



Minutes of the meeting of the Board of Trustees held on Tuesday, 10th May 2011 in the Board Room Paisley Students' Union commencing at 10.30am.

Chris Scott, Ordinary Trustee Ayr in the Chair.
Meeting Commenced 10.35am.

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 –

Garry Quigley (OTA) for early departure at 12.45pm.

Grace Nicoll (OTA) absent without apologies.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20110328) were agreed as an accurate record.

b. Matters arising

Minute 1b – (4i GM Guidelines) DPEW feedback on discussion with GM. DPEW noted that GM must be present during any discussion within 'Staffing' section, and that the GM Job Description needs to be reviewed. The role within the Board of Trustees could be clarified within this document. DPEW will take this forward in development and an initial draft is to be reviewed at the next meeting.

Minute 1b – (4n Post Graduate Students STAR Group) SRCoord has had a discussion with the student and a discussion with NUS post grad officer, resulting in this being taken off the table for now, and they will remain as one group.

Minute 2a(iv) – As agreed at the last meeting, the CPH report from last meeting is to be presented for acceptance. CPH apologised for non-attendance and the Board re-confirmed the need to submit apologies and that this should be done only if absolutely necessary. This report is now accepted.

2. Reports of the Office Bearers.

a. Acceptance –

- i. DPEW – written report. No questions.
- ii. SP – written report. DPEW offered congratulations on 2 successful events. SP noted his disappointment in the 'U in the Park' event, although those who did attend reported having a great time. SP's main source of disappointment was

as a result of the lack of support from staff and lecturers on the day of the event.

- iii. CPH – written report. DPEW noted that CPH had agreed, when asked, to do the opening speech at the student conference and had subsequently tried to get SP to do this instead. DPEW also raised the issue of CPH not attending the most recent meeting of University Court. DPEW stated that it is not acceptable to miss a Court meeting especially as the other student member (DPEW) was left to make the arguments on her own (especially in respect of the Accommodation Charges agenda item). DPEW noted that this is not a one off occurrence, and that CPH frequently fails to attend meetings. CPH stated that she was with a student who was upset. Following discussion, it was suggested that perhaps the 2 members of court should be President and DPEW, although this will be agreed by the incoming Board, there is more support in Paisley in terms of staff and officers to deal with student issues if they are unavailable due to attendance at meetings. SP noted the importance of prioritising work to ensure that this is appropriate. DPEW noted that she did not wish to accept the report and would move to issue a censure. Chair proposed a vote to accept the report: in favour: 2, against: 3, abstentions: 2. The report is not accepted and a censure is issued against CPH.
- iv. CPA – written report. Reported the progress on the new union development, all coming together. Halls meeting issues are being progressed. DPEW noted that these issues are now being taken through the UWS disciplinary procedure – which is appropriate.
- v. CS – written report. CS noted free availability to undertake work for SAUWS for the remainder of the term in office due to Uni work now being complete.
- vi. LW – written report. The Board noted their thanks to LW for taking pictures at so many events.
- vii. GQ – written report. No questions.
- viii. SM – no report submitted. Oral report – not done anything. Didn't go to disabled students' conference, apologised for this. Uni work is also finished now. SP noted that the members of the Board are not sufficiently organised to meet their commitments. DPEW noted that we expect a lot less of our OTs compared to other Unions and that as an elected post holder, it is vital that all OTs up their game for next year. GQ noted that missing a conference was exceptionally unacceptable as there was no opportunity for anyone else to take the place. SM accepted that he had handled the situation wrongly and apologised.
- ix. GN – no report submitted.
- x. Bar Manager Paisley – the Board appreciated getting this report but noted the absence of others. GM was asked to remind the commercial staff to submit their reports to each Board meeting.

b. Sabbatical Holidays.

- i. CPA – 27th May until 3rd July (returning to work 4th July)
- ii. SP – last 6 days of term in office Thurs 23rd June – Thurs 30th June inclusive
- iii. DPEW – half day 13th May

3. Reports from Committees etc. (reports attached)

a. NUS National Conference Report

DPEW

DPEW noted that one member of the delegation missed the entire education zone debate and not all members of the delegation sat together (this is important so that they can be advised of Association policy and given guidance on process by the delegation leader). The Board discussed that it is unacceptable for delegates to act in this way and will investigate potential actions which can be taken for the next BOT meeting (CS and GQ will take the lead on this).

b. ELIR Outline Report

DPEW

This report highlighted the positive relationship between UWS and SAUWS. UWS ELIR

overall outcome is 'Confidence'. ICT was highlighted as a negative, and redevelopment of Hamilton campus is required to improve student experience in line with other campuses. Research student community growth – don't expand too quickly. Final in-depth report to follow at the end of May. This will be useful leverage for next year's Board.

