

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, 3rd October 2014 in the Boardroom, Paisley commencing at 11am.

Ryan Wood in the chair
Meeting Commenced 11am.

Sederunt

Jack Douglas	President (Pres.)
Lauren Miller	Depute President Education & Welfare (DPEW)
Ryan Wood	Sports President (SP)
Cal Reid	Campus President Ayr (CPA) late 12.45pm
Isla Todd	Campus President Hamilton (CPH)
Connor Smith	Ordinary Trustee Hamilton (Con S) late - 11.15am
James Adams	Ordinary Trustee Hamilton (JA) late - 13.30pm
Kelsey Campbell	Ordinary Trustee Hamilton (KC) late - 13.30pm
Stuart McCabe	Ordinary Trustee Paisley (SM)
Iain Shepherd	Ordinary Trustee Paisley (IS) late 11.45am
Pearl Willis	Ordinary Trustee Ayr (PW)
Blane Abercrombie	Ordinary Trustee Ayr (BA)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM)
Aileen McColl	Admin Assistant (Admin)

Apologies for absence –

Cameron Stewart	Ordinary Trustee Paisley (CS)
Kate Sharkie	Ordinary Trustee Ayr (KS) absent without apology

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (29/08/2014) were agreed as an accurate record.

b. Matters Arising –

- i. Minute –
- ii. Minute –
- iii.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. Report accepted.
- ii. DPEW – written report. Report accepted.
- iii. SP – written report. Report accepted.
- iv. Con S – written report. Report accepted.
- v. CPA – written report. Not accepted as absent
- vi. CPH – written report. Report accepted.
- vii. IS – written report. Report accepted.
- viii. SM – no report submitted.

- ix. PW – written report, report accepted
- x. BA – written report, report accepted
- xi. KC –
- xii. JA –

b. Sabbatical Holidays –

- i. **DPEW – Monday 6th October in exchange for Friday 12th September**
- ii. **CPH - Monday 27th October**
- iii. **President –**

3. Reports from Committees etc. – None.

4. Business Introduced by Office Bearers.

a. Finance form signing

DPEW raised question regarding signatures on finance forms, a form that sabs had refused to sign was later signed by unknown persons, board would like to know who these signatories were as the signatures were unclear, and on asking no trustees remember signing this.

PW asked for clarification on the matter, and stated that if a signature is not clear it is not classed as a signature, and asked if is there going to be an investigation into the form being signed as this was a serious issue, could someone be nominated to do this, at this point CS asked for expansion on this as he had entered late into meeting. DPEW said at first it was thought to be KC and JA this turned out not to be the case. It was pointed out that this was no reflection on trustees as they would have no way of knowing the sabs had refused to sign the form previously. It was suggested that the policy on signing forms should be amended to facilitate both printing and signing so names are legible, also PW suggested there should be a box on the back of the form to indicate a previous refusal.

Proposal

DPEW puts all information to the next BOT regarding the finance form issue, after full investigation carried out.

Unanimous

2nd part of proposal

Signature should be legible with both block capitals and signature, Pres to send out email with full information regarding this.

Unanimous

3rd part of proposal

Review expenses procedure with expenses forms to be edited to facilitate both printing of names and signing, a comment box for justification of refusal to sign.

Unanimous

b. Life Membership Scheme

Pres brought up membership scheme, as of now we are allowed to grant honorary life membership to past students, but they cannot at the moment buy a life membership, it was noted that past students like coming back to us, question of costs was raised, and how would we vet past students who could potentially cause issues with staff / students. Who would ultimately be responsible for these applications, and what happens if we get multiple applications who would deal with this, Pres. suggested this may be part of a membership managers remit. CS asked if there was a deadline for past students to apply, Pres. said no anyone at any time could apply. SP stated student records could be accessed as part of the vetting system and we already have some procedures in place for honorary life membership the

only difference being life membership would require to pay. Pres. to research Strathclyde's policy on this and we should consider reviewing.

c. Events Reviewing

SP had discussion with bookkeeper regarding whether we should be reviewing our events, as at the moment we are not always sure of turnout, whether its successful or not and as we have a large ents budget we require clarity. A form has been produced for campus managers to complete so we can have an idea of how successful or unsuccessful events are.

