

University of St Andrews Students' Association Joint Councils'

MINUTES

Tuesday 1st April 2014 - Venue 2, 7.00pm

Present

Charlotte Potter Arts/Divinity Faculty President

Joseph Tantillo Association Chair

Zara Evan Association Community Relations Officer
Daniel Palmer Association Director of Events and Services

Edward Woodhouse Association Director of Student Development & Activities Kelsey Gold Association Director of Student Development & Activities

Madeline Belt Association Environment & Ethics Officer

Fallon Sheffield Association LGBT Officer

Scott Schorr Association Postgraduate President

Chloe Hill Association President Iain Cupples Education Researcher

Jess Walker President of the Athletic Union

Claire Dougherty Principal Ambassador

Katy Rae Science/Medicine Faculty President

Sarah Gimont SRC Accommodation Officer

Darya Smirnova SRC Education Officer

Roddy McGlynn SRC Equal Opportunities Officer
Lydia Bowden SRC Employability Officer
Walt Andrews SRC External Campaigns Officer
Sium Ghebru SRC Member for Racial Equality
Jo Boon SRC Member for First Years

Annie Newman SRC Member for Gender Equality

Omar Ali SRC Member for International Students
Verity Baynton SRC Member for Private Accommodation
Alasdair Maclennan SRC Member for Students with Disabilities

Daniel Granville SRC Member for Widening Access & Participation

Tania Strutzel SRC Postgraduate Convenor
David Norris SRC Wellbeing Officer
Sean McDonald SSC Broadcasting Officer
Kyle Blain SSC Charities Officer
Charlotte Andrew SSC Debates Officer

Lavin Ge Tian SSC Entertainment Convenor Michael Thadani SSC External Funding Officer Anna Kennedy-O'Brien SSC Member without Portfolio

Anna Merryfield SSC Music Officer

Ben Anderson SSC Performing Arts Officer
David van Brussel SSC Postgraduate Officer-elect

Courtney Lewis SSC Societies Officer
Nicole Timpone SSC Volunteering Officer

Leon O'Rourke Association Director-elect of Events & Services
Ondrej Hajda Association Director-elect of Representation

Fay Morrice Association Director-elect of Student Development & Activities

Pat Mathewson Association President-elect Sarah Thompson Athletic Union President-elect

In Attendance

Robert Dixon Ordinary Member of the Association

Caroline Magee The Saint

<u>Absent</u>

Alexandre Ciric Arts/Divinity Senate Representative

1. Adoption of the Agenda

Mr Tantillo welcomed the members to the meeting and congratulated the members on their election victories. Mr Tantillo stated that he was looking forward to working with the members. Mr Tantillo stated that there were a few extra copies of the agenda still available for those who would like a copy. Mr Tantillo stated that, after the meeting, there would be a social, for which drinks vouchers were available. Mr Tantillo stated that the SRC would adjourn before the SSC and Ms Hill would take the members of the SRC down to the bar.

Mr Woodhouse stated that the sabbatical members wanted to make reports, given that they had still been working over the election period and had a lot to report.

Mr Woodhouse moved to suspend orders of the day to allow the Sabbatical Officers to submit reports to the Councils and to discuss advertising the co-option to the unfilled SRC position. .

The motion was accepted without dissent.

2. Apologies for Absence

Alexandre Ciric SRC Member for University Accommodation Verity Baynton SRC Member for Private Accommodation

The apologies were accepted without dissent.

3. Reports of the Sabbatical Officers

3.1 Report of the Director of Student Development & Activities

Ms Gold reported that On the Rocks was coming up and that she was working closely with them. Ms Gold stated that it was an association project, the programmes were online, physical copies of the programme were available in the building, and that various people in the council were involved in the project. Ms Gold stated that she was bringing forward a motion to renew the association projects.

