

DRAFT ONLY

University of St Andrews Students' Association

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 10th May 2018, 5:15 pm

Present: David Scott (lay trustee, Chair of Board), Debbie MacCallum (lay trustee), Sarah Ramage (SRC Senior Officer), Lewis Wood (Association President), Hannah Jacobs (Director of Events and Services), Charlotte Flatley (Director of Student Development and Activities), Andy Goor (University-appointed trustee), Jacqueline Cassidy (lay trustee)

In attendance by invitation: Tom Abbott (Athletic Union President), Iain Cupples (Secretary to Board), Christine Miller (Clerk to Board), Jillian Cowan (Management Accountant/Deputy General Manager), David Whitton (General Manager), Nick Farrer (DoWell-elect), Alice Foulis (DoEd-elect), Paloma Paige (President-elect), Adam Powrie (DoES-elect), Jamie Minns (DoSDA-elect)

1. Chairperson's Business

As there were several new members in attendance, the Chair allowed some time for introductions.

The Chair noted that the agenda was very full and asked that the focus be on the following items to keep the meeting short: GDPR, the Advocacy Review, and the HMO issue.

1.1 Apologies for Absence

Kevin Phelan, Zachary Davis, Lorna Milne, David Stihler.

1.2 Acceptance of the Minutes of the Students' Association Board Meeting of 22 February 2018

It was noted that on the topic of the CHP unit, Jillian Cowan had been asked to pass information to Lorna Milne and this was not noted in the minutes. Jillian confirmed that she had now done so.

With this amendment, the minutes were approved.

1.3 Matters Arising

a. Memorandum of Understanding

The chair explained for the benefit of new members that this referred to an ongoing intent to collect and formalise a range of agreements between the Association and University in a single document.

A letter had been sent to Derek Watson, the University's Quaestor, on behalf of the Board and the issue was now with the University. Andy confirmed that although progress was slow, the issue was proceeding in the University. The understanding was that the Chair of Board would sit down with University representatives to discuss this very soon.

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b. GDPR

The new General Data Protection Regulations would come into force on the 25th May. Progress had been made but it was recognised that the Association would still be working on some points after this date. However, prior to the 25th, policies would be put in place, including a privacy policy for website and a policy on data held on staff members: the CCTV policy had been revised: and staff training would take place also. Data sharing agreements with the University (for example, to process wages) would also be checked and updated.

There was discussion of the need to clearly distinguish between data on members held for membership purposes, and data held for marketing purposes. The University would supply data for the former reason but it could not be used for the latter: instead, members would need to opt in. The two sets of data must be kept separate, and the Association would work with the University to make sure that before matriculation next year, processes to ensure this and other GDPR requirements in transfer of membership data were in place. An update from the consultants, Henderson Logie, would come shortly, around the 21st-22nd of May. Board would be kept up to date on implementation.

c. OSCR

In response to the discussion of the OSCR letter at the last board, an action plan was discussed. It was agreed that the deadlines should be moved up. The incoming sabbatical officers should be involved. There was a need to identify vulnerable groups within the student population. There was some discussion of the issue of younger students: it was confirmed that for PVG purposes, it was not required to have clearance to work with children when working with students, even though some students would be under 18. Safeguarding risks and the risks of other notifiable events should be included in the risk register.

2. Finance Committee Business

Nothing to report.

3. Staffing Committee Business.

Nothing to report.

4. Governance and Nominations Committee Business.

Nothing to report.

5. General Manager's Report

The General Manager noted that there were some temporary staffing issues, but good efforts from the whole staff had maintained a strong organisational performance during difficult times. Graduation Ball tickets had now sold out. Trading was generally very good despite the 'lost week' due to semester changes, and partial closure of the University due to snow. Thanks were minuted to staff members who had helped the Association through this period.

6. President's Business

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6.1 Update from President

Elections went very well: there were many candidates and turnout went up slightly in absolute and percentage terms. There was a need to capture lessons from this year in order to maintain this performance: the key role of elections in the Association was recognised by all.

Staff strikes over pensions had been an ongoing issue. The Rectorial installation had been very successful. Handover to the new sabbatical team was in the planning stages: the Board emphasised the need to involve the management team in this, with dedicated time between new sabs and senior managers.

