

Minutes of the meeting of the Board of Trustees held on Friday, 29th August 2014 in the Boardroom, Paisley commencing at 11am.

Jack Douglas, in the Chair
Meeting Commenced 11.30am.

Sederunt

Jack Douglas	President (Pres)
Lauren Miller	Depute President Education & Welfare (DPEW),
Ryan Wood	Sports President (SP)
Isla Todd	Campus President Hamilton (CPH)
Connor Smith	Ordinary Trustee Hamilton (Con S)(apologies for late arrival)
Cameron Stewart	Ordinary Trustee Paisley (CS)
Iain Shepherd	Ordinary Trustee Paisley (IS)

In Attendance

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

Apologies for absence – Cal Reid, Campus President Ayr (CPA), Pearl Willis, Ordinary Trustee Ayr (PW), Blane Abercrombie, Ordinary Trustee Ayr (BA), James Adams, Ordinary Trustee Hamilton (JA), Stuart McCabe, Ordinary Trustee Paisley (SM), Kate Sharkie, Ordinary Trustee Ayr (KS), Kelsey Campbell, Ordinary Trustee Hamilton (KC)

1. Minutes of previous meeting.

a. Acceptance

Minutes from the previous meeting (31/07/2014) were agreed as an accurate record.

b. Matters Arising –

- i. **Minute 4a NUS Diagnostic** – President updated that the dates have been set and circulated for NUS Diagnostic and UWS stakeholders invited to participate.
- ii. **Minute 4b Governance Structure next steps and SU Quality Mark** – President advised that we have registered for this programme and looked at what is required and will work on this after the diagnostic
- iii. **Minute 6a Returning Officer election** – President has discussed with NUS who have accepted, and allocated Natalie Masterton as SAUWS RO for the year ahead.

2. Reports of the Office Bearers.

a. Acceptance –

- i. President – written report. Questions were asked about Equality and diversity and about Sustainability activity – a new funding bid to CCF has been submitted this week. Citizenship – meeting with Jeanne Keay to see if this funding can be continued. Uni would like to see this being turned into a sabb post – more discussion will take place on this in the future. Report accepted.
- ii. DPEW – written report. Report accepted and report from last meeting accepted also.
- iii. SP – written report. Report accepted and report from last meeting also accepted.
- iv. ConS – written report. CS asked what a scavenger hunt would entail. A

description was given. This is intended to encourage students to explore the campus. Report accepted.

- v. CPA – written report. No questions. Report not accepted due to absence.
- vi. CPH – written report. Report accepted and also report from last meeting.
- vii. IS – written report. Report accepted.
- viii. SM – no report submitted.
- ix. CS – no report submitted.
- x. PW – no report submitted.
- xi. BA – no report submitted.
- xii. KS – no report submitted.
- xiii. KC – no report submitted.
- xiv. JA – no report submitted.

b. Sabbatical Holidays –

- i. **DPEW – Fri 12th Sept, Wed 17th half day, Thurs 18th half day in afternoon**
- ii. **President – half day 18th and half day 19th Sept**

3. Reports from Committees etc. – None.

4. Business Introduced by Office Bearers.

a. Financial Accounts to end July 2014

GM – asked if there were any questions in relation to the accounts previously circulated. There were none. GM noted that an additional 10K funding had been successfully sourced from UWS to relieve cash flow issues and boost reserves. GM also advised that we have agreed with UWS finance to profile the block grant payments in response to our need and trading patterns.

b. Budget 2014-2015 amendment

President – outlined that due to miscommunication, insufficient budget has been allocated to Hamilton bar to have adequate chargehand provision. An additional 24 hours for 34 weeks was required equating to £6565.87 including costs. President suggested that the following amounts were cut from other areas of the budget: Inhouse training I24 £1000, governance training I24 £1000, 360 reviews for sabbs I24 £500, Constitutional advice F60 £2000. This, along with the previously budgeted slight surplus would provide the required funds. The Chair proposed a vote to accept this proposal: the Board voted unanimously in favour of this. GM will make the changes to the budget and recirculate.

c. Suggestion of minute taking responsibility being given to another member of staff

CPH –

GM was asked to leave the meeting to facilitate discussion by the Board. CS agreed to take minutes on this item and forward to GM after the meeting.