Pres. questioned whether this would prevent impromptu events taking place. CS asked if a non-commercial group need to abide by this process, i.e. if a sports team wanted to run an event would they need to ask a month in advance, SP clarified this would not be classed as a commercial event. CS asked whether this included quiz nights and questions being asked where money comes from for quiz prizes and pizzas, nachos etc., and are charge hands being paid charge hand rate when doing quiz instead of normal rate of pay.

CPH stated during fresher's it was unreasonable to ask for forms to be completed, as staff are exceptionally busy, SP refuted this, saying numbers are already there in system, via clarity system door numbers etc., CS asked if there is an event students like but is not financially successful would it prevent any such event from running ever.

BA said there needs to be a comparison tool, i.e. events are not just for making money, student engagement is foremost.

CPH reiterated that Hamilton is exceedingly busy and understaffed for filling in event review forms, what timescale this should adhere to, and asked for deadline to be added. BA said a deadline is a good idea, perhaps within 7 days of the event, with one coherent format for everyone to follow with the addition of loyalty scheme etc.

SM Asked as this is first funhouse Friday without a theme, what numbers are we to expect.

Proposed Events Reviwing

8 yes

d. Publishing minutes on the Website

SAUWS should be open and accountable, our minutes should be published on the website, excluding staffing minutes, and any confidentiality issues, minutes should include SRC, constitution, elections etc. and this should be analysed to record how many hits this receives. Chair should be asked at the meeting if they agree minutes are to be put on line. Question of diagnostic was raised to whether this should this go on website, general opinion was to wait until we see what the contents of this are. Pearl stressed that confidential and sensitive issues must be excluded, and we should reassure students that if they come to SAUWS for assistance it will not be published, and if star groups want something kept confidential, the board should confirm this. When asked will there be a system for excluding, Pres. replied there should be a simple vote to decide, and it would be up to the BOT at the meeting.

SM asked can a person who reads minutes on line challenge them; Pres.replied there will be more transparency, this year, but what the BOT decided would remain.

Proposed

We should be able to publish minutes on to website, with the exception of staffing issues, star groups and anything deemed confidential by the board.

7 for

1 abstention

0 against

5. Motions – none.

6. Elections – none.

7. AOCB –

SM – as a student guide, he found a lot of issues with international students regarding visas, being sent to numerous departments, the processes could be smoother, more personal and sympathetic considering the amount of money being paid by them.

IS said he felt this was not a board issue

Pres. & DPEW are happy to speak with SM regarding this. PW suggested to be involved this must be made a live issue, the trustee job is wide and varied, if you want students engaged these things should be published. Pres. said the remit of a board is tightly defined, he is happy to have meeting with trustees rather than board, but if you want a refined system that needs to be student council. **CS** asked if this could this jeopardise the reputation of SAUWS,

CPH

Asked for BOT minutes be put on the g drive for year 2013/2014

Retired Hamilton Staff

Billy & Moira have retired from Hamilton Campus and have approximately 40 years employment between them, CPH asked that a figure be decided to gift them, GM asked if this was through student / student staff contributions or did CPH expect SAUWS should contribute, SAUWS does not have a policy for contributing, previously Bell College would have given gifts, SAUWS never have, colleagues have to decide on this, CPH to bring this to the next meeting.

Diagnostic taking place next week, it would be beneficial to meet in group appointments for staff at 10am, for sabs at 11am, and for OT's at 12noon, GM asks for commitment to this, GM to send out email asking if anyone else can attend.

Proposed

8. Staffing – staffing minutes are recorded separately.

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

in the Chair, Isla Todd, CPH

Meeting Closed: 12.20pm