



Minutes of the meeting of the Board of Trustees held on Friday, 29th July 2011 in the Boardroom Paisley Students' Union commencing at 10am (immediately following H&S committee meeting)

Garry Quigley, President, in the Chair.
Meeting Commenced 10.10am

Sederunt

Garry Quigley	President (Pres)
Alastair Adamson	Sports President (SP)
Cara Lee	Depute President Education & Welfare (DPEW)
Daniel Copithorn	Campus President Ayr (CPA)
Samantha Phillips	Campus President Hamilton (CPH)
Laura Wiggins	Ordinary Trustee Ayr (LW)
Scott Winchester	Ordinary Trustee Paisley (SW)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Nick Targontsidis	Ordinary Trustee Paisley (NT)
Paul Friel	Ordinary Trustee Hamilton (PF)

In Attendance

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

Apologies for absence –

Alison Aitken, Ordinary Trustee Ayr

Adam Kenyon, Ordinary Trustee Hamilton (AK) absent without apology

Samantha Phillips, Campus President Hamilton (CPH) no apology for late arrival or early departure

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20110622) were agreed as an accurate record.

b. Matters arising

Minute 1b (GM Job Description) – President reported that this has not yet been completed and will be focused on following the completion of the first draft of the strategic plan.

Minute 4a (carbon trust loan) – President reported that AT is still trying to get utility billing info from UWS. This item will be brought back to the board for approval.

Minute 4b (CCF funding) – President reported that this proposal has now been agreed, resulting in the award of the extra £10K funding.

Minute 4c (Student representation) – President reported that work is ongoing on this item and a future strategy will be included within strategic plan.

Minute 7a (CPH Non- attendance at Board meetings) – President reported that following investigation and advice from NUS, he concluded that any censures issued within a sabbatical's first term in office would carry over, should a second term be undertaken.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. CPA asked if a meeting has been scheduled with SAC president. President reported that there had been problems in accessing the Ayr new building, but that they will meet at APL and have a meeting in Ayr soon. Report accepted.
- ii. DPEW – written report. NUS ODP 'Delivering Change' training was good. Think Positive training to be arranged for Sept sometime. 20 places are available, and DPEW recommended some members of staff should attend too. Welfare plan for year ahead has been drawn up in conjunction with AT. There is currently a Drink Aware and NUS joint campaign in the making which will hopefully be ready for Freshers'. DPEW attended a drink aware session at ODP training where loads of ideas were developed and shared. A meeting has been scheduled with CPH and CPA to discuss cross campus activity. ICT meeting arranged with D Johnston on 5th August to discuss student issues with the service. Report accepted.
- iii. SP – written report. President asked for clarification on league issues with American football. NT asked about activity planned to promote 'Wednesdays for sport'? SP reported that a campaign is to take place throughout the year focussing on all extra-curricular activities Union-wide, UWS is the only Uni in Scotland which doesn't have some sort of provision for sport on Wed afternoons. LW mentioned timetabling issue of Mondays and Fridays and reminded of last year's GOATING exercise to find out what students want – the results showed that they would rather be off on Fri and Mon, than Wed afternoon. SP agreed to carry out significant research into this to inform the campaign activity. President asked about price increase for UWS sports facilities of 10-15%. This is of concern to SP although there are no confirmed details yet. SP plans to campaign for a flat rate price irrespective of the campus that the facility is on. SP reported that there is currently no system of proper kit inventory, and therefore kit does go missing. SP plans to change this, has a stock take from early June and will ensure that everyone knows what there should be and that this will be regularly checked. Ham basketball kit, bag for development team last year, all missing. Sports equipment form to be developed by SP to help manage kits. Report accepted.

10.33am CPH joined the meeting.

- iv. CPA – written report. President asked how the move was coming along, and CPA reported that it was still a work in progress, but moving on. Visitors will be allowed entry from 2nd Aug. A Temporary Parking strategy is to be implemented which will mirror the actual proposed policy so that there are minimum changes once it comes into force in Oct. The new photocopier, previously agreed, has been installed. Report accepted.
- v. CPH – written report.

