

## STUDENTS' ASSOCIATION

# SAUWS

UNIVERSITY OF THE WEST of SCOTLAND  
SCOTTISH CHARITY NUMBER: SC005410

Minutes of the meeting of the Board of Trustees held on Monday, 14<sup>th</sup> April 2014 in the Boardroom, Paisley Students' Union commencing at 1pm.

Stuart McCabe, Ordinary Trustee Paisley, in the Chair  
Meeting Commenced 1pm.

### **Sederunt**

Blane Abercrombie	President (Pres)
Iain Shepherd	Depute President Education & Welfare (DPEW)
Ryan Wood	Sports President (SP)
Cal Reid	Campus President Ayr (CPA)
Heather Armstrong	Ordinary Trustee Paisley (HA)
Cameron Stewart	Ordinary Trustee Paisley (CS)
Stuart McCabe	Ordinary Trustee Paisley (SM)
Cameron Mathieson	Ordinary Trustee Hamilton (CamM)
Pearl Willis	Ordinary Trustee Ayr (PW)

### **In Attendance**

Caroline Sharp General Manager/Returning Officer (GM/RO)

### **Apologies for absence –**

Kate Sharkie, Campus President Hamilton (CPH), Dorothy Watson, Ordinary Trustee Hamilton (DW), Connor Smith, Ordinary Trustee Hamilton (Con S)

#### **1. Minutes of previous meeting.**

##### **a. Acceptance**

Minutes from the previous meeting (28/02/2014) were agreed as an accurate record.

##### **b. Matters Arising – none.**

#### **2. Reports of the Office Bearers.**

##### **a. Acceptance –**

- i. President – written report. CPA also noted that there are problems with the way that the UWS finance dept deals with students who owe them money. President advised that we have asked to take more control over the hardship fund so that we have control over the sanctions in place. We want to avoid any use of private debt collection agencies. There is ongoing dialogue with the University on how this might work and includes more use of staff resource in place of elected officers' involvement as it is at the moment. PW asked if the President is able to raise issues with the Principal when they meet? President confirmed that they meet approximately every 6 weeks and can raise any issues. PW advises selecting no more than 3 large issues to be tackled at each meeting. Report accepted.
- ii. DPEW – written report. PW raised caution over spelling accuracy for presentation for awards ceremony as there were mistakes at the event last year. PW asked about international students trips? DPEW confirmed that the Citizenship Coordinator is leading on this now that the funding has been secured. Some members reported not receiving SAUWS newsletter emails. DPEW noted that he has some issues with the social media policy in terms of multi topic emails not being read in comparison to single topic emails. PW

asked for the split per campus of who attended the Stirling trip. It was fed back that there were a high percentage of Ayr student attending but also that the event was vastly over-subscribed. The next event takes place at the end of this week and is to Burns Cottage, Alloway. Report accepted.

- iii. CPA – written report. CS asked why HMV had been chosen for record store day? It was advised that this is one of only two record shops in the town. CS asked about experience of elections and CPA recommends that any sabb re-running for election should take holidays at this time. CamM suggested that gifted leave should be allowed for anyone wishing to re-run. HA asked how SP felt about this? SP felt that the difficulty is around students not being able to separate asking a sabb about the elections and why they are re-running. SM noted that he was bombarded with students asking questions following the RO making a statement about the election return and as he was well known around the campus students felt he was someone to be approached. Report accepted.
- iv. PW – written report covering the last 2 months. CPA confirmed that students were invited to the library do and there was an incentive/competition, but unfortunately most students were either in class or had gone home after morning classes. PW felt that it was a corporate event and that students would not have been welcome and that it wasn't even for the library staff. PW noted dissatisfaction with colleagues for not managing to get a bonus for student guides, and noted that this was a missed opportunity. HA noted that we definitely need to relook at this. DPEW noted that no senior management got a bonus through this. Citizenship money – how has Ayr benefited. DPEW gave a run down of activity and confirmed that the funds are being used. President noted that the budgets all got changed (different to what last year's president proposed). Citizenship Coordinator has struggled to access funds, which have been directed towards internationalisation review amongst other things. PW asked for UWS training to be made available for trustees. DPEW will follow up on finding out what training is available and would offer this to trustees as appropriate. Report accepted.
- v. SM – verbal report submitted. Attended social sciences subject health review and managed to get input into the final feedback report. Attended NUS conference and felt much more included this year, offered thanks to the rest of the delegation for this. Would have preferred to travel down the day before the start of conference as the event is very long and tiring. Report accepted.
- vi. SP – verbal report submitted. SP to provide bullet points after the meeting. Varsity, elections, sports ball, league season finished now, best ever showing (111<sup>th</sup>), Piazza sponsorship, something at Braehead too, wants a well done put out from the Board. President asked for the minutes to note that Team UWS have done great. SM asked about partnership with St Mirran with UWS – could football team access their pitch? SP noted that this deal has nothing to do with students, its a corporate deal. Sports students get a chance to work within St Mirran's programmes. Report accepted.
- vii. Con S – no report submitted. Report not accepted.
- viii. CPH – no report submitted. Report not accepted.
- ix. HA – written report submitted on the day. Report accepted.
- x. DW – no report submitted. Report not accepted.
- xi. CamM – written report submitted on the day. Report accepted.
- xii. CS – verbal report submitted. Campaigning for election. Report accepted.

