

Minutes of the meeting of the Board of Trustees held on Thursday, 31st July 2014 in the Boardroom, Paisley commencing at 11am.

Jack Douglas, in the Chair
Meeting Commenced 11.20am.

Sederunt

Jack Douglas	President (Pres)
Ryan Wood	Sports President (SP) (present for items 4a & b only)
Cal Reid	Campus President Ayr (CPA)
Iain Shepherd	Ordinary Trustee Paisley (IS)
Connor Smith	Ordinary Trustee Hamilton (Con S) Apologies for late arrival
James Adams	Ordinary Trustee Hamilton (JA) Apologies for late arrival
Cameron Stewart	Ordinary Trustee Paisley (CS)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Al Powell	NUS (for parts)

Apologies for absence – Lauren Miller, Depute President Education & Welfare (DPEW), Isla Todd, Campus President Hamilton (CPH), Stuart McCabe, Ordinary Trustee Paisley (SM), Kate Sharkie, Ordinary Trustee Ayr (KS), Pearl Willis, Ordinary Trustee Ayr (PW), Blane Abercrombie, Ordinary Trustee Ayr (BA), Kelsey Campbell, Ordinary Trustee Hamilton (KC).

The President proposed a suspension of standing orders to allow the agenda order to be varied to accommodate an external speaker. This was unanimously agreed. Items 4a, 4b and 4h were heard first.

As it was the first meeting of the year, the Chair asked for introductions to be made around the table.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (23/06/2014) were agreed as an accurate record.

b. Matters Arising – none

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. No questions. Report accepted.
- ii. DPEW – written report. Report not accepted due to absence.
- iii. SP – written report. Report not accepted as he had left the meeting.
- iv. CPA – written report. No questions. Report accepted.
- v. CPH – written report. Report not accepted due to absence.
- vi. IS – written report. Report accepted.
- vii. SM – no report submitted.
- viii. CS – no report submitted.
- ix. PW – no report submitted.
- x. BA – no report submitted.
- xi. KS – no report submitted.
- xii. ConS – no report submitted.
- xiii. KC – no report submitted.

xiv. JA – no report submitted.

b. Sabbatical Holidays –

- i. **CPH** – 18th July to 1st August inclusive
- ii. **CPA** – 5-8th August

3. Reports from Committees etc. – None.

4. Business Introduced by Office Bearers.

a. NUS Diagnostic

Al Powell from the NUS Strategic Support Unit joined the meeting to discuss how SAUWS might make use of this activity. The purpose of the diagnostic is to help the Association set strategy, identify strengths and also weaker areas. The exercise involves trustees, staff of SA and also staff at institution. The resulting report makes recommendations for change to ensure the sustainability of the organisation going forward. The diagnostic aims to clarify a number of things internally and also within the institution in relation to the Association. The Board was asked to set a goal today to determine what the diagnostic's focus should be, prior to NUS consultants visit in October. The Board members were asked to record the members of the Board and their functions, as well as the current democratic structures that are in place within the organisation.

11.43am JA joined the meeting.

The Board were then asked to think about what they wanted to achieve from the diagnostic exercise. The following was recorded:

'organisation to be financially vibrant, effect performance management, measure KPIs, creating a grass roots structure, governance structure that works well, clarify core functions, student engagement: relevance, re-evaluate strategic plan and constitution and communications strategy.'

From this, the following goal was constructed: The diagnostic aims to...

'...Assist the Association in developing relevant structures and procedures informing a new strategic plan.'

A member of the NUS strategic support unit will be assigned to give support and help to ensure we deliver on the recommendations.

Vote to determine if we are in favour of having a diagnostic and on the above goal: In favour: 6 (unanimous).

A date will be agreed for the diagnostic to take place in October. It was suggested that we seek to involve the Principal and Malcolm Foley, and perhaps Ann Mcgilivray, the Dean of Students. Jan Sower (Greenhouse Consultancy) and Kat Sullivan (NUS) will tour the campus, conduct interviews from eg 1.30pm-6.30pm, and again the next morning from eg 9am-1.30pm. It was suggested that we might group trustees by campus, but recommended to have no more than 4 in a group. There will be a maximum of 11 interview slots. A 20 page report will be produced within a week of the interviews taking place.