Ms Gold reported that April was one of the craziest months of the association year, with 150 societies holding AGMs during the month as well as all of the SSC subcommittees. Ms Gold stated that everyone was eligible to run for positions on the SSC subcommittees. Ms Gold stated that the LGBT AGM had happened the previous evening and had been fantastic. Ms Gold encouraged everyone to attend the AGMs and to run for positions.

Ms Gold reported that she was working with the university on alternative pace proposals and with Ms Lewis on spaces in halls. Ms Gold stated that she had likely been working with everyone's predecessor on space proposals and that those with concerns should approach her.

Ms Gold reported that she was working with Big Top Ball and that everyone was welcome to attend. Ms Gold stated that everyone was welcome at the Scott Lang dinner, to which the Principal and Proctor were coming. Ms Gold stated that it would be a nice casual way to interact with staff and that it was also an association project.

3.2. Report of the Association Director of Representation

Mr Woodhouse congratulated everyone on being elected.

Mr Woodhouse reported that the elections were the most successful yet with more students voting than ever, to achieve a turnout of 47.7 per cent. Mr Woodhouse stated that as the university was a growing institution there had been a substantial increase in those voting despite the lower percentage turnout figure. Mr Woodhouse stated that as they had achieved over 4300 votes that he was to be gunged. Mr Woodhouse stated that would happen in St Mary's Quad sometime during the afternoon of the coming Sunday.

Mr Woodhouse reported that teaching awards had launched earlier that day and were intended to recognise amazing lecturers, tutors, and so on throughout the university. Mr Woodhouse stated that the University of Glasgow's award process had just finished and there had been over 700 nominations. Mr Woodhouse stated that anyone could nominate their own teachers. Mr Woodhouse stated that nominations could be made at yourunion.net/teaching.

Mr Woodhouse reported that the learning and teaching committee would be held the following day and would be discussing two big things: policy on course work penalties; and also clarifying that continuous assessment could not take place during revision periods. Mr Woodhouse stated that he had been working with the proctor to ensure that did not happen.

Mr Woodhouse stated that councils training would take place the following Saturday and that he was looking forward to seeing everyone there. Mr Woodhouse stated that it would be taking place in the new arts building.

Mr Woodhouse reported that he and the other Sabbatical Officers would be on St Andrews Radio with the proctor. Mr Woodhouse stated that the appearance had to be planned months in advance and they were very excited as they were all a part of her fan club. Mr Woodhouse stated that it would be great to hear from a very high up member of the university in an informal setting.

Mr Ali asked when details of training would be made available.

Ms Gold answered that they would be available that evening.

Mr Anderson asked, regarding the exclusion of continuous assessment from the exam period, if that would include exam-replacement essays or only other pieces of coursework.

Mr Woodhouse answered that he did not think exam-replacement essays should be banned from that period but that it would all be discussed more thoroughly.

3.3. Report of the Association President

Ms Hill stated that she realised that there was likely a huge number of people in attendance who had never been in venue 2 and that normally the meetings were half the size with everyone giving a report to discuss the things that they'd done. Ms Hill stated that the Sabbatical Officers were giving reports as they hadn't given one in five weeks and had been working in that period.

Ms Hill reported that the project board, who managed the redevelopment of the union, met a few weeks ago and reported that the redevelopment was going well. Ms Hill stated that phase one had been completed and phase two was underway and looking set to open at the end of May. Ms Hill stated that, in a few months' time, they would seek further input from the members on future work. Ms Hill stated that venue 2 would need a new name and so some brainstorming would take place on that. Ms Hill stated that ti would continue to be a society space but will also be a beautiful cocktail bar. Ms Hill stated that the downstairs club and venue would also need names.

Ms Hill reported that she had attended the planning and resource committee. Ms Hill stated that it sounded awful but it was the committee in which all the financial planning for the university took place and they had talked a lot about things like Fife Park, The Byre, and general housing issues. Ms Hill stated that, unfortunately, the matters were confidential for the following three months though quite a lot would be arising from that meeting.

