



Minutes of the meeting of the Board of Trustees held on Friday, 26<sup>th</sup> November 2010 in the Board Room Paisley Students' Union commencing at 11am.

Garry Quigley, Ordinary Trustee Paisley, in the Chair.  
Meeting Commenced 11.10am.

### **Sederunt**

Susan Duncan	Depute President (Ed & Welfare) (DPEW)
Daniel Copithorn	Campus President Ayr (CPA)
Samantha Phillips	Campus President Hamilton (CPH)
Christopher Scott	Ordinary Trustee Ayr (CS)
Laura Wiggins	Ordinary Trustee Ayr (LW)
Garry Quigley	Ordinary Trustee Paisley (GQ)
Stuart McCabe	Ordinary Trustee Paisley (SM)

### **In Attendance**

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Andrew Taylor	Welfare, Campaigns & Activities Coord (AT)(for parts)
Geoff O'Donnell	Marketing & Communications Assistant (GO) (for parts)
Ant Rogers	Entertainments Manager (AR) (for parts)

**Apologies for absence** – Arnaud Bastianelli, Sports President (SP)  
Grace Nicoll, Ordinary Trustee Ayr

## **1. Minutes of previous meeting.**

### **a. Acceptance**

Minutes from the previous meeting (20101105) were agreed as an accurate record.

### **b. Matters arising**

Minute 4g – DPEW advised that she has not yet heard back from Ed Marsh in relation to the review and will now follow this up through other channels.

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

### **a. Acceptance –**

- i. DPEW – written report. GQ asked for an update on 21<sup>st</sup> Century teaching awards. HEA have awarded us £700 funding. Work will begin soon on design of the nomination system. UWS are now running STAR awards which have five categories and both staff and students can nominate. Have met with HR to discuss how to keep them separate and not confuse students. These awards are open all year round and will close in March. Staff will be rewarded with cash (£350) as well as an award at a lunch ceremony held in June at Hamilton campus. SM asked how graduations had gone. DPEW had attended several in Paisley and CPH went to Hamilton and Dumfries. SAUWS is hosting NUS Scotland Activist Training day and it was noted that Kenneth Alexander had raised some concerns although these have been allayed.

- ii. SP – written report. GM passed round a sample 'box' for everyone to see. It was agreed that anyone with ideas on how and when to use the boxes should be emailed to SP.
- iii. CPA – written report. Advised that Caroline Morrison's role is part of the UWS Estates dept project team for the new Ayr campus development.
- iv. CPH – written report. Advised that STV have shown an interest in Hamilton's St Andrew's night comedy event and may be on the news. Copy of press cover for demo was circulated. GM advised that SAUWS is keeping a scrapbook and asked for any press stories to be sent in. A senior nursing lecturer has asked (at graduation) for a student officer to visit Dumfries – CPH volunteers.
- v. SM – written report. No questions.
- vi. LW – written report. No questions.
- vii. CS – Oral report. Attended NUS Council which was well organised on the whole and enjoyable. Fitness to Practice – student got best possible outcome for this, which was rewarding. Attended Ayr SRC which had some good discussion / conversation. CPH offered thanks to CS for coming to Hamilton for socialising, and for attending Fitness for Practice hearing on the day after the national demo!.
- viii. GQ – Oral report. Attended demo, which after 4 years at University was the highlight! Joined Ayr crew on the bus and had a great experience. Offered thanks to all at SAUWS on behalf of students who attended. Took part in CIN campaign – Paisley in Pyjamas. £600 raised in total. Manifesto pledge accomplished – contacts with press, esp Paisley Daily Express.

**b. Sabbatical Holidays.**

- i. CPH – 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> December (coincides with UMH).

**3. Reports from Committees etc. –**

- a. **NUS Scotland Council** - DPEW presented report on the events of the day.

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

**a. Financial Accounts to end Oct 2010**

GM – Presented the first quarter accounts to the Board and explained the format to the new trustees. Bottom line position is encouraging in relation to same time in prior year. An email has been received from Alison Loudon on behalf of FMC congratulating us on performance to date.

**b. SAUWS Hardship Fund Report**

AT – Presented a report on the use of the fund to date. International students (particularly those from Eastern Europe) don't seem to realise that they need work permits. Also some students still waiting for SAAS funding (although most of these are due to late applications). It was suggested that Ayr / Hamilton should raise any concerns regarding student services provision with Kelly McAlonan. SM suggested putting something on Blackboard informing students of the existence and conditions of the hardship fund. Concerns were raised about the effect this may have eg an influx of students claiming, 'I'm here for my £50'. It was suggested that we send an email to nursing staff to raise awareness of our fund, and also to ask student services to send an email asking staff to refer students to them and they can then refer them on to us as appropriate. DPEW –

important to note that if we don't use all the money, the funds may be reduced in future year. Levels of spend will be continuously monitored.

**c. Report of Campaign Objectives**

AT – Presented on progress made in achieving these objectives to date.

Volunteers – 3 for research, one is getting quotes on student hardship for xmas story. Local press releases (speak to contacts to let them know that this story is coming and invite them to interview). Radio stations too.

And TV. CPH raised the issue of confidentiality. AT will get an agreement of confidentiality signed. GQ suggested a campaign to help people in the community eg shoebox appeal. RAG volunteer could take this forward.

This type of campaign would help with showing student value to community. One of the other volunteers will be ringing press to warm them to the xmas hardship story. CS to contact Marcus Bowman re radio station contacts. Copies of letters to MPs were distributed to everyone to get signed and sent back to AT who will collate them and sent them off to MPs. We need these back within about a week to get them out before the vote in Parliament.