b. Governance Structure next steps and SU Quality Mark

Al Powell – outlined the history of how 'Quality Students' Unions' has come into being. This quality standard is relevant to all SA's no matter how large or small. It looks at all the activities that we are engaged in and asks us to document the outcomes of these activities. It is designed to be a tool to help us start thinking about how and why we are doing things and then to identify the impact of what we do. From the outcomes it leads into effective governance, leadership and management structures of the organisation and asks us to document that these things are being done properly. The process becomes cyclical and the aim is to constantly evaluate and improve. It is a useful exercise to demonstrate how we spend the Association's money (both to the membership and the institution). To become accredited we must demonstrate what we do in terms of looking at processes, strategy, general process, legislative compliance and

finances. Once we've done this we can begin to be accredited and celebrate our successes. Achieving the quality mark should be a goal following on from the diagnostic. We can get more information and register online. The Board agreed to the process in principal.

There was discussion around what the next steps for governance changes should be. The recommendation was to hold off on progressing this until after the diagnostic. The timeframe would be to have everything changed by February, prior to elections (do all changes at once).

c. Financial Accounts to end June 2014

GM – noted that the accounts had recently been circulated and that as at the end of June we have moved back into a slight surplus position. It is anticipated that we will retain this surplus for the month of July and end the year in a positive position.

The Chair was passed to CPA for this next item to allow the President to speak on it.

d. Villagedigs

President – outlined the reason for bringing this item back to the agenda.

Vote to determine whether the items can be heard: in favour:4 ; against:1 ; abstention: 0 . The item can therefore be heard.

The President and IS advised the Board of the proposal, the contract and a short demonstration of the website. It was stressed that the product is in development. The Chair proposed a vote to determine whether SAUWS should enter into the contract: in favour: 4; against: 1; abstention: 0. The President will therefore conclude the contract with Villagedigs for and on behalf of the Board.

e. Priority campaigns

CPA/President – This item was for noting / information only. The campaigns which have been circulated will be the priority campaigns for the year.

f. Subject Health Review Panel Member appointments

CPA – 4 SHR to be decided. IS is doing an additional one carried over from last year. IS suggests that it should be the property of sabbaticals to be involved in SHRs. There was discussion over whether this is something which should be opened up to OTs or even students.

Vote for it to be the property of sabbs (and IS): In favour: 2; against: 3 abstentions 0

Vote for it to be property of all Board members: In favour: 3; against: 0; abstentions: 2.

CPA will email out the opportunities available and these will be allocated on a first come first served basis.

g. Sabbatical Posters

CPA – proposed that we obtain vinyl wall stickers to advertise on our campuses who our trustees are and what they do, etc. Cost are unknown at this stage. The Board agreed that quotes should be obtained and brought back to the Board for final approval. GM suggested asking UWS Printing Services for A0 prints. President questioned whether this needs to be decided by the Board. It was agreed that the only thing which needs decided is where the funds are coming from in the budget.

h. Budget 2014/2015

SP left the meeting.

GM/President – GM presented the figures which were submitted to the University as part of the procedure for requesting a funding increase. It was noted that all those with responsibility for a budget area had already contributed to the process, although some of the trading figures had been revised to be more realistic and achievable. Each budget area was talked through, highlighting what was included within each figure. The Chair proposed a vote to accept the budget as presented: In favour: 5; against: 0; Abstentions: 0.

5. Motions - none

6. Elections

a. Returning Officer

There was discussion again over the issues in the last round of elections.

CPA noted that following the last meeting he is now in favour of appointing NUS as the RO.

CPA proposed a vote on appointing NUS to be our returning officer for the coming year.

Vote to agree this: in favour:2 ; against:0 ; abstentions:2.

President will invite NUS.

7. AOCB –

- a. Zero Hours Contracts** – President agreed to propose a motion on this for the next meeting.

8. Staffing

a. Minutes of the Previous Meeting

i. Acceptance

The minutes of the previous meeting (23/06/2014) were agreed as an accurate record.

ii. Matters Arising – none.

b. New Post Approvals

GM – Although this item has already been approved by the previous Board, it was tabled to provide information to the new members. In response to a request, GM agreed to send out the organisational structures, current and new. The Board agreed that the new structures should be taken forward.

Date of the next meeting: the date of the next meeting will be determined by a doodle sent out by JD.

Cal Reid, Campus President Ayr, in the Chair.

Meeting Closed: 3.10pm