President asked to suspend standing orders to consider CPH reports under item 4t. This was agreed.

- vi. LW – written report. LW reported that the LTAS meeting had in fact been cancelled due to many members being on holiday, so this was not missed as previously reported. LW stated that she had enjoyed the NUS in-house training. 2 reports accepted.
- vii. SW – written report. SW added that he had met with Chris Bradshaw regarding LGBT charter and equality and diversity work. Report accepted.
- viii. SM – oral report. Hopes to get disabled star group moving again. President asked how new job will affect ability to contribute as an OT? SM stated that he was looking forward to getting involved again once the new trimester began. Report accepted.
- ix. NT – oral report. Has been travelling for last 2 months, would like to get involved more with sports and societies this year. Would also like to research how our student demographic is different from those at other Uni's and put an emphasis on finding out what different demographics want from SAUWS. NT also stated that the creation of an effective Ents Committee would be beneficial.

Report accepted.

- x. PF – oral report. Also attended many of the training sessions which gave real insight into what's involved in the role. PF stated that his main goal for the year will be to get more people involved in Hamilton union. Report accepted.

President reminded Ordinary Trustees that written reports are required to be submitted on the discharge of their duties and that oral reports would not be acceptable in future.

b. Sabbatical Holidays – none requested.

3. Reports from Committees etc. – none.

4. Business Introduced by Office Bearers.

a. *Financial Accounts to end June 2011

GM – no questions asked.

b. Hardship fund update

Welfare (AT) – reported that this is the year end for the hardship fund. AT introduced that this report is a way of tracking the fund and see if there are patterns of demand and timing, etc so we know if we need to ask Uni for extra funding at any particular time or to inform campaigns if necessary. AT gave the example that during last Sept there were problems with SAAS funding coming in late, and that later on in the year tended to deal more with problems specific to individual students. AT also advised that toward the end of the year, we stop giving loans as there is insufficient time to replay before end of session, but often give bursaries instead. Again, no information was submitted from Hamilton, so we don't have an up to date figure of how much of fund has been used. LW mentioned comments on SAAS website where they recommend that students approach their Associations for hardship payments if SAAS reduce their payments and pointed out that this may have a significant impact on demand. GM asked for the information from Hamilton to be sent in so that we can get a year end position. AT agreed that this will then ensure we have a full set of figures to compare for next year.

c. Smoking Policy Update

President – A meeting with Kenneth Alexander at end of Aug has been scheduled to firm up the position within the policy as there has been suggestions (Gill Troupe) that the Principal will make the final decision on this and that the Unions will not be exempt. President has asked for a briefing paper from Ayr and Hamilton on their position. The President will schedule a meeting in 2 weeks time to consider these briefings and confirm SAUWS' arguments. Personal safety of students is our main concern. President agreed to send out draft policy to ensure that all members of the Board have seen it.

d. Strategic Plan Update

President – Pres updated new members of the Board on progress to date. President has been writing this up and moving onto Operational Plan. It was noted that this is a significant piece of work. Draft will be circulated to Trustees for comment and feedback. A meeting will follow this. This should go out for student consultation near the start of Trimester One. LW mentioned re-drafting of Constitution which will also require significant work and it was agreed that this should follow the strategic plan work. SP informed that he has done some work on Sports section of Constitution already.

e. BAM Website Upgrade

Marketing (GO) – spoke to the paper attached regarding upgrade of the website, as discussed at previous BOT. GO confirmed that the £1K cost will not affect admin of site, but will improve the layout, structure and visual appearance, and that BAM will create a concept for us to approve. GO reported that the integration with social networks should also be improved. GO presented some design ideas from other Uni's. SP suggested that we should ensure all our ideas of what we want changed are done at once as part of a complete overhaul. GO confirmed that he has requested a dedicated BAM design staff member who everyone can approach and who will provide feedback to us over what is possible. Chair moved to a decision on whether to go ahead with the upgrade: this was agreed unanimously. Those who are interested can meet with GO to discuss what they

want. There followed a short discussion over potential student involvement in website design and it was agreed that this was an option for the future, and could be developed over the next 2 years, in time for the end of the existing contract.

