



Minutes of the meeting of the Board of Trustees held on Monday, 29th March 2013 in the Boardroom, Paisley Students' Union commencing at 10.30am.

Cameron Mathieson, Ordinary Trustee Hamilton, in the Chair
Meeting Commenced 10.30am

Sederunt

Garry Quigley	President (Pres)
Ewan McCreath	Campus President Ayr (CPA)
Kate Shearer	Campus President Hamilton (CPH)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Jack Douglas	Ordinary Trustee Paisley (JD) late arrivals
Cameron Mathieson	Ordinary Trustee Hamilton (CM)
Pearl Willis	Ordinary Trustee Ayr (PW)

In Attendance

Caroline Sharp	General Manager/Returning Officer (GM/RO)
Alison Welsh	HR Advisor (AW) for parts

Apologies for absence –Alastair Adamson, Sports President (SP), Niall McGeachy, Ordinary Trustee Ayr (NM), Dorothy Watson, Ordinary Trustee Hamilton (DW), Jack Douglas, OTP (for late arrival)
Absent without apology - Nick Targontsidis, Ordinary Trustee Paisley (NT), Thomas McLaren, OTH,

The Chair proposed suspension of standing orders to allow agenda item on staffing to be heard first to accommodate an external consultant. This proposal was accepted.

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (20130305) were agreed as an accurate record.

b. Matters Arising

i. Minute 1bii – Vehicle Insurance Policy and Procedure

President has emailed SP re the status of this policy and if help is required. The Board agreed that SP should be held to account for this item at the next meeting at which he is in attendance.

ii. Minute 6a - Honorary Life Membership

President confirmed that this has been sent out.

iii. Minute 7b – CCF Application for Increased Project Funding

President has sent comments to KN on this.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. SHR, promotion of elections in the final stages, pleased with the higher turnout and the strategy of actively getting students to stand. Awards at NUS Scotland conference. CM asked if the awards would be on tour of the campuses or if they would stay in Paisley. It was suggested that they could spend some time on each campus for students to view. President suggested that banners could be used to promote the awards. PW asked about plagiarism students. 10 students had come to see President about plagiarism accusations around the same time at the end of January. The plagiarism report

had been picking up the text of the questions and assuming that this was plagiarism. Hearings hadn't been arranged and this was followed up by President. Students had been told not to reference for this assignment. The final hearing has been halted for further confirmation of this. President is hopeful that the students will be given an outcome next week and that all the cases will be thrown out. There are many current issues regarding groupwork, turnitin, the scheduling of the hearings, etc. New Principal has now been appointed. External funding is being sourced to progress the plans for a new Hamilton campus. CPH will attend the planning group for this. Report accepted.

- ii. CPH – written report. Report accepted.
- iii. PW – written report. President offered thanks for attending L&T awards panel and the plagiarism working group. Report accepted.

JD joined the meeting 12.48pm.

- iv. DW – written report. Report deferred for acceptance due to absence.
- v. NM – written report. Report deferred for acceptance due to absence.
- vi. SM – written report. Raised access issues which have been caused by recent building works on Paisley campus – these have been passed on to H&SS. Report accepted.
- vii. CM – late written report submitted. Report accepted.
- viii. SP – no report submitted. Report not accepted.
- ix. CPA – late report submitted. Report accepted.
- x. JW – verbal report submitted. Activity has been limited due to election campaigning and apology was given for this. Did follow up on issues in Halls in Hamilton with CPH. Report accepted.
- xi. TM – no report submitted. Report not accepted.
- xii. NT – no report submitted. Report not accepted.

The Chair noted that the contributions of JD and CPA will be missed by the Board when their term in office ends.

b. Sabbatical Holidays

- i. President – 16th April and 22nd April.
- ii. CPH – 27th June, 5th July, 8th -12th July.
- iii. SP elect – 3-5th July for graduation

Note: NUS in-house training dates need to be agreed.

3. Reports from Committees etc.

a. SEG

- b. PRC** – a survey will be produced for halls students to link with hardship and fees.