4. Business Introduced by Office Bearers.

GM advised that the first item on the agenda was for noting, and that AT had been unable to produce the following 3 reports due to lack of information and time. It was agreed that these 3 reports should be updated and reviewed at the next meeting, and as no questions had been submitted in advance of the meeting, item 4e should be taken next.

a. Financial Accounts to end March 2011

GM – for noting.

b. SAUWS Hardship Fund Report

Welfare – not available.

c. Volunteers Report

Welfare – not available.

d. Report of Campaign Objectives

Welfare – not available. – happy to leave these 3 reports until next meeting.

e. NUWS – complaints regarding the newspaper

CPH – noted that a lot of student input has been rejected by the editor. LW has raised with the editor the issue of copyright, particularly on photos. SP noted the lack of content relating to SAUWS activity. SP, CPA and CPH will meet with AT and GO to discuss how the newspaper can be controlled by SAUWS (as the funder) but still be maintained as student led. SP will lead on this.

f. Trade Fair

CPH- asked for the Board's approval to attend the NUSSL trade fair. A decision on this will be delayed until the information is available (eg date, location, format).

g. Petrol Price per Mile

CPH – noted that the current expenses policy states a mileage rate (per mile) of 25p SAUWS, 40p UWS, 45p HMRC and asks the Board if our rate should be increased. The Board noted that SAUWS environmental policy impacts this – we want to encourage people to use public transport and car share. SP suggested that the Transition team could look at this as part of the remit for the project.

h. Best Bar None

DPEW – put forward information from this year's scheme to gauge the Board's opinion on whether SAUWS should enter for next year. The Board agreed to entry if there remains no fee, otherwise details should be brought back for approval. The Board were in support of SAUWS entering the scheme. President and Campus Presidents will lead. DPEW will consult with Bar Manager Paisley and Campus Presidents will consult with their Union Managers.

i. Enabling Support

DPEW – the head of the Enabling Support team recently asked to meet with DPEW as SAUWS don't currently have an enabling support coordinator (as all UWS depts. do). Coordinators form a link back to enabling support. This member of staff will have enhanced level of awareness, access to free training and support / contact with other coordinators to identify common issues. Staff would be required to attend 2 meetings per year. LW noted an NUS accreditation for improving access for disabled people (including mental health) - 'Access Challenge'. DPEW to talk to Admin Assistant, CPA to Gen Assistant Ayr and CPH to UMH to see if they would be keen to take this on.

j. Strategic Plan

DPEW – updated on where this is at. Where do we go from here and when will it go out for consultation to students? DPEW will continue writing this up. SP suggested a handover meeting with incoming Board for this. Consultation can take place in September, once the whole thing is written up.

k. Advertising Sales

GM – updated the Board on the current options. The BAM Website contract has another 2 years left to run. SMG is no longer an option for media sales. NUS (Simon Rayner)

has agreed to include SAUWS in their pilot group for national media sales, however, we would require internal staff to carry out local selling from each campus. It was agreed that this should be: Ayr - CPA and Gen, Hamilton – CPH and UMH, Paisley – Marketing and Promo. This would require a more robust finance system for controlling payments in advance of activity. The Board agreed to discontinuing the BOSS contract with Bam and working with the NUS and local option outlined above.

l. 'Transition' Office – cost

GM – Advised that a quote was being obtained for the necessary work to the expansion space and that this was likely to be in excess of £5K. In order to speed up the decision making and progress of work, GM asked the Board to set an upper limit for the amount that should be authorised. The Board agreed to a £10K upper limit with any quote above that threshold being brought back to the full Board for a decision.

m. GOATing – Feedback Campaign

Marketing – feedback results on accommodation costs from last time.

GO introduced the next topic which is to be 'feedback' as a follow up from the first round on this (to gauge whether there has been any improvement / significant changes).

Targets of 30 per person were agreed for GOATing, and an online version of the survey is to be produced also. Questions are to be similar to last time to allow for comparison of data.

Freshers Fair dates – GO wanted to confirm the dates which have now been agreed as: Hamilton - Mon 26th Sept, Ayr - Wed 28th Sept, and Paisley - Thursday 29th Sept.

GO also noted that QR barcodes are being used more frequently by UWS marketing and asked if any of the officers used these? It was confirmed that they did not and therefore GO will not investigate their potential use by SAUWS.

5. Motions – none.

6. Elections – none.

7. AOCB

- a. **BBSMG** – CPA reported that as there are problems with Blackboard, UWS is considering their options and are looking for SAUWS recommendation – upgrade to V9 or migrate to Moodle. The transfer of data will take a long time and would result in Blackboard V8 running alongside Moodle for a year. DPEW requested open training sessions for students if the change is implemented. Staying with V8 will result in withdrawal of support. Proposal is going to LTAS for approval and passes to UEG for final approval. The Board agreed to support the change to Moodle.
- b. **Meetings** – SP noted weekly exec and management meetings are the norm elsewhere. Asks the Board to consider some options. DPEW highlighted that this is directly related to governance and the issues which were identified within the good governance review highlighted many of these issues, eg separating BOT from exec and introducing external trustees. This will require a change to constitution and should form part of the strategic planning objectives to ensure that it is continued.
- c. **Hidden Marks** – LW asked about creating links from this website from NUS (violence against women) to our website. LW to forward info to GO for publication. LW also suggested passing a Zero Tolerance policy? This should be proposed to students' Councils at their next meetings.

8. Staffing.

Staffing minutes continued on a separate sheet.

Date of the next meeting: Thursday 26th May 2011, 10.05am.

Stuart McCabe, Ordinary Trustee Paisley, in the Chair.

Meeting Closed 1.30pm.