



Minutes of the meeting of the Board of Trustees held on Thursday, 6th October 2011 in the Boardroom Paisley Students' Union commencing at 1pm.

Nick Targontsidis, Ordinary Trustee Paisley, in the Chair.
Meeting Commenced 1.05pm

Sederunt

Garry Quigley	President (Pres)
Cara Lee	Depute President Education & Welfare (DPEW)
Alastair Adamson	Sports President (SP)
Daniel Copithorn	Campus President Ayr (CPA)
Scott Winchester	Ordinary Trustee Paisley (SW)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Nick Targontsidis	Ordinary Trustee Paisley (NT)
Paul Friel	Ordinary Trustee Hamilton (PF)
Adam Kenyon	Ordinary Trustee Hamilton (AK)
Alison Aitken	Ordinary Trustee Ayr (AA)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Andrew Taylor	Welfare, Campaigns & Activities Coordinator (AT) (for parts)

Apologies for absence –

Laura Wiggins, Ordinary Trustee Ayr (LW) – resigned 30/09/2011. President will send a vote of thanks on behalf of SAUWS to LW for her time spent on the Board.

Samantha Phillips, Campus President Hamilton (CPH)

Apologies for potential early departure from Alison Aitken and Alastair Adamson.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20110823) were agreed as an accurate record.

b. Matters arising

Minute 1b (hardship fund update) – President asked if this information was now being submitted from Hamilton. It was clear from the report attached to the agenda that this was not the case (and further confirmed by AT later in the meeting). The Board asked DPEW to chase this information up from Hamilton as it was agreed that it is vital that we are kept up to date with how the fund is being used and how much money has been given out at any point.

Minute 2a v (CPH Report of Office Bearer). It was confirmed that no self certificates have ever been submitted by CPH to cover absences. The Board noted that this is in spite of several assurances from CPH. President agreed to further chase this up, but requested that the rest of the sabbs follow it up also. This was agreed. The Board considered whether unauthorised absences should be deducted from holiday entitlement where no procedure had been followed. The Chair proposed a vote on this: in favour: 9; against: 0; abstentions: 1. The Board clarified that this will apply to any unauthorised absences of sabbs, but that they would delay passing action on this particular case until the next Board meeting. It was further agreed that this action would apply for all absences not covered by self certificates (or other approved procedure) for this current term in office.

Minute 7a (CPH – Sky). NT asked on what progress had been made on this item for Hamilton Union. It was confirmed that the installation had gone ahead and was now complete and operational.

Minute 4b (Scottish Government Consultation Response). President confirmed that this was submitted to the Scottish govt. And that a follow up meeting was scheduled for next week in Edinburgh along with other Presidents from SA's in Scotland. Support has been pledged by Edinburgh, Glasgow, and Abertay, although some SA's have asked for more information/details. We will have a clearer picture (with a briefing paper) by next week.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. No questions. Report accepted.
- ii. DPEW – written report. President asked about the outcome of the meeting concerning discounted car parking, with DPEW confirming that there will not be any. President advised that we should watch out for what's happening in relation to charging – this has not yet been decided by the parking strategy group. Similar advice was given in relation to the Portfolio review – make sure that courses are being cut for the right reasons. Report accepted.
- iii. CPA – written report. Report held over from last meeting due to absence. President asked about how the UWS catering is working out at the Ayr campus and it was noted that they had installed a really large sign near the entrance to the Union. They have also introduced Fairtrade juices in direct competition to us. The signage which had been agreed at the meeting we had earlier in September is still not in place. An interim car parking ballot had taken place for the allocation of places for students although this restriction has been lifted and the car parks are now filled on a first come first served basis. There will be a meeting prior to Students' council about car parking which will include SAC students. There followed a discussion over whether the car park meeting should be held outside of students' council. President argued that this should have been a Board decision and these issues should be directly addressed within an SRC. There was some agreement with this from other members. First report accepted. Second report accepted.
- iv. SW – written report. No questions. Report accepted.
- v. CPH – No report submitted. Report not accepted.
- vi. SP – written report. Report held over from last meeting due to absence. SP outlined background to ISOC disciplinary issue which they had tried to solve themselves but didn't follow a procedure. There was insufficient guidance within the constitution for them to follow. Discussions have been held along with SRCoord and suggestions for amendments have been noted. Healthy Bodies Healthy Lives campaign – follow up meetings have been arranged. SP confirmed that the application has been accepted to allow UWS to be part of the scheme. First report accepted. Second report accepted.
- vii. NT – written report. NT further note the obvious separation between bar and ents departments and commented that the new commercial manager should have a positive impact on this. President suggested carrying out a Freshers' review to get students' feedback on the experience. Report accepted.
- viii. SM – written report. No questions. Report Accepted.
- ix. AK – oral report. Helped Sam with freshers' fair. Organised some of the events with Sam, been doing weekly quiz. Thinking about gauging demand for Saturday opening for the football. Working with Sam on the smoking policy – trying to get a campaign going. Report accepted.

DPEW again reminded all members of the Board that all reports need to be submitted in advance and in writing.