Ms Hill reported that there was a Raisin meeting to talking about its future. Ms Hill stated that this was partly because the university wasn't keen on students drinking so much and also because there was the potential for the quad not to be available due to building works.

Ms Hill reported that the Widening Access and Participation group was meeting and was in an ongoing process of sorting out school visits in cooperating with the Principal's Ambassadors who would be going to discuss the cool things which happened in St Andrews.

Ms Hill stated that she would like to meet with all of the newly-elected SRC Officers whom she line managed so that the next meeting wouldn't be quite so bizarre for them.

Ms Hill stated that she was in possession of drinks vouchers for after the meeting.

3.4. Report of the Association Director of Events & Services

Mr Palmer reported that the On The Rocks festival was coming up and that it was a really important week with lots of groups uniting to do something together.

Mr Palmer stated that there had been five weeks since his last report and, in that time, they had opened two new commercial spaces. Mr Palmer stated that he was thankful that that space would not be maintained. Mr Palmer stated that members should feel free to send him feedback on those new spaces. Mr Palmer stated that they were going to discuss if those venues were doing what they

should. Mr Palmer stated that the remaineder of the spaces were fully booked but that if SSC subcommittees hadn't scheduled their AGMs they would try hard to fit them in.

Mr Palmer stated that if members had a random question on how the union worked they would handle that on Saturday. Mr Palmer stated that they would soon be appointing the final member of the team, the Design Team convenor. Mr Palmer stated that every other appointed SSC position had been appointed.

Mr Palmer reported that there were a lot of events coming up.

Ms Gold stated that Rewind was on Saturday.

Mr Palmer stated that it had gained a bit of a cult following the previous year and they would see if that continued.

4. New General Joint Business

4.1. J. 14-1 - A Motion to Formalise the Management of the Barron Theatre

THIS SRC AND SSC NOTE:

- 1. The Barron Theatre is a venue leased by the Students' Association from the University.
- The Barron Theatre was formerly run by a full-time, paid member of staff (2008-2011) and is managed entirely by student volunteers, who are the Barron Management Team.
- 3. The majority of these students sit on the SSC Performing Arts Committee, including the Barron Manager; but recently non-theatre specific roles have been added such as Box Office Manager.
- 4. The Barron Theatre is primarily for theatrical use, but is available for all affiliated groups to use.
- 5. The current agreement of how the Barron is run is in a working document agreed by the Students' Association and Estates but is not reflected in any formal Association structure.

THIS SRC AND SSC BELIEVE:

- 1. That the Barron Theatre has been run well for by student volunteers for the past three years.
- 2. That the working document put together has broadly served well, and should be formalised by the Students' Association.

3. The Barron Manager role oversees an Association venue, and these are different aims to the SSC Performing Arts Subcommittee which controls a fund, and should therefore be managed by a different body.

THIS SRC AND SSC RESOLVE:

- **1.** To recommend the following amendments to the Laws to SAB with the recommendation that the same do pass:
 - 1. Add in Chapter 3 of the Laws a new §7 to read as follows:

7. The Barron Theatre

- 7.1. The Barron Theatre is an Association premises and therefore is within the jurisdiction of the SSC. Association policy includes the Barron Theatre.
- 7.2. The Barron Theatre is managed by the Barron Management Team, which is a Venue Management Team. Their operations are laid out in their management document held in the General Office.
- 7.3. The Barron Manager (Convenor & Chair) will be a student, as chosen by the SSC Convenor Selection Committee as per Chapter 3, 5.16.
 - 7.3.1. The SSC may remove the Barron Manager with vote of twothirds of members present and voting.
 - 7.3.2. The Barron Manager will automatically sit on the SSC Performing Arts Committee as a full and voting member.
- 7.4. The Barron Management Committee will be composed of:

Barron Manager (Convenor & Chair)

Director of Events & Services

Director of Student Development & Activities

SSC Performing Arts Technical Operations Officer (Deputy)

SSC Performing Arts Props & Set Officer

SSC Performing Arts Costumes Officer

Box Office Manager

Publicity Officer

Barron Technician

Building Supervisor (non-voting)

Management Accountant (non-voting)

Other (non-voting) positions created as deemed appropriate by the committee.