4. Business Introduced by Office Bearers.

a. Financial accounts to end Jan 2013

GM – noted that accounts had been circulated previously by email and asked for questions from the Board. President asked if we are likely to get Feb accounts. GM updated that our Liaison Accountant (C McI) is off sick and following a meeting with Shiona McGill, Finance, it was agreed that GM would take on some of the role temporarily, with C McI focussing on SAUWS work on his return. If the absence is prolonged, S McGill would look towards an alternative solution. There were no questions or comments regarding the end Jan accounts.

b. Commercial Performance – Ayr Union

UMA presented the attached report and recommendations for consideration by the Board. The Board agreed that the Union should close after day time trade and only open in the evenings when there is guaranteed business. The Board voted unanimously (6) in favour of this option. The staffing implications of this will be discussed with HR and their advice followed.

The Board took a half hour break until 1.30pm.

c. Submission of Officer Reports

President – has looked into submission of reports especially from SP. Noted the quality and content of reports are variable. President considered what might be an acceptable format of a report and looked to Strathclyde and Glasgow for some examples of what they produce. Glasgow’s was less about diary and more about issues being worked on eg like the reports we currently submit to Students’ Council. JD noted that he would not be in favour of just accepting a summary report with no accounting of how time is spent. CPA suggested a diary scheme and a couple of paragraphs at the end which give more detail on bigger issues. CPH would like some training and a specified template form of what is required. President noted that there is a lot of time spent on creating the record of time spent and questioned its usefulness. A diary alone does not give information on the outcome of what happened or any action points. President will do some more research into how others do it and make a recommendation for a template format. It was agreed that SP should be held to account at the next meeting that he attends. This would help to set a level of expectation of what is required from officers going forward.

d. Hardship Fund Report

Welfare – presented the attached report, noting activity to date. Welfare has met with finance and discussed the use of WPM system for setting up repayment plans with students. Finance have now set up a way for repaying loans via this route and Welfare suggests that it would be useful for SAUWS administrators of this fund to be able to encourage students to set up the repayment plan at the point of issue. Welfare will regularly cross check our figures with those kept by Finance dept. for accuracy. President noted that there is no provision for students at Dumfries campus and we need to establish a defence as to why this is (other funds available, etc). Discretionary funding – to look at types of students who are successful in accessing this eg by Campus. To look at potential software for recording data and perhaps to include academic support casework. President suggests that the Uni may have a system which we could use. Welfare suggested changing the categories used to cite reasons for awarding a payment. Should we be giving out funding to non-EU students? A discussion for next year’s activity in relation to use of public funds.

e. NUS Group Interrelationship and Group Ownership

President/GM – updated the Board on recent ongoing consultation in relation to the current share ownership model of NUS Services Ltd. After discussion, the Board agreed to sell back the shares.

5. Motions – none.

6. Elections – none.

7. AOCB

a. Welfare – Communications Strategy

The attached paper was presented by Welfare and following discussion by the Board it was agreed that the paper was welcomed and useful to the Board. President wanted some more evidence to support that collated emails are more or less effective than stand alone messages. Marketing referenced the success in the student market report from NUSSL. GM suggested that a mock up of how it might look be sent out for the Board to look at. The new website will have greater functionality and analytics available to us. A branded message would be good. Social media techniques were considered. President suggested that we should be looking towards a complete communications strategy and could access some more best practice examples. Draft a strategy for social media, or a general communications strategy. Involved should be Marketing and Welfare with oversight from President. Ryan, Ross, Kim and officers to be consulted and then a draft brought back to the Board for approval.

b. SAAS – CPH

Why is SAAS only available over 9 months and not during the summer? SAAS think that students prefer to receive funding during the period that they study and can access employment over the summer. This is out for review from SAAS. President will send out more information on this.

Break for 15 minutes at 3.10pm.

c. PW – Elections results

PW expressed concern over how the election results were announced. President suggested that it is always useful to review election regulations each year. CM suggested that recommendations should be put forward by the Board to be put to the elections committee. NUS are planning a meeting in early summer to look at best practice throughout Scotland. CM and PW will put together a proposal for the Board to look at, taking into account the feedback of the candidates who took part in the recent officer elections.

Chair noted the excessive length of the meeting and requested that in future if papers are brought to the Board for presentation then they should be limited in length.

Chair also noted that some election results missing from website for OTs elected without going to ballot. President noted that this had been communicated via a news story.

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, which will be in April, commencing at 10.30am.
CPA in the Chair.

Meeting Closed 5.30pm.