6.2 Houses in Multiple Occupation – Council review

For the benefit of new and incoming members, Lewis was asked to recap previous discussions. He noted that there had been an HMO moratorium in the conservation area (the centre of town) since 2011. This measure was currently under review. Lewis had attended a meeting at the North Fife Council Planning Committee yesterday: following that meeting there would be a period of consultation, then a report would go to the Council's community and housing committee. The meeting yesterday had recommended a threshold number set to the current level of HMO provision in all three zones in the town indefinitely, effectively meaning no increase in the number of HMOs anywhere in town. It was noted that this measure was against the recommendations of a report from consultants commissioned by the Council themselves, and in the full knowledge that this would cause problems for the student population.

The Board discussed the implications of this proposal on the student community, and how the Board could support student representatives in opposing the move. It was agreed that a high priority should be to work closely with the University in lobbying the Council, as this issue would have a distinct impact on the University's strategic objectives as well as the welfare of students. The Board also expressed concern about the treatment of student representatives in this matter and discussed ways of raising these with the Council at the appropriate juncture.

6.3 Fair Trade Policy

The policy had to be reviewed and updated to maintain our Fair Trade status. It was noted that the policy had been updated to reflect the fact that the shop was no longer directly run by the Association. The policy was approved.

6.4 Constitutional amendment

It was noted that the University has a requirement to stipulate which trustees are on Court. Changing University Ordinances is a difficult process, so following the split of the Director of Representation role, the University had asked that the Association amend our constitution to make clear that the President and Director of Education are members of Court *ex officio*, to avoid the need to amend the University ordinances. This amendment was approved.

6.5 Advocacy Review

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Lewis introduced the paper, noting that the review followed the introduction of new sabbatical roles and the need to review the effectiveness of all the Association's advocacy services. He noted that this was not a final draft but was close to final, and highlighted key areas. These included the need to define what we consider advocacy or support to students, whether offered by staff or student volunteers. They also included a need to revise terminology, to review training and information for those involved in such activities, and most importantly to gather more and better data around such activities.

The Board discussed these points. Some reservations were expressed about current activity, and it was agreed that the PAVS scheme for students unable to view properties themselves should be temporarily suspended. Greater clarity on lease checks was also requested.

It was agreed that parts of the paper relating to internal Association discipline should be taken forward by the Discipline Committee. Other issues would be taken forward by the group identified within the paper.

7. Director of Events and Services' Business

7.1 Update from Director of Events & Services

The Board noted this report. Hannah highlighted that Bop attendance for this term was up on last year for every week except one. On The Rocks went very well. Preparation for Graduation Ball was also going well.

8. Director of Student Development And Activities' Business

8.1 Update from Director of Student Development & Activities

The Board noted the report. Mermaids had held a formal dinner in Club 601: the venue had looked very good and the event proved the suitability of the venue for this type of event. Henderson Logie had provided slides on GDPR for use by affiliated societies. Over 180 nominations had been received for Honorary Life Memberships: the executive would meet tomorrow to decide the awards.

9. Director of Education's Business

9.1 Update from Director of Education

The Board noted the report from the Director of Education, who was not present. They noted the success of the Teaching Awards, and congratulations were minuted.

10. Director of Wellbeing's Business

10.1 Update from Director of Wellbeing

The Board noted the report from the Director of Wellbeing, who was not present. Congratulations were minuted to Claire for the success of the elections.

11. Association Updates

11.1 SSC/SRC Report

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The new SSC and SRC nominees were welcomed. They discussed the first meeting of the Councils.

12. AOCB

Good feedback had been received on Board dinner.

It was noted that the Blackwells lease would end in January. Lewis withdrew from this discussion due to a conflict of interest, due to his employment with Toppings, a rival bookseller. The Board agreed that contact with Blackwells about renewing the lease should be maintained but that all options should be considered.

Congratulations were offered to Lewis for his speech at the Rectorial installation.

Thanks were minuted to the outgoing sabbaticals, for whom this would be their last Board meeting.

13. Date of Next Meeting

The next meeting would be the annual planning day in July: the date would be communicated shortly.