- 7.4.1. The SSC Performing Arts positions are appointed as laid out in Chapter 17 of the Laws.
- 7.4.2. The remaining positions, which do not sit on the SSC Performing Arts Committee, are appointed by: the outgoing Barron Manager, the incoming Barron Manager, Director of Events & Services, the outgoing position holder.
- 7.5. The Director of Events & Services shall line-manage the Barron Management Team, and shall report on the Barron Theatre to the SSC.
- 2. To strike "Barron Manager" in §6.1 in Chapter Seventeen;
- 3. To add a new §6.1.1 in Chapter Seventeen, to read "6.1.1. The Barron Manager will be appointed by Convenor Selection Committee, as laid out in §5.14 of Chapter Three of the Laws"
- 2. To create a Barron Venue Management Team, which will be accountable and overseen by the SSC, via the Director of Events & Services
- **3.** To instruct the Convenor Selection Committee to convene and appoint the new Barron Manager before the end of the semester.

Mr Palmer proposed the motion. Ms Gold seconded the motion.

Mr Palmer introduced the motion as such: This sounds like a boring motion. The Barron is a quirky thing in the way that it is run. It is university owned, union leased, and student run. This motion attempts to tidy that up. This motion is coming to both councils so that it goes into the laws. There's another motion going to the SSC. The Barron used to be run by a full-time member of staff but it's now ran by students, and well ran too. This makes it more association-ran so that music can also use the theatre. A student runs the theatre, this makes it an appointed positions so that it's not just a Mermaid's role. Venues are fiddly things to have in the laws but as there's a team, this motion serves to formalise that. This puts in writing what we currently do but with a few modifications.

Ms Andrews asked how the roles would differ.

Mr Palmer answered that they're already excited. Mr Palmer stated that they'll be appointed by a formal process and that the Barron Technician was because two people were needed to carry out the tech work and would make sure that Mermaids ran smoothly. Mr Palmer stated that they'd largely deal with Barron related issues.

Ms Morrice asked who was on the Convenor Selection Committee.

Mr Palmer answered that it would be the DoES, DoSDA, DoES-elect, DoSDA-elect, and the outgoing holders of the positions.

Mr Anderson stated that the motion had 'set and props' but should say 'props and sets'.

Mr Palmer stated that it would need to be amended.

Mr Anderson moved that all references to 'SSC Performing Arts Props and Sets' be replaced with 'SSC Performing Art Set and Props'.

Mr Woodhouse seconded the motion.

Mr Anderson stated that the change was the most ridiculous ever but would ensure that the names would all match up.

The motion was adopted without dissent.

Mr Anderson stated that it would make his life a lot easier as the change would make it clearer who was in charge of what.

Ms Lewis stated that if Mermaids was happy with the changes, given that it changed their committee, then she was happy.

Motion J. 14-1 was adopted as amended.

4.2. J. 14-2 - A Motion to Re-Name the Risk Assessment Processor of the SSC Societies Committee

THIS SSC AND SRC NOTE:

- 1. The SSC Societies Committee has expanded the remit of the Risk Assessment Processor.
- 2. The SSC Societies Committee has recommended re-naming the role of Risk Assessment Processor to 'Events Officer'.
- 3. The re-naming of this position has been approved by the Building Supervisor, Bruce Turner.
- 4. The SSC Societies Committee has recommended altering provisions of the Laws to reflect this change.

THIS SSC AND SRC BELIEVES:

1. These changes better reflect the future practises of the SSC Societies Committee and will allow the Committee to be more effective.

THIS SSC AND SRC RESOLVE:

To report amendments to the following changes to the Laws to SAB with the recommendation that the same do pass:

1. To strike 'Risk Assessment Processor' in §1.1.9 in Chapter 23 and insert 'Events Officer'.

Ms Lewis proposed the motion. Ms Gold seconded the motion.

