

STUDENTS' ASSOCIATION

SAUWS

UNIVERSITY OF THE WEST of SCOTLAND
SCOTTISH CHARITY NUMBER: SC005410

Minutes of the meeting of the Board of Trustees held on Friday, 6th December 2013 in the Boardroom, Paisley Students' Union commencing at 1.00pm and continued Thursday 19th December at 10.00am

Cal Reid, Campus President Ayr, in the Chair
Meeting Commenced 1.15pm and 10.10am, respectively.

Sederunt

Blane Abercrombie	President (Pres)
Iain Shepherd	Depute President Education & Welfare (DPEW)
Ryan Wood	Sports President (SP) (not present 19 th December)
Kate Sharkie	Campus President Hamilton (CPH) (not present 19 th Dec)
Cal Reid	Campus President Ayr (CPA)
Heather Armstrong	Ordinary Trustee Paisley (HA) (not present 19 th December)
Cameron Stewart	Ordinary Trustee Paisley (CS)
Dorothy Watson	Ordinary Trustee Hamilton (DW)
Cameron Mathieson	Ordinary Trustee Hamilton (CamM)
Connor Smith	Ordinary Trustee Hamilton (Con S)
Pearl Willis	Ordinary Trustee Ayr (PW)

In Attendance

Caroline Sharp General Manager/Returning Officer (GM/RO)

Apologies for absence – Stuart McCabe, Ordinary Trustee Paisley (SM) (present 19th December)

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20131104) were agreed as an accurate record.

b. Matters Arising –

Minute 7e – CamM had asked for commercial managers to be at the next meeting although following discussion, the Board agreed that this request was not justified in terms of practicality and effectiveness.

Minute 4d - Autistic Students – CS advised that this will be peer reviewed instead.

Minute 7e – it was confirmed that no meeting had taken place outside of a Board meeting for estimates to be agreed, although those responsible had given revised input and the result circulated. At that point a break even position had been projected.

Minute 7d – DPEW asked if anyone had anything to feedback – he will now send an email around.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. Noted that he has changed the format of the report to make it more meaningful and easier to read. CS asked about T&Cs for students that was changed – length of term of study had been extended and they now have to pay an extension fee. The issue has now been resolved. CamM asked what President has done to improve the drop out rate? Has attended an away day on student support – are feeding into the support given to students who are on the verge of dropping out. Not just financial, counselling

support, managing debt, talking and raising issues, how to do academic writing and research, etc. Improve structure in first year of study. Con S asked about reason for drop out – is unknown. DPEW has also been involved in this. More about how people from deprived backgrounds should be supported. HA asked about Zone Conference where she went to a think tank on retention in terms of free education impacting on this. CamM asked Jobs Fairs and internships how many have you arranged? Looking at volunteers fairs with citizenship project and uni. Asked how many more from last year? Pres – don't know, there have been some and would like there to be more. CamM asked How many actual internships have you arranged? None. CamM asked How many more varied nights have you put on in the union? Not been involved in commercial as much as would like to be. CamM asked Where's my travel expenses? Campaigning is just finalising the research just now – Simon is looking at this now. Research is interesting. Most students live within 4 miles of uni. NUS has taken this up so it has now become part of a national campaign. CS asked What is the figures in Paisley? President will circulate this after but it is fairly conclusive. CamM asked Student letting agency? This would cost tens of thousand of pounds and so is cost prohibitive. There are talks with a company who could support us in a similar way, but not a letting agency. DPEW hopes to bring an agreement relating to this to the Board in the near future. CamM asked 'More fun, better education' – what are you doing about this? Tied in to how students are assessed and how curriculum is made relevant to the real world. Its fun if you are involved in it and are empowered to shape your own education. Working with James Ferns, VP Education at Strathclyde on co-creation module. DPEW noted that manifesto pledges cannot always be achieved once in office and it is unfair to pressure people on individual points. The Board congratulated President on achievements to date. Report accepted.

