



Minutes of the meeting of the Board of Trustees held on Thursday, 27<sup>th</sup> January 2011 in the Board Room Paisley Students' Union commencing at 10.30am.

Samantha Phillips, Campus President Hamilton, in the Chair.  
Meeting Commenced 10.40am.

### **Sederunt**

Susan Duncan	Depute President (Ed & Welfare) (DPEW)
Arnaud Bastianelli	Sports President (SP)
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)
Geoff O'Donnell	Marketing & Communications Assistant (GO) (for parts)

**Apologies for absence** – Grace Nicoll, Ordinary Trustee Ayr

The Board noted that there were no apologies submitted by Thomas Nogier OTP. CPA agreed to action this point.

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

### **a. Acceptance**

Minutes from the previous meeting (20101226) were agreed as an accurate record.

### **b. Matters arising**

Minute 4m – (notice boards) SP asked the Board to reconsider what they wanted to do about this item as no consensus had been reached outside of the meeting. SP clarified that the University had said that they wanted any additional boards to be the same as each other, not the same as the University's existing ones. 3 boards are requested – one for sports, one for ents and one for everything else (campaigns, welfare, representation, etc). It was agreed that a decision would be made by email next week.

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

### **a. Acceptance –**

- i. DPEW – written report. CS asked about the Twitter and communications meeting. DPEW fed back that it was not completed as attendance was not representative of all campuses. The item has now had to become an agenda item for this meeting.
- ii. SP – written report. DPEW noted a point of accuracy that during week commencing 6<sup>th</sup> Dec the campus was closed due to weather and the SRC's had been cancelled. CPA stated that there are 3

- badminton courts in the Ayr new build and no dedicated gym.
- iii. CPA – written report. No questions.
- iv. CPH – no report. CPH offered to submit by email after the meeting. DPEW noted that reports must be submitted in advance and on time and that late reports would not be acceptable in the future.
- v. LW – written report. LW restated her disappointment that there were no other representatives from the Board in attendance at the campaigns training day held in November. DPEW noted that CPH had agreed to attend to offer the opening welcome on behalf of DPEW who had a prior engagement. CPH mentioned problems with it being a Saturday and trains.
- vi. CS – written report. No questions.
- vii. GQ – Oral report. Subject Health Review (media) – has met with Kim McIntyre from QEU to discuss the papers and process. GQ stated that he is looking forward to it.
- viii. GN – written report.
- ix. SM – oral report. Stated that snow had meant he couldn't attend activist training or take part in 'goating'.

SP – noted that the quality of reports varied amongst members and that merely copying your diary does not give the required information to the rest of the Board.

DPEW – noted that this would be the last time the Board would accept the non-submission of reports, especially from a sabbatical.

#### **b. Sabbatical Holidays.**

None requested.

3. **Reports from Committees etc.** – none. DPEW noted that reports should be submitted as had been previously agreed.

CPA introduced a report from LTAB on Re-Assessment opportunities and asked for opinion from the Board on a paper submitted at the meeting. The Board agreed they were in favour in principal but had some concerns which were noted by CPA. It was agreed that student involvement should be requested in developing the process. CPA will feed this back to the next meeting of LTAB. Self certification was mentioned with concern.

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

GM advised that the first 4 items on the agenda were for noting and as no questions had been submitted in advance of the meeting, item 4e should be taken next.

##### **a. Financial Accounts to end Dec 2010**

GM – for noting.

##### **b. SAUWS Hardship Fund Report**

Welfare – for noting.

##### **c. Volunteers Report**

Welfare – for noting.

##### **d. Report of Campaign Objectives**

Welfare – for noting.

##### **e. Sabbatical Workload**

DPEW – introduced that the level of workload being left to DPEW (in spite of the previous agreement from all members of the Board that they would share the load) was now becoming un-manageable. DPEW passed out a paper detailing the number of committees and projects that were currently being undertaken. DPEW noted the items which others were happy to take on. This will be confirmed via email following the meeting for the sake of clarity. OTs can help with campaigns most effectively including L&T

Awards. GM suggested that for big committees it should be agreed in advance who will take the notes and write the report for the Board.

**f. Election Regulations**

DPEW – asked the Board for any comments on the draft paper and then for agreement to delegate responsibility to the elections committee once a solution to the appeals route was obtained. There were no comments in addition to those already raised and agreement was given.

**g. ELIR Presentation**

DPEW – asked for Board input / steer into deciding the content of this presentation and to encourage the rest of the sabbs to attend. DPEW had already outlined content from L&T Awards and comments from last year's 21<sup>st</sup> Century rep conference. Focus will be on studying at a multi-campus institution and include quotes from students. SP suggested including something on sports teams development and how SAUWS works cross campus to try to have parity on student experience, as well as future developments aimed at joining the campuses eg inter-campus sports competition.

**h. BAM Contract (BOSS and website)**

SP – outlined what BAM do for us. This contract runs to the end of May. The Board agreed that the performance of BAM has not been satisfactory to date this year. SP expressed concerns that the decision to renew the existing contract was taken late and that there was no opportunity to consider alternatives. GM suggested that the Student Media Group and NUS both had options which could be considered. SP will outline various options for the Board to consider at the next meeting.

