f. Transition Expense Authorisation

SP – asked if AT could be a signatory on the Transition team’s expense forms to enable him to keep track of the costs and claim them back from CCF. The Board agreed this unanimously.

5. Motions – none.

6. Elections – none.

7. AOCB

- a. Delegate participation in conferences** – CS reported that nothing has been found in the constitution to preclude certain students from attending as a delegate. SP and GQ to look at including policy on accountability of delegates.
- b. Anti-cuts Glasgow** – DPEW has been approached to sign a letter against government cuts to be published in a newspaper. GM recommended that the Students’ Association only support issues which affect students as students.

8. Staffing.

Staffing minutes continued on a separate sheet.

Geoff – job description, contract length and salary scp.

Date of the next meeting: Tuesday, 21st June 2011, 9.30am (depending on date for Court).
SP, Sports President, in the Chair.

Meeting Closed 1pm.