Ms Lewis introduced the motion as such: There's going to be an amendment to this motion. We have a risk assessment processor, it's a really dull sounding job that we don't like and plan to change. The processor literally takes the risk assessments, processes them, and hands them to the building supervisor. We want to expand the rule to deal with more things, like licencing, room bookings, and so on. Changing the role requires changing the laws. We didn't have time to get the motion through the Societies Committee so we're now bringing amendments.

Ms Lewis moved that note 1 should be amended to read 'The SSC Societies Committee has passed a motion in support of J. 14-2', and to strike note 4 entirely,

Mr Thadani seconded the motion.

Ms Lewis stated that there used to be some contention that having a Risk Assessment Processor implied that the position only involved shuffling papers and shielded them from liability. Ms Lewis stated that they had gone back and forth with the building supervisor and he was on board with the changes.

Ms Hill asked if Ms Gold was happy with the changes.

Ms Gold answered that she was.

The amendments were adopted without dissent.

Motion J. 14-2 was adopted as amended.

Ms Gold encouraged the members to run at the Societies Committee AGM.

5. New General SRC Business

5.1. Advertising the Vacancies of Unfilled SRC Positions

Mr Woodhouse stated that there was only one position that was run without a candidate. Mr Woodhouse stated that he had been approached by a candidate that had said they were interested in the position. Mr Woodhouse stated that the body usually co-opts to the position and they select amongst themselves. Mr Woodhouse stated that the first step was to advertise the vacancy and then, tentatively, co-opt to the position during the Week 10 SRC meeting.

The Councils Mandated Mr Woodhouse to advertise the vacancy.

The SRC adjourned at 1940.

6. New General SSC Business

6.1. S. 14-1 A Motion to Support the Barron Theatre

Mr Palmer moved that the orders of the day be suspended and carve ups to the discipline committee be handled before consideration of the S. 14-1.

The motion was accepted without dissent.

6.2. Co-option to the Discipline Committee.

Mr Palmer stated that there were multiple positions that were elected from within the SSC and that those would be explained in a lot more detail on Saturday. Mr Palmer stated that they would deal with Discipline now given that it was solely a matter for the SSC. Mr Palmer stated that there were five students on the board, two members are co-opted. Mr Palmer stated that some discipline issues were grey areas. Mr Palmer stated that the issues dealt with were done so on an entirely confidential basis. Mr Palmer stated that the committee met, roughly, monthly but more if needed. Mr Palmer stated that it was one of those carve ups which took up the least amount of time. Mr Palmer stated that volunteers were needed to oversee the discipline procedure and that it was entirely student controlled. Mr Palmer stated that it also dealt with mismanagement of societies but that it was remarkably informal for what it was.

Mr Cupples stated that the committee also heard appeals against statutory offences and that, quite a lot of the time, that was a fair chunk of the business. Mr Cupples stated that there was always a week's notice before the meeting.

Ms Gold stated that this was only one of the many opportunities to do things outside the defined remits but that members could serve on as many as they wanted. Ms Gold urged the members not to not run because they wanted to serve in some other capacity.

Mr Tantillo stated that the floor was now open for nominations.

Ms Sheffield nominated herself.

Mr Woodhouse seconded.

Mr Thadani nominated himself.

Ms Lewis seconded.

Mr Blain nominated himself.

Mr Woodhouse seconded.

Ms Sheffield and Mr Thadani left the room.

Mr Blain delivered a speech and answered questions from Ms Lewis, Mr Woodhouse, and Ms Gold.

Mr Blain left the room and Ms Sheffield returned.

Ms Sheffield delivered a speech and answered questions from Ms Lewis, Mr Woodhouse, and Ms Gold.

Ms Sheffield left the room and Mr Thadani returned.

Mr Thadani delivered a speech and answered questions from Ms Lewis, Mr Woodhouse, and Ms Gold.

Mr Blain and Mr Thadani returned to the room.

