

Minutes of the meeting of the Board of Trustees held on Tuesday, 14<sup>th</sup> January 2014 in the Boardroom, Paisley Students' Union commencing at 1.00pm.

Iain Shepherd, Depute President Education and Welfare, in the Chair  
Meeting Commenced 1.05pm.

**Sederunt**

Blane Abercrombie	President (Pres)
Iain Shepherd	Depute President Education & Welfare (DPEW)
Ryan Wood	Sports President (SP)
Kate Sharkie	Campus President Hamilton (CPH)
Cal Reid	Campus President Ayr (CPA)
Heather Armstrong	Ordinary Trustee Paisley (HA)
Cameron Stewart	Ordinary Trustee Paisley (CS)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Cameron Mathieson	Ordinary Trustee Hamilton (CamM)
Pearl Willis	Ordinary Trustee Ayr (PW)

**In Attendance**

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

**Apologies for absence –**

Dorothy Watson	Ordinary Trustee Hamilton (DW)
Connor Smith	Ordinary Trustee Hamilton (Con S)

**1. Minutes of previous meeting.**

**a. Acceptance**

Minutes from the previous meeting (20131206 and continued 20131219) were agreed as an accurate record with the removal of some words from CamM's report.

**b. Matters Arising –**

Minute 7d – Returning officer – we have now sent dates to NUS for elections and they will now respond on any further action required and who will be named as our RO. CamM asked for bye election to be arranged for OTA vacancies – President will look into this.

**2. Reports of the Office Bearers.**

**a. Acceptance –**

- i. President – written report. Social and corporate policy is quite insightful regarding how deep this policy goes. There is a varied opinion on how deep this needs to be. CamM asked for opportunity to feed into this. President agreed to taking feedback and anyone interested should come and see him. Refugees and asylum seekers – this has almost been put in place at Strathclyde (agreed in principle). President is going to ask UWS for a similar provision here. The Board offered their support for this. Report accepted.
- ii. SP – written report. No questions. Report accepted.
- iii. CPH – written report. Has had quite a lot of students with health problems who have come for help with mitigation. HA suggested putting a blog onto the

- website regarding how to mitigate. President will action this. President asked 11<sup>th</sup> Dec reference to drama and 24 hour ban in report? A student had reacted badly to being refused alcohol. This situation has been dealt with. PW asked about discretionary and loan funding from the University – CPH advised that she has found a bit on the UWS website which says that at the University’s discretion they can give funding even if SAAS funding is not in place. HA suggested that there are more elements of internal funding that are not advertised / kept hidden. The Board agreed to share any ‘hidden’ information with each other. CPH will look into background reason for Student Link not advertising this being available and look into all the policies of the University and ensure they are being implemented or highlight any which are not. CPA is going on an autism awareness course organised by UWS. Report accepted.
- iv. CPA – written report. President offered congratulations on the xmas compilation album. Although CPA noted that there have been no sales. Now in touch with all heads of school to get them involved in activities centred around the Union hub. Report accepted.
  - v. DPEW – written report. The Board noted that they were happy with the new style of reporting. HA asked about ELIR preparation and consultation with students. DPEW proposed that he just asks general questions about how students feel about the various elements rather than conducting a huge complicated survey. Report accepted.
  - vi. PW – written report. Noted that the Board needs training in how to set a budget. DPEW asked how this would be resourced? CPH suggested that UMH could help. CamM said that they don’t need training as they should just be approving rather than formulating. HA suggested using UWS finance lecturers for this. Sabbaticals to meet and discuss this and resolve it through induction process. Ayr library staff – PW would like to give a special award to them for this. GM suggested getting students to nominate through the UWS STAR awards. CPA there will be an award ceremony in February/March to recognise their external award. PW proposed a special award for Ayr librarians to be given by SAUWS. The Board agreed this. PW suggested that Arts student often leave UWS and go to the Conservatoire to complete their qualifications. We need to improve academic performance and the easiest way to do this is through feedback. DPEW has drafted a proforma for feedback and is trying to get this implemented into the University’s best practice documents. SP suggested tht the good points of UWS need to be sold more effectively to prospective students. CPA noted that some lecturers recommend that students move courses to other institutions. CPH – noted that they came across a lecturer who gave feedback for the first time last year after 30 years. President noted that DPEW is currently arranging for students to go out and talk to schools about coming to University and UWS. HA suggested that colleges should be included in this. SM noted that the university already has a programme in place where students go out and talk to schools. This is all about trying to raise the profile of UWS. SP noted that the Alumni magazine did not relate to him and did not sell the University. PW suggested that all trustees who sit on committees to bring up feedback at every opportunity. PW asked how we move up the NSS tables – DPEW advised we need more students to fill out the survey. SP advised that this is a university wide issue and that there is a great deal of promotional work each year on this. CPH has gone into classes to do lecture shouts to promote NSS. HA noted that people are inclined to complete surveys when they have strong feelings at either end of the scale. President noted that the Principal has announced an NSS student experience conference this week. President will ask if trustees can attend. PW asked for all trustees to promote NSS at every opportunity. PW - Student guides are being treated badly in that they were not given the xmas bonus which was only paid to core salaried staff rather than those on an hourly rate of pay. PW asked for information on who got the bonus and the demographic of who got it. Also want to know where the