f. SAUWS Re-Branding

President – Logo suggestions have been forward to go online for students to vote on, although it is hoped that this will act as a catalyst for encouraging students to make their own contributions and submit their own designs. LW suggested digital art lecturers should be contacted as students are often required to work to live briefs. Chair proposed that LW and CPA liaise with lecturers in Ayr. Examples are ready to go online now, and the Board requested final sight of these before it goes live.

g. Flirt! Subscription

President – reported the new subscription arrangements for the Flirt! Programme. NT suggested that more effort should be put into the delivery of the events, however the security that comes with having the package is worth it. The Board agreed that this saves us having to source our own ideas and kits and that the quality is good for the cost. It was again stressed that an Ents Committee should be set up to have input into how the events are run. It was agreed that Hamilton and Ayr should be allowed to benefit also. The Chair proposed a vote on whether to continue the subscription: In favour: 9; against: 1; abstentions: 0.

h. Freshers' 2011 Paisley

President – confirmed that the Paisley Freshers' plan has been sent out to Board for information and comment. Please direct any comments / ideas to GO. The programme is a balance between what we know works and limitation of risk. Trustee involvement in events would be great. NT suggests that Fury's have had a revamp and staffing changes and will probably really compete for the student trade, especially around the start of the new academic year.

i. More open union

President – reminded the Board of the commitment to transparency for our membership. It has already been agreed that the minutes of BOT's will be made available online, and poster boards are being worked on. Hamilton and Ayr should have something similar. The website section on the SAUWS trustees has been improved. President suggested that trustees should have twitter accounts, etc. As a method for improving engagement and accountability. Attending nights out is encouraged. President asked for ideas for how to engage with members more. More general information boards on what we do in areas where students congregate was suggested, for example, having a board in Level 1 with general info on student issues; having a suggestion box (post it note system, or clothes pegs).

j. Create Proposal

President – AT spoke about providing radio station facilities for Paisley. A flat pack system has been offered from Ayr. Teaming up with Create would help the proposed funding bid be more attractive and facilitate student volunteering with them. Radio station would only be available to Create during the time that they use our building. SP asked about how the airtime would be shared with Ayr and students who need it for their course? This can be scheduled and items can be recorded. NT suggested that the radio should be used to address student issues. President asked if our relationship was not continued with Create, would this proposal still be able to go ahead? CPH asked who would manage the staffing for this project and it was confirmed that this has not been discussed yet, although it could be GO or AT, and Create for their part. SP questioned whether radio content produced by Create membership would be relevant/of interest to UWS students? NT suggests that this project should help with volunteering and that volunteers can help to manage the staff too. SP asked about user-friendly training for operating the equipment and codes of practice on on-air time. AT suggested that the partnership with Create could provide training, or students from Ayr Campus could be utilised whilst achieving work based learning credit. The Board's decision was that AT should continue work on the proposal.

President led a discussion on our relationship with Create by introducing them as a community based youth group, which puts on music events, and offers a service to kids to get them off the streets. President has asked for advice from NUS regarding whether current arrangements fit with our charitable purposes. This relationship should be reconsidered once we have a response from NUS.

k. EPOS for Hamilton cost approval

GM – outlined current rented till arrangement for Hamilton bar and UMH's request for additional functionality and reporting. Quotes have been obtained for an EPoS system similar to Ayr and Paisley's and for a standalone, buildable system. After considering the options, the Board approved Option 1 – that some cost comparisons should be obtained and the proposed or similar system be purchased.

Break for lunch 12.30 – 1pm.

l. Sports Union strategy 2011 -2012

SP – see notes.

m. Sports Union Branding – competition and kit suggestions

SP – see notes.

n. Trophy Cabinet/s & designated sports & societies area on each campus

SP – see notes.

o. Budget Update?