**i. Inter-campus Competition and Volunteers**

SP – advised that this will be held on Sat 16<sup>th</sup> April. SP asked for volunteers to help from all campuses and advised that he has asked corporate marketing to help get support from staff etc. GM asked if the date was fixed as it fell amongst a particularly busy period with NUS Conference, L&T Awards and Sports Ball. SP will reconsider the proposed date and advise further. Most members of the Board offered to help and LW offered to take photos. SP will follow up by sending info out by email.

**j. BOT Attendance**

SP – asked GM to leave the meeting during this item. The board discussed GM's attendance at Board meetings and agreed that GM should continue to take the minutes of BOT and that guidelines would be provided for GM's role within the Board. Guidelines will be submitted to the next meeting for approval. SP agreed to move this forward.

**k. Strategic Plan**

DPEW – updated on progress with getting NUS to help in developing a plan. The Board agreed to accept Mike Day's offer of facilitating for us. DPEW had emailed the Board members in advance to ask several questions:

Who should be involved: everyone at different stages.

Who should go to 'away day'? All of Board and GM. Open meetings in advance and feedback after.

Timescale: within a set intensive period. Aim to be complete by mid-March.

Consultation with students: SRC's and open meetings?

Location for work: Could be done at SU Paisley.

Desired outcome: a plan!

GM pointed out that the timing of this work should take into consideration the other timescales we work to eg estimates process to plan for resource implications. GM suggested that DPEW be empowered to draft a format from comparative docs. GM reminded that staff and officers had been involved in one to one interviews with CTC and that this data would

provide a starting point. GM suggested that a SWOT analysis be carried out prior to meeting with Mike Day to decide the general direction of travel. DPEW will send round a date for this.

**i. Reciprocal Agreement – Dundee**

DPEW – asked the Board’s authority to sign this agreement sent by DUSA. This was agreed.

The meeting broke for lunch at 12.40pm and recommenced at 1pm.

**m. Scottish Elections / Education Funding**

DPEW – suggested a meeting on Monday 7<sup>th</sup> Feb at 3pm for as many as possible to attend to address the campaign plan for this. This was agreed.

**n. Alternative Vote**

DPEW – asked Board’s opinion on supporting this campaign and allowing them access to our students. The Board agreed that the campaign should be supported.

**o. Survey Software**

DPEW – referred to the various options which had been researched and their costs. DPEW proposed to fund any purchase from L&T awards funding. The Board approved the purchase of Snap Survey Software which could be used for a variety of surveys and would last a number of years.

**p. Smoking Policy**

DPEW – updated the Board on progress of this policy at UWS HS&E Committee and asked for suggestions of questions which could be put to students. Consultation must be complete before UEG meeting in March. DPEW will try to obtain a legal opinion on the rights of students in terms of UWS duty of care. Student opinion will be canvassed via the next round of Goating.

**q. Halls Rental Prices**

DPEW – student consultation on prospective rates for halls is required. DPEW will send out an email with the details including the price range and the policy on increases.

**r. Life Membership**

Marketing – outlined that although there is provision for this, the uptake is very low and that promotion could generate a revenue stream. The Board agreed to this being worthwhile to promote. The fee was agreed at the rate of £20 to be reviewed annually by the Board. Cards should be issued credit card sized. Marketing will explore some ideas for added incentives to those who take out life membership.

**s. Goating**

Marketing – summarised the results of the last round of Goating which concerned levels of feedback from exams and coursework submissions. A follow up questionnaire should go out between now and the next round of assessment to gauge if there is any movement.

The next topic for Goating will be on Smoking to be carried out during February. DPEW will discuss questions with Marketing. DPEW also noted disappointment that not everyone took part in the last round of goating. A serious commitment is required. Marketing re-iterated that he should be contacted at any time to assist if targets are not going to be met. The questionnaire should be available on Monday, and should be approved by Wed 2<sup>nd</sup> with goating starting following Monday (7<sup>th</sup>) for 2 weeks. 21<sup>st</sup> Feb is therefore the deadline for responses. Target remains at 30 each. Some will be printed by Marketing or CPA for OTs to collect.

**t. Communications Strategy**

Marketing – updated on what happened at the last meeting when it was decided how often each month each method of communication should be

utilised. The Board then decided a ranking order of each method's impact on students. Face to face, goating, pr staff and our Facebook ranked highest, followed by posters. Bigger promotions (or those using high impact methods) to go through Marketing so that we can keep a track of channel usage and ensure we don't have overloads to students. The Board agreed this. Marketing will email out copy of responses (flip chart).

**5. Motions – none.**

**6. Elections – none.**

**7. AOCB –**

**a. DPEW – Energy efficient lighting.**

Asked for commitment to changing the lights as per the paper.

Vote: in favour: 6 against: 0 abstention:1.

**8. Staffing.**

Staffing minutes continued on a separate sheet.

**Date of the next meeting:** Monday 28<sup>th</sup> February 2011, 10.30am.

Chair - Laura Wiggins, Ordinary Trustee Ayr, in the chair.

**Meeting Closed 4.50pm.**