

**University of St Andrews
Students' Association**

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 10th December 2015, 5:15 pm

Present: Mr David Scott (Chair, lay trustee), Mr Joe Tantillo (Director of Representation), Mr Kyle Blain (Director of Student Development and Activities), Mr Patrick Mathewson (Association President), Ms Annie Newman (student trustee), Ms Charlotte Andrew (student trustee), Mr Andy Goor (University-appointed trustee), Ms Zara Evans (Association Chair), Professor Lorna Milne (University-appointed trustee), Mr Chris Marks (lay trustee) Ms Jacqueline Cassidy (lay trustee).

In attendance by invitation: Mr Iain Cupples (Secretary to Board), Ms Jillian Cowan (Management Accountant), Ms Christine Miller (Clerk to Board), Mr David Stihler (lay trustee nominee, via conference call).

1. Chairperson's Business

1.1 Apologies for Absence

Apologies had been received from Mr Chris MacRae (Director of Services) and Ms Tania Struetzel (PG trustee nominee).

1.2 Acceptance of the Minutes of the Students' Association Board Meeting of 22 October 2015

These were accepted.

1.3 Matters Arising

a. MOU for IT

A meeting had been held concerning the MoU and Mr Scott would write up the outcome for the next Board meeting.

b. Volunteer Strategy

Mr Blain and Mr Tantillo aimed to create a written volunteer policy by the start of Semester 2. This would be circulated to Board members for feedback by email with a view to it being approved at the next meeting of Board.

c. Society Intellectual Property

It was agreed that Mr Blain and Mr Stihler would discuss this further and consider appropriate ways to safeguard society IP. It was noted that subcommittees

presented a different situation as all students were members and they were more formally a part of the Association: the situation was therefore that subcommittee IP was Association IP.

On a related note, following up on the discussion about how students signed up to the Laws, Mr Cupples reported that while students could opt-out of membership of students' associations or unions, investigations found no examples of such organisations actively requiring members to sign up to the governing constitution and/or laws.

d. NUS Referendum

Mr Tantillo reported on the cancellation of the referendum due to lack of engagement from the student body. He confirmed that in future such referenda would not be held to a 'timetable' but in response to student demand.

e. Proposal for Finance, Audit and Risk Committee

The proposed terms of reference were agreed. The role of deputy chair would be filled by a lay trustee selected at the first meeting of the year.

2. Finance Committee Business.

Following on from the Finance meeting on 1st December, it was noted that the auditor's report was not yet completed but would be presented at the February meeting of the Finance, Audit and Risk committee and thereafter to the March Board meeting.

In the meantime, Ms Cowan noted that the Nationwide investment had matured. She asked the Board to approve that this money be reinvested in a 1 year bond. The Board approved this.

3. Staffing Committee Business

The Board noted ongoing discussions about a system for formal staff appraisal and supervision, which had been approved at the last staffing meeting, and a decision in principle to pay a bonus to first aiders. Full details would be included with the next set of staffing minutes.

Mr Scott noted that he had held a wide-ranging informal meeting earlier that day with senior managers and sabbaticals. This had included some discussions of staffing levels and planning.

4. President's Business

Mr Mathewson discussed ongoing work on a communications strategy with the Design and Marketing Officer, as well as developing a new environmental policy.

Rent negotiations with RBS concerning future rates for students in University accommodation had gone well, with limited rises and increased support for students in hardship. Involvement in the Principal Selection Committee was taking up considerable time but was a high priority. There was a general discussion on the importance of obtaining good data on the use of Association services and participation in activities.

5. Director of Events and Services' Business

Mr MacRae was not present but the Board held a general discussion on the success of various events and planning for Refreshers' Week.

6. Director of Student Development and Activities' Business

Mr Blain had been focused on society affiliation and reaffiliation, a process he was revising in an effort to make it less burdensome on both societies and elected officers. He also updated the Board on the success of the Student Project Fund. It was noted that PG involvement in many societies and subcommittees had been increased and that many subcommittees had added dedicated PG roles to their committees. Room bookings were exceptionally busy and charitable giving was up. Finally, Mr Blain discussed the difficulties in organising a careers conference.

7. Director of Representation's Business

Mr Tantillo said that in addition to working on the NUS referendum, he had spent considerable time in learning and teaching reviews and working with staff on the academic representation system, in particular reviewing training and evaluating the impact of new funding for School Presidents. During exams a very popular event had been held in conjunction with TheraPets (a local charity) and the aim would be to repeat this next semester.

8. Postgraduate Engagement

Ms Struetzel had sent an update to the Board discussing successful PG events, PG involvement with subcommittees, and networking with other institutions. She also intimated that she would no longer be able to take up the role of PG trustee.

There was some discussion of the workload attached to the PG Convener role: Mr Mathewson noted that this was something the Association and University would need to discuss. Pending these discussions, the Board agreed to leave the role of PG trustee vacant rather than re-advertise.

9. Redevelopment

Relaying work on the piazza area was ongoing at present. A decision was due on whether rendering on the west side of the building would be done. The University had requested a feedback report on the project by April/May 2016.

10. AOCB

Mr Scott noted that he had been unable to make contact with one individual who had been invited to join the Board as a lay trustee. He would be writing to them to establish whether they still wanted to take up this role.

In respect of the confidential matter discussed at the last meeting, it was noted that discussions were still ongoing and that more details were needed.

The Board agreed that now that the redevelopment was completed, the focus should be on improving service levels and that this should be data-driven.

Mr Marks asked about the process of negotiating the University block grant: it was agreed that the level of funding needed to be such as to ensure a sustainable financial position for the Association.

A date in May would be identified for the next strategic planning meeting, to which sabbaticals-elect would be invited. This date would be made known to candidates in the elections in March.

Ms Evans noted that the student Councils had agreed a reform package, and that details would be circulated to Board members.

The Board paid its respects to Mr Sandy Mackenzie, Bars Manager, who had passed away suddenly. The outstanding contribution Mr Mackenzie had made over his years of service was recognised and appreciated.

11. Date of next meeting

18th February 2016.