Volunteers – AT updated on who we have available and what they can do. Anyone who wants to make use of these people should get in touch with AT. This info will be sent out in an email after the meeting – AT.

**d. Ordinary Trustee Positions**

GM – informed the Board of an email received from Stuart Black regarding his nomination for OTH. The Board agreed to accept the withdrawal of the nomination and that no further communication of the business of the Board should be sent to SB. The lack of involvement from TN was also noted. It was decided that if TN doesn't come to next meeting then he will be deemed to have resigned. SB – the withdrawal of nomination form is accepted. GM will email SB to confirm.

**e. Appeal – Gavin Morrison**

DPEW – informed the Board of the background to the receipt of the previously circulated letter from Gavin Morrison (a non-member) and asked for a decision on whether or not he should be allowed entry to the Union facilities. After discussion on whether this was the correct place for this issue to be considered, it was agreed that the Code of Discipline did not apply and the Board's decision was that he should not be allowed in. DPEW will advise all concerned.

**f. University Parking Strategy**

DPEW – introduced the attached presentation on the proposed UWS parking strategy and asked for the Board's comments:  
Flexibility required.

Ayr campus – no longer having bus route

SAC – live in rural areas

Closer to rail station and safer route.

Bad weather makes public transport unreliable.

Recreational use at night – parking out of hours? For public use.

Film students travel with equipment and require pick up / drop off points.

Public transport can be a longer journey depending on connections.

Widening access – rural living and caring responsibilities more likely

Students should be allowed to park.

Residences should have an amount of spaces for students who live there.

Not enough disabled parking for existing students in Paisley.

Priority for essential users.

Public transport should be promoted as far as possible.

Night time access should be opened up.

Ayr college able to use UWS spaces?

Applications for spaces (prioritised in need) could encourage car pooling.

Permit charging

Periods of charging – would this discourage students from staying on campus after lectures if their time was up?

Bike hire scheme – ride to work.

Staff should not be prioritised over students.

Parking charges would need to be reasonable for everyone.

**g. Reciprocal Agreements**

DPEW – introduced that the Bar Manager Paisley has requested that reciprocal members are required to sign in. Board agreed to authorise this over email once DPEW asks about the reasons for this request having been made.

**h. Market Research Questions**

Marketing (GO) – joined the meeting to plan some GOATING activity to inform the direction and work of the campaigns of SAUWS. Focussing on feedback as the first topic, the Board considered format, number of questions, timings, targets for achievable response, hours put in to reach targets, questions.

Campaigns meeting already decided that it should be carried out by trustees, with questions being decided at this meeting. The following was suggested: Clipboard with questions which would be asked and then the response recorded by us which allows comments to be taken into account also. The number of questions should be limited to around 3. Target lunchtimes and coming out of large lectures. Targets – 300 minimum. One topic per month. Concentrated in first week, catch up in second week and then rest in the next two weeks.

GO to send out early next week to trustees for comment, then pilot the questions and amend as necessary before distributing to all trustees for taking out.

**i. Boards Purchase for Communications**

Ents (AR) – joined the meeting and advised the Board of discussions with UWS management and Corporate Marketing regarding the provision by SAUWS of notice boards within the main University campus in Paisley. It is unclear who has said the Boards have to be the same as the UWS ones. It is unlikely that we would need illuminated boards. The boards can be used for any purpose. The Board considered the costs of these boards and agreed that we should follow up on whose decision it is that we have to have the same ones as the Uni. SP to follow this up with John Anderson and Marcus Ross.

**j. Laptop Proposal**

Ents (AR) – Advised that Paisley Union requires a new Bass amp. A quote of £500 including VAT for supply only has been obtained from SSUK. No other quotes have been obtained. Dropping power down from 2000 to 1600. The Board were asked to consider this purchase and after asking for additional quotes, agreed to the cheapest option - SSUK amp can be purchased.

Ents (AR) then went on to discuss the request to purchase an additional laptop and software for the Association. The Board had a discussion over the various proposed uses for the laptop and the software and the merit of both. The Chair moved to a vote on whether to authorise the purchase of the laptop: in favour: 2; against: 3; abstentions: 1. This is not authorised. It was agreed that the software would be useless without the laptop and this purchase is also not authorised.

**5. Motions – none.**

**6. Elections – none.**

**7. AOCB –**

- a. DPEW** – advised that PRC was discussing making a change to the UWS redeployment policy to remove the entitlement to 12 months on the redeployment register. DPEW asked for the Board to make a decision on the position we should take in relation to cuts to UWS staffing. Board agreed to take each decision on a case by case basis and all agreed to feedback when asked for opinion.
- b. DPEW** – Clarity of sabb / staff roles. DPEW highlighted some instances when the line between staff autonomy and the sabbatical role had become blurred. To ensure clarity and productivity, it was agreed to hold a meeting between staff and sabbs to discuss this. This meeting will involve all sabbs, GM, SRCoord, Welfare and Marketing and Comms and to take place when available.
- c. Taxi phones** in new Ayr building – CPA advised that this is being considered by Caroline Morrison and Ian Dickie (?) for transfer to new building.
- d. SAUWS banner** - CPH requested this to go to Hamilton for backdrop to comedy night.

**8. Staffing.**

Staffing minutes continued on a separate sheet.

**Date of the next meeting:** TBC January 2011 (depending on OT availability)

**Meeting Closed 5pm.**