CPH – asked for the meeting about budgets to be prioritised.

p. TV installation, update from SSUK CCTV and TV installation

CPH – introduced previously circulated information (March 2011) and the Board advised that CPH update the quote from SSUK for TV system and its installation into Hamilton Union, and find out about perceived costs for cancelling Sky.

q. Trustee Training Update

CPH – advised that this item was not supposed to have been submitted to the agenda and withdrew it.

r. SAUWS Tree (poster will be present for BOT)

CPH – brought along a picture of a tree to represent what SAUWS does. CPH will ask Promotions Manager to print something up.

s. School of Nursing

President – updated the Board of a rumour that the school are making 20 staff redundant. President was contacted by the press for a comment on this. UWS have said that this is a last option and nothing is confirmed. President consulted with UWS Corporate Marketing and NUS before making a statement. This statement has been circulated to all trustees.

t. CPH Performance

President – introduced that there are several issues of performance which have yet to be addressed and that these would be considered now. BOT of 26th May, CPH was absent without apology. At the request of the Board, Sp asked for reasons for absence after the meeting and CPH responded that the reason would be sent in the post, although this never came. President asked why the reason for absence has never been given. CPH said she didn't want to send a doctor's note to SP.

May report couldn't be accepted as CPH wasn't available to answer questions on this and apologies were also never accepted due to the failure to submit reason.

BOT June meeting – no apologies received for this meeting either. CPH says happy to submit doctor's notes for this absence. Report could also not be accepted for this month either. Nor could apologies be accepted. President spoke about the importance of trustees' (especially sabbaticals receiving an honorarium) accountability to members and obligations in terms of the charity legislation.

President asked CPH why she continuously failed to comply with absence procedures, in that no sick lines, fit notes or self certs have been supplied and that the required notification on day of absences are not being given. CPH had no response to this.

President asserted that on 13th July CPH's report says she was off sick (and did not attend training sessions), but that she still came in Paisley to collect money from Bookkeeper. President stated that this is not appropriate behaviour.

President proposed that the Board issue a further censure to CPH for all of the points listed above. Moving to a vote, In favour: 7; against: 0; abstentions 2. The motion of Censure is therefore carried.

LW asked for confirmation of whether censures carry over and President confirmed that they do, so this would now mean that 3 censures have been issued to CPH.

GM confirmed the procedures for absences (that these are the same procedures as for staff, as stated in the Guidelines for Office and Absence Policy) for the clarity of all sabbs.

5. Motions – none.

6. Elections

a. Honorary Life Membership

- i. Susan Duncan
Proposed by President, seconded by LW. In favour: 9; against 0; abstentions: 1
- ii. Arnaud Bastianelli
Proposed by NT, seconded by President. In favour: 9; against: 0; absentions:1
- iii. Christopher Scott
Proposed by CPA, seconded by CPH. In favour: 9; against: 0; abstentions 1

President agreed to inform these members and to arrange for membership cards to be issued.

7. AOCB

a. CPA – University Catering

CPA reported concerns that UWS have been having meetings about what SAUWS should be doing within the new Union space and things which are in competition, and how we use our room space. Director of Campus Ayr is currently putting a lot of pressure on Ayr Union staff regarding what can be done. GM gave background to previous arrangements for catering and advised looking at SAAB minutes for evidence of most recent agreements on both sides.

b. SP – sporting facilities

As facilities are moving from the control of estates to corporate marketing, SP requested that any information regarding what might be being proposed be fed back, especially in relation to moving to outsourced facilities which would be more expensive than UWS owned facilities. NT raised concerns over how Accommodation unit are treating halls residents. Issues should be dealt with more through formal disciplinary route rather than informally. This way, students will get the opportunity to defend their case.

8. Staffing.

Staffing minutes continued on a separate sheet.

Date of the next meeting: Tues 23rd August, 2011 at 10am.
Cara Lee, DPEW, in the Chair.

Meeting Closed 3.40pm.