money came from. President advised that this came from UWS surpluses (over £7M). PW believes that student guides have been discriminated against as they were not paid the bonus. President agreed to email TU reps on campus and talk to them about criteria for award and will review the Court minutes where the decision was made and will report back to the Board on this. Report accepted.

- vii. Con S – no report submitted. Report not accepted due to absence.
- viii. SM – verbal report. Report accepted.
- ix. CS – verbal report. Report accepted.
- x. DW – nothing to report. Report not accepted due to absence.
- xi. CamM – nothing to report. Report accepted.
- xii. HA – report was submitted to the rest of the group. Report accepted.

**b. Sabbatical Holidays –**

- i. CPA has withdrawn request for week in February w/c 10<sup>th</sup> Feb
- ii. DPEW – a week in June has been authorised but dates need to be confirmed nearer the time
- iii. CPH – needs a couple of days at end of office 29 and 30 June

**3. Reports from Committees etc. - none**

**4. Business Introduced by Office Bearers.**

**a. Financial Accounts to end Nov 2013**

GM – noted that the accounts had been circulated and no questions had been raised. GM advised that we are still experiencing issues with cashflow and are likely to require an advance our grant instalment for February. The situation will be closely monitored during January. All unnecessary spending must cease and we must scrutinise the monthly accounts closely against targets to ensure that we can react in time to prevent ending the year in a deficit position. CPH noted that they have really slashed the ents budget in Hamilton and keeping a tab on it.

**b. Commercial Reports**

CM was in attendance at the meeting to discuss reducing the opening hours of the Paisley Union and plans for the future as well as to answer questions from the Board. CM spoke to the attached report. Tues and Wed are traditionally the quieter nights. Student led events tend to take place on these nights. CM noted that reputationally it is important that we stay open Mon- Fri and that we keep our cost base low and encourage people in and develop our footfall. HA talked about safe space being available is so much more than just a commercial argument to stay open. CS noted that Ayr and Hamilton have cut their opening hours – CM reminded that Ayr in particular was losing money while Paisley is currently at least breaking even. CPH agreed with HA that a student union needs to be there for students and is very valuable for some students as individuals. CM noted that this is a very difficult financial climate for the industry and given that environment we need to look at how to bring more people in through engagement and student led events. These nights are where the successes are, when there is demand from students driving them. Our role is to empower them and support them in delivering their own events. DPEW noted that his electricity calculations may have been off due to using a different number of days open for trading. CM noted that many of the electrical appliances need to remain on even if we were shut for a night eg refrigeration. Supervisory staff regularly send staff home early and have discretion to shut early if there's no-one in. CM noted the massive changes in staffing structure over the last year (including CM role) and that chargehands have done well in picking up changes to their roles. DPEW asked about also closing for days – would this make any difference? Not really. Cafe and bar sales are often linked. Mentioned that students bring in their own food often. Stopping this would likely make a difference although this is part of a different debate over what sort of facility we are providing. HA asked about cafe being closed last week and the bar being open. CM advised that the freezer had failed and we lost a lot of stock which meant that we didn't have much stock left to open with. Taking account of sales from previous years it was felt that there was no point in