- ii. DPEW – written report. CamM asked How many more computers are there in the libraries? Working jointly with the library management group on portable devices rather than fixed PCs. CamM asked How many more core texts? Moving to ebooks, but still need to be more text books. Reference texts to be held in library at all times is being pursued, only one person in opposition. Paper being submitted to SEG on this. Has a lot of research in it with statistics. PW – Ayr has won an award for best small library. How can we supply financial support to students – this is ongoing. Trying to get money on top of hardship fund for those who specifically need it eg international or nursing. Con S asked will computer budget be cross campus? DPEW would like to see equal spend per student head per campus. May not be able to get all the reference texts. President – within Ham redevelopment they are talking about Hub areas where there are plugs, desks and a seat and to be used with portable devices. DPEW – getting something done in uni is harder than blocking it. CamM if one library is more in need would you still want to see an even distribution of spend? Or would you prioritise? Eg Law books. HA – if the Uni made a shift from paper text to ebooks, will the Uni put together a fund to get us all ebook readers? DPEW will fight for that. CamM asked Who have you argued about lowering student accommodation to and what are they doing about it? Has spoken to director of finance using the argument that the cost of someone dropping out of Uni will be greater than the cost of lowering accommodation prices. Report accepted.
- iii. SP – written report. CamM asked How are you looking to improve attendance in sporting events? Attendance after freshers fair is down to clubs themselves. Rugby committee is not functioning and it is their responsibility to promote themselves. SP cannot do it all. There is commitment required both ways. CPH – what is beat the baton? Pedometer stuff – challenge to beat the queens baton back to Glasgow – Scottish student sport campaign. UWS finished 1st in Scotland. SP has fed back to exec on manifesto achievements – new system, insurance, development is ongoing, about to double league success over last 5

- years, image – team UWS has brought new kit and £5k support from UWS. Con S - Membership sheets – how many have you received back? 270 sports, 73 soc members. Societies have been given extra time to affiliate. Can't force people to give us money. HA – team UWS affiliation – will this be open again after refreshers? It is always open. HA – students modelling kits will they be representative of our student body? Yes. CamM - security? CamM – Opportunities? (of the sports union). Trying to make it fair opportunity. Trying to arrange a disabled sports day, (wheelchair rugby) first aid training, getting everyone involved. Con S thanked SP for attending the rugby session the other day. He is trying to attend them all to give support. Report accepted.
- iv. CPA – written report. HA - Well done for raising money for children in need. CamM asked How have you helped make union a hub for all things entertainment, welfare, advice and security? Part of push to not be known as campus president, wants to be known as Cal. Drop in people coming for hardship. Still people coming about wifi which is being controlled by commercial instead of ICT. Timescale is this summer for implementation. CS asked is this for all campuses? Yes. Finance director is already talking about private style deposit so need to be wary of wifi etc being used as a sweetener to get this through. CamM asked how have you utilised the campus? Has spoken to CCI and business and cultural industries more – a few projects ongoing to get people using labs and library more. SP noted that Cal has been good at helping to get the hall for societies to use. CPA – room bookings has now become a lot easier to access. CamM asked How is open door policy doing? – used a lot. President – boycott nestle stuff? Is this just talking to students about it? Yes. Was brought to attention by student so using social media for this. HA – meeting re Kirkmichael festival? CPA – just wanted him to repeat what he had already said in an email so it was a waste of an hour. Con S – what does halls drop mean? I go to halls once a week and put up posters and leaflets and get to speak to students whilst there. Report accepted.
- v. CPH – written report. Noted a drop in hardship applications, similar to Ayr. DPEW – noted that the type of funding we can offer is really short term assistance for dire situations. President asked about students booking a table for Micro Tyco challenge – was there an issue with this with Kate Tedford? CPH find working with a new campus director very different. Was concerned that Islamic soc wanted a table and Kate Tedford did not get back to the student in time. President – is it not appropriate for us to just say what its for and for her to accept that? She seems to want to know everything. CS wants to commend the Islamic soc for the funds they have raised for charity. DPEW – it seems that there are increasing problems with religious societies wanting to be active on campus. It seems to need a lot of reassurance and information before things are accepted. PW – noted that the societies are not involved in things, it all has to go through spiritual care team. President – 7th students dressing up as twin towers? This was not to do with our students. CS – other unis are having issues with their religious groups. SP – notes that he has heard nothing about any of these issued. HA – could one of the sabbs write a blog in support of our religious groups on campus. CamM asked support to students? CPH – every day she is constantly supporting and signposting students for help and to give an ear as well as representing. CamM asked Safe space? Really pleased with how this has gone this year. HA – are you aware of the vandalism that happened to the safe space policy downstairs? Yes, wasn't happy with this. CamM asked fun fun fun? Was incorporating what was going on in the union. Try to accommodate what people want and make it fun for students. Still trying to get an entertainments committee going but students don't want to join. Con S – should we survey or do some sort of research to see what students want? Has tried, via social media. Con S – should SAUWS have another way to gauge what students want if an entertainments committee cannot be achieved? All these things have been tried. DPEW – suggests that it's due to our locations

rather than students not wanting to tell us what they want. DW – would a more fun sounding name make people more keen to get involved. CPH – events management students were approached to help, but they didn't want to do it. Report accepted.