Minutes from CS:

4b. GM leaves room, CS takes minutes.

CPH comments that issues with budget item and delay that was created as a result of that, the workload on the GM is too great and as a result, she requests that someone else write the minutes.

IS feels that GM would give up, plus who would do it instead.

DPEW comments that 3 weeks is too long a delay for minutes.

CS notes that GM must be present for Staffing items.

IS leaves to attain constitution.

SP acknowledges constitutional status of BOT, external minute taker not needed, therefore someone may confirm points on a needs must basis.

DPEW notes Admin Assistants impartiality to matters.

IS asks about impartiality and if BOT questions this.

SP comments that Line Management doesn't work properly and needs to be fixed properly, and that is may be a step in doing so.

Pres notes lack of external trustees, and that GM acts in the manner of an external trustee.

DPEW gains presence of GM to about her opinion on the matter.

Board agrees to minutes being available within 7 days and agenda out within 7 days before.

GM notes issue tends to be getting papers together in time, therefore time may be spend better elsewhere.

Pres asks about proposals for improving structure.

IS proposes that Admin Assistant is given responsibility for writing minutes and collating papers, with the exemption of Staffing matters which will remain at the status quo.

Vote: For, 6

Against, 0

Abstentions, 0

The proposal passes.

GM requests that papers are sent on time in the first place.

Action point, CPH to speak with Admin Assistant regarding what is required of the role.

GM rejoined the meeting.

IS proposed that Admin is requested to put together the papers for BOT and to take minutes with the exception of staffing items which would be the responsibility of GM.

Vote in favour: unanimous.

SP noted that we need to be more professional as a Board and show consideration for the staff member who has to work to a timescale.

CPH will draw up a paper to describe what is required/desired by the Board in terms of the minutes.

d. Student Newspaper

CPH – has been waiting for weeks to have a meeting with CPA as they have opposing views of what they want from the newspaper. There was discussion over who should have input into the paper, is it property of the Board or should we ask students what they want eg at Students' Council. IS proposed that CPH creates a student newspaper on Hamilton. The Board agreed.

e. Benchmarking Process

CPH – noted that this has been started and that she is going to continue it. GM outlined what has happened so far in the extensive HR project and updated on where we are at and that we may have to look at a more in depth job analysis process (which would incur more cost) to complete the benchmarking part of the exercise. There was some discussion around what is a benchmarking process and a staffing review. IS reminded that we completed a staffing review with redundancies within the last year. CPH raised that there are differences between what the ents coordinators do in terms of poster making in Hamilton and Paisley. SP noted that he has always done his own posters. There was further discussion. CPH proposed that a staffing review is recommended to take place in a years time.

5. Motions –

a. SAUWS and Sports Union Separation

SP / President introduced the attached motion.

The Chair was passed to ConS for this item.

SP took the speech in favour. There was discussion around the need for holding a referendum on this, IS suggested collecting signatures in favour instead (petition). SP described the model of the structure that they are looking at and compared to St Andrews. What would happen to level of block grant funding? Would probably go down by the amount that we normally spend on sport.

SC proposed taking parts to remove Board resolves 3.
IS seconded.

Vote in favour: 3, against: 0 abstention: 3. This passes.

President summarised the motion. Noted that we are beginning the process to redesign our entire governance structure and that it would make sense to deal with this all at the same time. Please vote for this motion.

The Chair proposed a vote on amended motion. The Board voted unanimously in favour. The amended motion passes.

6. Elections – none.

7. AOCB –

a. CPH – question over who should be the chair of the meeting if the agreed chair is unable to attend. President responded that within the constitution it says that it will bounce back to the President, however he would be happy to offer the opportunity out to others in future. President confirmed that the protocol is that the President will chair in the event that the original chair is unable.

b. CS noted that the Association has already adopted a position of neutrality on the stance on the referendum.

8. Staffing – staffing minutes are recorded separately.

Date of the next meeting: the date of the next meeting will be determined by a doodle sent out by President (requested not to be a Friday or a Monday to facilitate an ordinary trustee who works).

Cal Reid, Campus President Ayr, in the Chair. (SP in reserve).

Meeting Closed: 14.35pm