



Minutes of the meeting of the Board of Trustees held on Thursday, 31st January 2013 in the Boardroom, Paisley Students' Union commencing at 10.30am.

Garry Quigley, President, in the Chair
Meeting Commenced 10.30am

Sederunt

Garry Quigley	President (Pres)
Ewan McCreath	Campus President Ayr (CPA)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Jack Douglas	Ordinary Trustee Paisley (JD) late arrivals
Pearl Willis	Ordinary Trustee Ayr (PW)
Thomas McLaren	Ordinary Trustee Hamilton (TM)
Dorothy Watson	Ordinary Trustee Hamilton (DW)
Cameron Mathieson	Ordinary Trustee Hamilton (CM)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Alison Welsh	HR Advisor, Square Circle (for staffing item only)

Apologies for absence –Kate Shearer, Campus President Hamilton (CPH), Alastair Adamson, Sports President (SP), Niall McGeachy, Ordinary Trustee Ayr (NM), Nick Targontsidis, Ordinary Trustee Paisley (NT)

The Chair confirmed that the Board had agreed to the suspension of standing orders to facilitate an external presenter at the start of the meeting. This applied to the agenda order only. Staffing minutes are recorded separately.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20121214) were agreed as an accurate record.

b. Matters Arising

i. Minute 1b iii – vehicle insurance policy and procedure

GM raised concerns regarding this insurance being in place for considerable time and no paperwork has been forthcoming. President has spoken to SP regarding this. No info is available. President agreed to send questions to SP as to why there has been no information circulated in relation to info from other SA's, why we are spending money on insurance that we are not using, why the Board has not received the draft policy for this meeting? GM reminded the Board that decisions should be made in line with the constitution which makes no provision for decision making outwith formal Board meetings.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. MSYP elections – a polling station will be set up somewhere in Paisley campus eg first week March. Other campus presidents

may want to contact ROs in their constituencies to organise a similar facility – but this is optional. More benefit to SYP than to students. SAAS xmas card – good meeting with tangible outcomes – this will be considered further as an agenda item. Education and culture committee – great opportunity to be invited to take part in this. Report accepted.

- ii. SP – written report. Report deferred for acceptance due to absence.
- iii. CPH – written report. Report deferred for acceptance due to absence.
- iv. CPA – written report. Battle of the bands – progressively getting more attendance, final to be held this weekend, has been a worthwhile project – well done to Kim. CPA band is in the final. Report accepted.
- v. DW – written report covering last two meetings. Question re report from Student rep conference – this will go to next meeting of SEG in March, SRCoord is working on it now. Report accepted.
- vi. PW – written report. President will get Pearls name added to the list for disciplinaries for availability. Noted that everything goes through the plagiarism panel. A lack of understanding on how to use turnitin causes most of the problems. A review is happening now and we should push for a representative on plagiarism committee. Report accepted.
- vii. SM – written report. New lift in H block is frequently out of service – SM has been in dialogue with Bill Moffit re this. President noted the content of the report is lacking, as has been discussed previously and suggested that more activity is expected from ordinary trustees. Report accepted.
- viii. JD – written report. Also went to NUS network on priority campaign and liberation. GM noted need for outcomes, outputs and actions to be noted followed the attendance at events / training, otherwise very easy to not do stuff with it. President updated on meeting regarding the independence debate, discussed agenda, and chair etc. Need some more planning on this event. Report accepted.
- ix. TM – late written report submitted covering period from October. President complimented on work done on internationalisation, and noted that President had been asked to go to European Parliament but neither he nor TM can attend. Report accepted.
- x. NT – no report submitted. Report not accepted.
- xi. NM – no report submitted. Report not accepted.

b. Sabbatical Holidays

- i. CPA – Fri 1st Feb requested

3. Reports from Committees etc

a. Mental Wellbeing Group - SP

4. Business Introduced by Office Bearers.

a. MSL Contract for website services

GM – highlighted progress to date and outlined decisions required in relation to which modules we should opt for and the contract length.

Following discussion, it was agreed that we will take on 2 modules (5 in favour of 2 versus 2 in favour of 3 modules) (excluding the door management module).

It was further agreed that we will contract MSL to do the design work as we lack capacity / skills for this internally.

It was agreed that the contract length should be 3 years.

It was discussed that there would be potential to bring on the other module at a later date. GM will progress this.

b. SAUWS Hardship Bursary and Loan Report end Jan

President advised that he is waiting on information from UWS Finance and the usual report will be sent out to members later.

c. Resignation of DPEW

GM noted the resignation of Cara Lee both as DPEW and trustee. This was accepted by the Board who further noted their appreciation of the work done and best wishes to Cara for the future. JD will propose for CL for honorary life membership for election at the next meeting.

d. GSF SAAS Report

President – noted the attached report. These should be noted for future sabbs.

e. Post 16 Evidence Paper

President – as above

f. SAUWS Governance Paper

President – as above

g. Cara's handover paper and discussion

President – JD will help with SLTAs, Pres will send out a list of duties which will need to be completed. SM offered to help out with one of the working groups, or SLTA judging panel. PW noted that sabbs must take on extra work and should be remunerated for this. There was lengthy discussion concerning the validity and options available, however, the guidelines for office do not make provision for this. GM to speak to SRCoord to see if she needs any additional paid staff help.

h. Citizenship Project

President outlined the proposal so far. GM noted that any job description and person spec will need to fall in with our revised T&Cs. Costings are now included. This will be sent out again with deadline for feedback to be returned. Ian McCrew – exec advisor for senior management team.

i. NUS Scotland Motions

President – JD noted the motion on free education has been submitted by NUS Scotland and is supported by SAUWS. Equal playing field motion – supported. Measuring retention – supported. SAAS – supported.

CM raised the question of what is the point in being elected to the delegation if you have to block vote and if you don't know what the motions are. Also noted the observers' role and ability to influence a free vote. CM will revise wording on nomination form and circulate for comment. GM noted that it can't be changed for this election as this is open.

j. Sabbatical Wage Discussion

President – requests that all members of the Board have a think about what we pay our sabbs and any decision on an increase will be made after the elections.

5. Motions – none.

6. Elections – none.

7. AOCB

a. PW – Fire Regulations

Expressed concern over potential problems that may occur in light of recent incident in the news. GM advised that we are covered by UWS policy and procedures on this and that fire fighting and detection equipment is regularly checked and serviced. The Board was satisfied that there were adequate precautionary measures in place. President, CPA, and CPH will speak to fire officer at various campuses to see what is done to make sure that students know the fire procedures. The need to ensure that OTs and sabbs are routinely included in annual training was noted.

b. SM – reported having been in the Union last Fri night and it took security 4 minutes to react to an individual being assaulted. SM noted a significant difference between this security company and the last. He requested that security are asked to be more vigilant. President noted that there has been a lot of positive feedback on the performance of the security company following the change and that perhaps 4 mins was quite a realistic response time.

c. SM – NSS

This will start to be promoted by student guides next week. President has starred in a promotional video for this.

d. CPA - Regulation 5

Contact hours for modules are being reviewed and SAUWS may be involved in a consultation exercise/questionnaire.

8. Staffing

Staffing minutes are recorded separately.

Date of the next meeting: President will send round a doodle to decide the date of the next meeting, commencing at 10.30am.

Stuart McCabe, Ordinary Trustee Paisley, in the Chair.

Meeting Closed 3pm.