opening. HA - the chairs were not set out and it made it look like the bar was closed. Social media and chalkboards etc were used to update students of what was on and when. DPEW – cafe open at night? This does not rely on additional staff and is an extra offering to entice students into the bar and to keep them longer (ie don't have to leave to get something to eat). Food is really important to this type of venue – keep them here for longer. CPH – Stonewilly's still the most cost effective? Review this and purchase from wherever is best in terms of delivery amount required and cost of individual items. The Board thanked CM for his time and CM encouraged any further questions to be put outside the meeting.

HA noted that we would be taking a service away from students if we close, safe space is vital. SP noted that NSS assesses student union too and we don't want negative feedback from students.

The Board agreed that there was no need to close and we should focus on bringing people in instead.

Hamilton – CPH advised that they are running at a bare minimum and cutting back in all areas. If anyone else has any suggestions of where else to look, it would be welcomed. CPA thanked the contribution from Ross (Ham Ents) which were made for Ayr.

Ayr – CPA a member of bar staff want to hire the venue for his birthday and this is being pushed in terms of occasional licence.

DPEW asked to vary the agenda order to facilitate external presenters from Villagedigs – this was agreed.

#### **c. VillageDigs Heads of Terms**

DPEW – Janos and partner spoke to the item. 'Unii' and 'Uni places' are similar websites but don't partner with students unions or universities. The Board discussed the proposal.

4.30pm CPH and PW left the meeting.

The Chair proposed a vote to accept the heads of terms proposed to beta test the system until May when we can then pull out if not happy: in favour: 3; against: 3; abstentions: . The Chair cast the deciding vote in favour of accepting the proposal.

CamM asked for the vote to be recorded: In Favour: President, CPA, SM, DPEW (chair); Against: HA, CamM, CS; Abstention: SP. President will sign the document.

#### **d. Sports Union – Present and Future**

SP – UWS is reviewing its sporting provision. There is now a sports project manager who is reviewing sports across the board. UWS has confirmed that Wed afternoons will be reserved for extra curricular activities from the next academic year to allow more students to participate. SP suggested that sports and societies should be split. CPA asked what would happen to this part of SP remit? Societies deserve as much attention as sports and our sabb remits should be reviewed to take account of this. VP activities? To include campaigns etc too. CPA suggests having a sports president to focus solely on sports, and campus presidents looking after societies. Although it was noted that this is already the case. CS agrees that societies should be managed separately from sports. HA asked if SP was leaving us? SP advised no, at the moment. CamM – referred to a document about the future of the sports union. SP stated that their decision making body is the General Council which is active and working successfully, rather than the students' council. CamM asked how SP would like to see the finance for the sports union be decided? If the money was there and ring fenced and reviewed eg £60-70K according to need. CS asked about bank accounts and clubs ability to apply for grant funding.

As it was getting late, it was agreed that Staffing items would be considered next on the agenda.

GM left the meeting at 5.30pm. Minutes were continued by CamM for the remainder of the meeting.

**e. Social Media Policy and Messaging**

CS -

**5. Motions – none**

**6. Elections - none**

**7. AOCB -**

**8. Staffing**

Staffing minutes are recorded separately.

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

Heather Armstrong, Ordinary Trustee Paisley, in the Chair.

**Meeting Closed:**