- vi. Con S – written report. By Jan he should have a draft on halls costs with a view to implementing it. Trying to cut down on bad PRing in Hamilton campus. Is bringing up issues that he witnesses with the events coord. Report accepted.
- vii. PW – written report. SP noted that ICT haven't been great in Paisley either. President – Ayr ICT – a student posted on facebook that they couldn't access certain sites as they had been blocked on the server. This has now been resolved, but it wasn't straightforward. PW raised question of whether there are to be elections for Ayr trustees? There was no action agreed for this. Report accepted (covers last 2 meetings).

HA left the meeting 2.30pm.

- viii. CS – written report. Nov 11 – President is happy that CS represented SAUWS at Remembrance Day event, but wondered how it came about? Just attended to ensure there was representation. Report accepted (covers multiple meetings).
- ix. DW – written report. No questions. Report accepted.
- x. CamM – written report submitted on the day. Halls prices lowered or stagnant – couldn't do this so now wants to improve the quality of life for students. Car parking. Library opening hours – is waiting because students are not currently complaining. Is expecting it to become an issue at exam time. So is waiting for this. DW – student liaison meeting BA Law and management – how did this go. Students got totally shafted because Uni is not running same course as before and different number of modules. He is working on trying to change or eradicate business from this course because its crap. Students would like to see increase provision of law content. DW – asked about inappropriate remarks by a class lecturer? Remarks were about a disabled nephew but were derogatory towards someone disabled. Report accepted.
- xi. HA –no report submitted. Report not accepted.

b. Sabbatical Holidays - None requested

Agreed an exemption for SP to request a holiday at a later date.

2.45pm.

3. Reports from Committees etc. - none

4. Business Introduced by Office Bearers.

a. Financial Accounts to end Oct 2013

GM – noted that the accounts had been circulated and no questions had been raised. GM advised that we currently have cashflow problems and have got the Uni to advance our grant instalment from January. The situation will be closely monitored during January. All unnecessary spending must cease.

b. Commercial Reports

CM/UMH/UMA – for noting. Members asked for sales, cost of sales, wages figures to be included. GM advised that these can be extracted from our management accounts. CPA Ayr – xmas nights were busy, going to pilot Tues nights instead of Weds. Short discussion on off sales possibility. It was agreed that this is not a viable option. Short discussion on NUSSL purchasing. Paisley – DPEW noted concern in that it has been a quiet month. Recognised that staff costs have been reduced, but overheads remain. DPEW asked to see DTSSs. Hamilton – no comments made apart from liked the format of the document. GM was asked to make a template of what is to be included in these reports - Monthly revenue, monthly expenditure, brief statement on how things have been going. Include what's happening in the future.

c. The Financial Viability of SAUWS

DPEW – introduced the paper. Short life working group to consist of: DPEW, CS, CamM, DW and CPA (with PW as a deputy) – agreed, can send a proxy from the same campus if you can't make it. Proposal would come to the Board in March. DW requested that not

all meetings would be held in Paisley, it should rotate starting with Paisley. The group will be referred to as the Finance working group. Vote to follow recommended action and members: unanimously in favour.

d. Constitutional Matters

President / DPEW – Bye law 6.4 of the constitution determines elected members of students' council. Rep database may not be up to date and if not up to date then we cannot contact them. President has sought legal advice and the lawyer agreed that there is ambiguity around the point. Debate around how many people make up quorum – is it the target number of elected members per school, or the actual number of elected members who have been elected at the time the meeting is called? President states that quorum has been met because elected members are the people who are on the data base at the time of the meeting. In January we should plan a drive to get council reps and 2 OTs for Ayr elected. Now, SRCs should meet quorum if those present are 1/3 plus 1 of the elected full members. Solution: we continue to run SRCs but take steps in Jan to address to reach the targets for reps and get them elected. From now on if quorum is not met, agenda points will be taken to BOT to be passed or denied. Vote: in favour 6, against 0 abstentions 2.

e. Sports Union – present and future

SP – deferred due to absence.

