

University of St Andrews Students' Association

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 22nd February 2018, 5:30 pm

Present: David Scott (lay trustee, Chair of Board), Debbie MacCallum (lay trustee), Lorraine Callaghan (SRC Senior Officer), Claire Shirey (Director of Wellbeing), Pia Szabo (SSC Senior Officer), Ruairadh MacIver (Association Chair), Lewis Wood (Association President), Hannah Jacobs (Director of Events and Services), Zachary Davis (Director of Education), Charlotte Flatley (Director of Student Development and Activities), Andy Goor (University-appointed trustee), Professor Lorna Milne (University-appointed 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)

1. Chairperson's Business

1.1 Apologies for Absence

David Stihler (lay trustee), Jacqueline Cassidy (lay trustee). David Whitton (General Manager) was also unable to attend by invitation.

1.2 Acceptance of the Minutes of the Students' Association Board Meeting of 6 December 2017

Approved.

1.3 Matters Arising

a. Memorandum of Understanding

David Scott had written to Derek Watson, the University's Quaestor, on behalf of the Board to communicate the Board's belief that it would be in the interests of both the Association and University to formalise the various agreements between both entities into a single comprehensive memorandum of understanding. The first stage would be to gather a complete list of what agreements currently exist, then to initiate a meeting.

b. GDPR

The trustees were informed that Henderson Logie had been engaged as a consultant to assist with GDPR preparation. A representative from Henderson Logie had come in on 13th February for a preliminary visit. The data sharing agreement with the University had been identified as a key area of importance, and so the visit had included a discussion with Christopher Milne on behalf of the University in relation to this. An action plan will be circulated. The trustees recognised the importance and challenge of respecting the rights of individuals as outlined under GDPR.

1.4 Operational Plan

Development of an operational plan was under way. The plan would focus on three main areas: a refurbishment of Rectors', to coincide with a refurbishment of the University Shop; a GDPR compliance plan; and plans to make fuller use of the POS (point of sale) system. The aim was to bring draft of the operational plan to the May board, and allow for an update incorporating the input of new sabbatical officers elected in March.

2. Finance Committee Business

The Board were informed that the Finance minutes had not yet been approved but were presented for noting.

Trustees were updated on the trading position, and how this had been affected by the semester dates this academic year, in particular the late end of the first semester. In general it was recognised that there had been a positive start to trading but not quite as good as had been hoped.

3. Staffing Committee Business.

The minutes and recommendations of the committee were noted and approved.

4. Governance and Nominations Committee Business.

No formal meeting of the committee had been held since the last Board, but an informal meeting with G&N members, the Chair of Board and the Association President had taken place as proposed at the Board meeting of December.

The outcome of this discussion was a suggestion of expanding membership of the G&N committee from three to five by adding the Chair of Board and two more members (given that with the removal of the Association Chair as a trustee, this committee would in any case lose one member). Other suggestions included revisiting the remit of the committee, including its role in succession planning and reviewing performance of trustees: and ensuring it had appropriate access to data including data about diversity. Formal proposals would be brought to the Board.

5. General Manager's Report

It was highlighted that the Bars team had won a Best Bar None Gold award for the third year in a row. Planning permission had now been given for the University's proposed solution to issues with the ducts, although there was a three month period for objections to be registered. This would result in flatter lower ducting which would be camouflaged. Work would commence as soon as possible. Discussions were ongoing on problems with the CHP unit.

6. President's Business

6.1 Update from President

Lewis updated trustees on the new Rector, and invited trustees to attend the installation. There was a discussion around the review of HMO (house in multiple occupancy) provision in the town by the Council. It was recognised that this was a high priority issue for students,

the Association and the University, and there was discussion of how the Board might assist student representatives to put forward the student case.

7. Director of Events and Services' Business

7.1 Update from Director of Events & Services

Noted.

7.2 Change to Discipline Procedure

Hannah discussed the rationale for this change and comparisons to practice in other students' associations. The need to balance student welfare against licensing obligations was recognised and discussed. The change to the Laws was approved.

8. Director of Student Development And Activities' Business

8.1 Update from Director of Student Development & Activity

Charlotte noted that key student activities including Refreshers' Fayre, Race2 and Queerfest had gone well. In relation to Race2, strong safety procedures and good communication with the safety teams was highlighted. RAG Week was ongoing this week, and daytime activities were particularly highlighted. Thanks to the RAG Week co-ordinator, Jennie Matthews, were minuted. Employability and volunteering projects were in the works.

Changes to the Laws noted in the update were approved.

9. Director of Education's Business

9.1 Update from Director of Wellbeing

The annual elections were discussed – Claire highlighted the videos to encourage students to stand. Listening skills and signposting training had been made available for volunteers in subcommittees. Claire was also working with the University and NHS Fife on a mental health crisis team. The Wellbeing Information Portal on the website would be launched soon.

10. Director of Wellbeing's Business

10.1 Update from Director of Education

Zach discussed catch-up sessions with class representatives, which featured positive comments on how the academic representation system was working – this was important for the Association. Industrial action in the University was also discussed: the Board noted that the Students' Representative Council had unanimously passed a motion by petition from over 400 students supporting the action.

11. Association Updates

11.1 SSC/SRC Report

12. AOCB

12.1 OSCR email

There was a discussion of the issues raised by an email from OSCR to all charities under its supervision, regarding safeguarding and notifiable events. Trustees discussed how the Association how to ensure all steps are taken to ensure awareness of situations involving vulnerable members and that best practice is followed in how they are dealt with.

The need to update and check policies and reporting mechanisms against best practice was identified, in addition to the need to identify the areas of highest risk, and to challenge current practice to see if more can be done. It was agreed that an external facilitator should be brought in if required. The HR Manager and sabbatical officers would lead work in this area.

12.2 Board dinner

Invitations would go out tomorrow for the dinner on Apr 27th. The aims of the event discussed: sabbaticals would work on a presentation about the breadth of activities undertaken by the Association, and recognise the organisation's successes.

Thanks were recorded for the contributions of student trustees for whom this would be the last meeting of their term – Pia Szabo, Ru Maclver and Lorraine Callaghan.

13. Date of Next Meeting

10th May 2018