#### **b. Sabbatical Holidays –**

- i. DPEW – Friday, 11<sup>th</sup> April, Friday, 2nd of May, Tuesday, 6th of May, Wednesday, 7th of May, Friday, 9th of May, Friday, 16th of May
- ii. President – Fri 27<sup>th</sup> and Mon 30<sup>th</sup> June
- iii. CPA – 28<sup>th</sup> April – May 2, 12-15<sup>th</sup> May, 16-20 June, 23 – 27<sup>th</sup> June.
- iv. SP – Fri 9<sup>th</sup> May

PW wants to go to a spiritual care team meeting if CPA can't attend. The Board agreed to this.

**GM reminded that all sabbs must take all their holidays prior to end June as these cannot be carried over or paid in lieu.**

### **3. Reports from Committees etc.**

#### **a. Senate**

**CPA**

SM asked for the UWS staff ebulletin to be circulated to Ordinary Trustees. President advised that everything which is on this bulletin is also on the newsfeed of the UWS website which students can access directly.

### **4. Business Introduced by Office Bearers.**

#### **a. Financial Accounts to end Feb 2014**

GM – noted that the accounts had been circulated during March with commentary and no questions had been raised. Cash flow position remains OK and we have not had to request an advance payment of the grant. PW asked about negotiations for block grant for next year. President advised that this was raised with the Principal and talked about in depth. Has been asked to give a presentation to the UWS Executive Group for a request for a raise in funding. On the same day he will give a presentation to UWS Court to talk about activity during the year and plans for the future. These two presentations will be fairly similar. All welcome to feed in with any ideas/comments prior to 22<sup>nd</sup> April. PW suggests adding in calculations about funding in percentage terms relating to inflation. PW wants to include that having to pay back £60K has frozen us in terms of being able to spend. PW asked about Surveys – President noted that we have been more involved this year in trying to increase engagement in surveys than in previous years. We have been pushing this out in our communications. PW wants to access student rep data base to email them herself – DPEW confirmed that SRCoord has already emailed out to reps (as requested). PW requests that a follow up email be sent next Monday and then again on 28<sup>th</sup>. HA noted that the University should also be helping us by giving students feedback and not just asking us to get their surveys completed.

#### **b. Constitutional Review - update**

President – introduced the concept of diagnostic review which is provided free of charge by NUS. They will bring in a number of staff members who will conduct interviews with members of the Board, sabbs, staff and University and will give us a report back. The outcome of the review will be used to inform further activity and strategic direction. SP asked how much it costs and it was confirmed that this is free through the affiliation fee. CamM questioned the validity of NUS to undertake this activity. President confirmed that it is about improving and moving forward. SP – not the biggest fan of NUS but having seen some of the work that has come out (particularly from Al Powell) he believes that this is a useful exercise. NUS know what they're talking about. CS – believes that bringing outsiders in is a good idea but can we bring in some other sources. President feels that one union doing a self review is useful if you know what you're looking at and being self critical. CamM believes that the NUS strategic support unit is biased and try to push their own agenda and try to push us in an agenda that they like to see. President advised that they are the experts in this particular field. Also noted that we have not made much progress so far in achieving change in our governance and that it is vital that we get this changed immediately. President recommends that we go through the process of a diagnostic review conducted by NUS strategic support unit. Chair proposed a vote to accept this proposal: In favour:7 ; Against:1 ; Abstention: 1. President proposed and seconded by SP. CS to get outside assistance outwith NUS structure as long as it is zero cost – CS to go away and come back with a proposal to be voted on when ready. HA proposed that we get a second opinion and give it equal prominence with NUS diagnostic and looking at costings of it. CS is mandated to get the second proposal. Chair proposed a vote - in favour: 5; against: 0; abstentions: 3.