- x. PF – written report. Freshers' fair was well advertised on campus and got a really good footfall. All events have been really well attended with the beach party and wedding crashers events being most popular. NT asked about the

terminal hour at the Union in Hamilton as there had been reports of the bar closing while the union was still really busy and everyone having a good time. GM advised that the terminal hour would be stated within the operating plan and that any mandatory conditions (which may have been recently updated due to the enforcement of the 2010 amendments to 2005 Act on 1st October) attached to the license would be displayed along with the summary premises licence at the bar. These would determine when the bar may remain open until. GM advised speaking to UMH about this for further information. Report accepted.

- xi. AA – written report. President advised that he is chasing up getting a 'quick link' to our SAUWS info, although we are moving towards Moodle instead of Blackboard. Discussion about what's happening with implementation of Moodle – have both systems operating side by side in 2nd Trimester. Moodle will go alone next Trimester 1. President asked about the content for the women's forum – zero tolerance, getting women's group up and running. Report accepted.

b. Sabbatical Holidays –

- i. President – 20th October.
- ii. CPA – 12th Dec until 9th Jan. GM asked if this had been discussed with UMA due to the final week before the Christmas holidays being traditionally busy and CPA advised that it had been discussed and that there were no issues.

3. Reports from Committees etc.

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| a. Governor Development Programme | President |
| b. Policy and Resources Committee | President |
| c. Learning, Teaching and Assessment Board | DPEW |
| d. Student Experience Group | DPEW |
| e. Student Mental Wellbeing Group | SP |

SP added that the Hamilton Freshers' Fair had been particularly busy due to the link up with UWS sports dept. Feedback from everyone was very positive. There had been some issues regarding set up, but these can be worked out. Freshers' Fairs on all campuses had been well attended and well received by students. President noted that bookings had been done internally rather than through BAM and that this has clearly been successful.

4. Business Introduced by Office Bearers.

a. Financial Accounts to end July 2011

GM – noted that no questions had been submitted regarding these accounts. GM further advised that 1st quarter accounts would be produced to cover the months from August to October and that these would be circulated once available. Thereafter the accounts would be produced on a monthly basis. GM further advised that our annual external audit is currently taking place and that this would confirm our year end position and allow us to submit our results and reports to OSCR.

b. Priority Campaigns

Welfare – confirmed that this item would be considered outside of the Board meeting, immediately on its conclusion, as it was an update and did not require minuted decisions.

c. Hardship Fund Report

Welfare – went through the report and highlighted the main issues encountered by students this academic year. Problems with courses not being registered with SAAS – some students still don't know that they can get help from us on this so it's likely that we will get more students in. Board agreed that entering data into the spreadsheet can be done as part of the process with each individual so that we can get a snapshot look at any given point in time to assess where the fund is at. Hamilton data has not been submitted and is not submitted on a regular basis. OTH's were not able to suggest any reasons why it might be harder for Hamilton to submit data – AT doesn't know of any

reasons either. DPEW will chase this up tomorrow. President will ensure that CPH is comfortable with what is required in filling in the spreadsheet. AT asked what the Board thought about keeping a track of the advice requested by students. The Board agreed that this was a useful document to use. Some amendments were suggested, including using it on all campuses. AT will update and distribute for use on all campuses.

d. Green Impact

President – asked for formal agreement to sign up to the green impact scheme at a maximum cost of £150. This was agreed. President will make sure we sign up before the deadline.

5. Motions –

a. Air Conditioning Problem, submitted by NT

President outlined the considerable activity to date which has taken place on this topic already. President further suggested that we submit a paper to SEG regarding the difficulties that we have encountered and the impact that it has had on our business at this critical time as well as on students' enjoyment at events. NT agreed to withdraw the motion as the activity requested was already being undertaken.

6. Elections – none.

7. AOCB

a. DPEW – Smoke Free Policy

DPEW advised that Ian Patrick had pulled her aside and complained about signs within the Union directing students to the smoking area – which is not allowed to be advertised as a smoking area. He had further asked for President to phone him about it. If we don't follow the policy then all smoking may be disallowed, as this is at the discretion of the campus director. Signage to advise students when they are allowed to smoke is required. President will follow this up with CPH.

b. President – Committee Attendance

President noted that some of the sabbs are not attending committees. President has been asked to attend LTAB because SAUWS was not fully represented. CPA missed LTAB due to priorities on campus. CPA missed SEG due to inductions. CPA also missed Senate. DPEW attended LTAB instead of Mental Well Being group which were held at the same time. CPH has missed SEG, LTAB, and Senate. Neither Ayr nor Hamilton was represented on these 3 important committees. GM noted that SAUWS asked for the date of SEG to be moved to suit us and the Board agreed that it was just embarrassing that we didn't attend. SP suggested that efforts should always be made to ensure that a substitute is sent where non-attendance is unavoidable. GM reminded that decisions are made at committees and we have to be there to have our voice heard. President agreed to devise a procedure for dealing with sabbs who miss committees, for approval by the Board.

8. Staffing.

Staffing minutes continued on a separate sheet.

Date of the next meeting: Thursday, 10th November, 2011 at 1pm (provisional date – TBC).
Daniel Copithorn, CPA, in the Chair.

Meeting Closed 3pm.