This item was considered first at meeting of 6th Dec which closed at 5.22pm.

f. Estimates -

President / GM – There was considerable discussion on each item within the document. CM is to be asked to look again at Ents figures and review figures for Java (along with operation and service). Hamilton to look at reception staff costs – CPA. Reduce student engagement staff? To be reviewed with GO – sabbs. STAR Groups – if some of these are not active then the money is to be saved rather than reallocated – President. Postage Paisley reduced to £100. GO to look at opportunities for website advertising. CPH asked to see cheque payments made weekly.

The meeting is to be continued at a future date along with all other agenda items.

Meeting continued 19th December 10.10am.

GO was asked to join the meeting for a discussion on student engagement staff. It was proposed that Ordinary Trustees could take on the role which currently is filled by a student staff member. GM raised the issue of management and suggested a code of conduct would be required to allow a staff member to manage this team of trustees. DPEW suggested a trial period running in tandem with current staff and this was agreed to take place in February. PW stated that she would be unable to take part, SM noted that he has reservations.

The Board want to work with the Transition team to see how we can save on energy costs. It was discussed that we may have to close Paisley Union some nights of the week eg only open 3. Discussion over reducing stocktakers to quarterly visits rather than current monthly, with CM and Union Managers doing it monthly. GM asked if training for this was to be provided? The Board felt that would not be necessary. GM discussed the potential pitfalls of reducing this valuable financial control and that our current stocktakers may not be able to continue on a quarterly basis and we have to go out to tender for new a supplier. The Board took a vote on whether to reduce stocktakes to quarterly: In favour: 7; against: 0; abstentions: 1. The decision was carried. DPEW to look at costs of electricity and impact of shutting on certain days. It is to be proposed to CM that the Union only opens 3 nights a week (from 5pm), but 5 days. The Board would be open to counter proposals and would like to hear CMs opinion. The Board agreed that it would be fine to ask clubs and socs / STAR groups to meet on other days if the Union was to be closed. The Board voted unanimously in favour of closing some nights.

NUS affiliation fee – President has spoken to NUS regarding claiming hardship and has begun the application process. President will speak to SP regarding affiliations to BUCS

and SSS. PW suggested that we should assess the value of NUS membership. President noted that he is massively against disaffiliation.

5. Motions – CPA – chair passed to President.

Chair passed to CS so that President can speak.

DPEW stated that we have fought hard to get places on representative / decision making committees of the University. We represent all students, not just those on our own particular campus. President – objection to resolves b which includes representatives to NUS conference. DPEW further stated that this is really the area where we should be spending money as it is our raison d'être to represent students and an extra voice or vote in the room is often vital. President reinforced that at UWS Court often the 2 reps see things from a different perspective and bring separate perspectives to the table.

CamM proposed that this doesn't need to be a motion, but rather an agreement that if more than one sabb is not required to attend a particular meeting then only one should go.

It was proposed that decisions on attendance should be made on a case by case basis and travel expenses should be kept to a minimum. DPEW proposed to take parts – both CPA resolves should be removed.

Vote on taking parts to amend the motion: - In favour:8 Against:0 Abstention:1

Vote on amended motion: In favour: unanimous.

6. Elections - none

7. AOCB

a. CamM – Confidentiality agreement

An agreement was circulated and discussion followed. Terms 5 and 7 to be amended. Something about public interest to be added for review. The agreement will be revised and re-circulated for future consideration.

b. PW – affiliation to NUS

President to produce a paper in favour of NUS membership, CS to present a paper against. To be brought to the meeting of the Board held in March, for discussion.

c. CS – has been out 'gaoling' with students to see what the issues are.

Bookshop, smoking shelters, classes – bullying allegations not being dealt with properly, marking issues, student guides – acting in an unintentionally racist manner when choosing who to speak to, nice pool cues, looking for more variety in events –were just some of the issues which were raised. CS is dealing with all the action points which were raised. President advised on the best routes to deal with these.

d. CamM – Returning Officer

Asked President to get in touch with NUS re who is assigned and organise our next elections.

8. Staffing

Staffing minutes are recorded separately.

Date of the next meeting: the date of the next meeting to be agreed by doodle.

Iain Shepherd, in the Chair.

Meeting Closed 4.05pm