4pm chair passed to SP.

Request to move agenda item from staffing as he has to leave early. Cost of living increase award considered next.

**c. Stocktaking**

DPEW – outlined costs of 3 alternatives which have been obtained. Also mentioned upgrading EpoS system which would allow for an electronic stock take to be done instead. This item to be reconsidered in August meeting.

4.16pm President left the meeting.

**d. Website Content and Layout**

DPEW – talked to his paper. GM noted that the reason we picked a platform like this was so that everyone could input their own information and keep their own sections up to date. CPA noted that the colours are in line with our brand, our representatives are in the wrong place, and events must specify which campus they relate to. CS noted that the blogs disappear and the login part needs to be bigger. HA noted that not enough people have logins to admin and that its important that she can put star group info up herself. SP suggested that the communications staff member (website guardian) is trained in all aspects but encourages and supports individuals to include their own content. CPA formally proposes the above: in favour: 7, unanimous.

GM asked for anyone needing access to send an email request and agreed to arrange it and training.

DPEW proposes that someone is given responsibility to fix the website to the satisfaction of WC&A Coord and this be done within a month's time. In favour 1, against 5, abstention 1. HA proposes that people are encouraged to populate the website. GM noted that not everyone has the same opinion of what content is attractive/satisfactory. Once access is arranged then training should be provided. This would normally happen in the summer. CPA in a month to the day, MSL have been contacted to arrange admin to the website. In favour 6, against 1 no abstentions.

HA – support people in updating content and by August staff and trustees be trained In favour 7 against 0, abstentions 0.

**e. Performance Management at SAUWS**

DPEW – GM confirmed that an appraisal system for staff is in development as part of the Square Circle HR project.

Performance appraisal for Sabbs – is about personal development, rather than being told you're doing a good job. There were varying opinions on what this is for and why its needed. PW – are we going to be professional? This is the way to do it.

DPEW proposes – we investigate the use of 360 review companies for sabbs

In favour unanimous (7)

DPEW proposes that the Board investigate UWS HR for help in favour: 4; against: 3; abstentions: 0.

HA proposes investigating a peer review system with other sabbs. In favour: 7.

DPEW will carry out those investigations.

**5. Motions – none**

**6. Elections - none**

**7. AOCB –**

**a. HA – STAR Groups**

Asks the Board if the womens group can send a full delegation to Scottish conference – need to register by tomorrow – needs additional funds. 7 delegates at £30 in Glasgow. SP has said that his budget will cover it.

**b. CPA – Wetherspoons**

Issue with international student id cards. GM suggested getting licensing standards

officer to let all premises know what forms of ID are acceptable.

**c. DPEW – elearning bus**

FYI advised the board of this facility.

**d. SM – disabled students conference**

Trying to encourage students to go, please encourage anyone you think might want to go.

**e. SM – asked if there were rooms available in Marriot to get changed in for sports ball after conference.**

**f. CS – elections** when will we know. SP there is no information to give at the moment.

**g. CS – Awareness raising event for autism** – attended another event on behalf of us instead.

**h. CamM – Villagedigs** – asked if there was a contract yet? DPEW - Not due until end of May. CamM thinks he is wasting our time. Board asked for more regular updates on progress made. DPEW agreed that we won't sign a contract if we haven't had appropriate time to review it.

**8. Staffing**

Staffing minutes are recorded separately.

**Date of the next meeting:** the date of the next meeting Wed 7<sup>th</sup> May at 10am.

Heather Armstrong, in the Chair, with SP as reserve.

**Meeting Closed: 5.25pm**