Mr Tantillo stated that only those who were voting members of the SSC could vote in this co-option. Mr Tantillo stated that Sabbatical Officers-elect did not have the right to vote.

Mr Cupples stated that members should vote by writing down the names of the candidates in order of preference but that, if a member didn't want to vote for a candidate, they need not list all candidates.

Mr Tantillo stated that 'Re-open Nominations' was always a valid option.

In the first round, Ms Sheffield received 6 votes, Mr Blain 5 votes, and Mr Thadani 4 votes. Mr Thadani was eliminated.

Ms Sheffield received 10 vote, and Mr Blain 5. Having reached the quote, Ms Sheffield was elected.

In the second round, Mr Thadani received 9 votes and Mr Blain 6 votes.

Mr Thadani, having reached the quota was duly elected.

Mr Woodhouse asked how that result could arise.

Mr Cupples stated that, as it was a multi-member constituency, the second preference of the first winner were also redistributed.

6.1. S. 14-1 A Motion to Support the Barron Theatre

THIS SSC NOTES:

- 1. The Barron Theatre is a venue leased by the Students' Association from the University.
- 2. The Barron Theatre was formerly run by a full-time, paid member of staff (2008-2011) and is now entirely by student volunteers.
- 3. The majority of these students sit on the SSC Performing Arts Committee, including the Barron Manager.
- 4. The Barron Theatre is primarily for theatrical use, but is available for all affiliated groups to use.
- 5. The Barron Theatre is not an operational priority of the Students' Association
- 6. That assistance from Association staff has been incredibly valuable and appreciated, especially in how they took up slack following the redundancy of the Theatre Administrator but can be inconsistent as it does not form a part of job descriptions or core Association priorities.
- 7. Neither the Barron Theatre, nor Mermaids, receive a direct grant from the Students' Association.

THIS SSC BELIEVES:

1. The Barron Theatre is a vital space for our performing arts groups, and other societies, to use.

- 2. That the management of the Barron from an all-student team has gone smoothly and exceeded expectations.
- 3. Too much time pressure is put upon student volunteers, and more support should be made available to staff through a revision of staff remits.
- 4. Too much financial pressure is placed upon Mermaids productions to support the Barron, through expenditure or venue hire, and that more money should be made available.
- 5. That assistance from Association staff has been incredibly valuable and appreciated, but that this has often been almost voluntary in nature
- 6. That the amount of additional support required is not excessive and would be an allocation of resources appropriate to the scale of our performing arts and venue needs.

THIS SSC RESOLVES:

- 1. To commend the Barron Management Team, and SSC Performing Arts Committee, for their hard work in running the Barron Theatre.
- 2. To encourage the Students' Association to allocate staff resources to supporting the Barron Theatre and to work even more closely with them in the future in a more formalised way.
- 3. To encourage the Students' Association to explore a financial grant for the running of the Barron Theatre.

Mr Palmer proposed the motion. Mr Anderson seconded the motion.

Mr Palmer introduced the motion as such: I've spent a lot of time in the Barron, this tidies up the role a bit. The Barron is run by students, which is quite remarkable as it requires an awful lot of time. Mr Palmer stated that the role was quite bureaucratic. Mr Palmer stated that they wanted to look at supporting the Barron both with staff and financially. Mr Palmer stated that they had a good sense of which committees were rich and which weren't, and, even though Mermaids appeared to have a lot of money, they didn't really. Mr Palmer stated that the theatre on North street was not really up to standard and neither the Barron and Mermaids received a grant. Mr Palmer stated that he thought the Barron should be given a maintenance grant as they have to cover everything from light bulbs to bin bags. Mr Palmer stated that they were going to have a new theatre in the Union building but that did not mean the Barron should be condemned. Mr Palmer stated that it was important to highlight the Barron as it was ran on good will at the moment. Mr Palmer stated that he thought it needed to be shown it was important and that it's not the last thing on everyone's minds. Mr Palmer stated that it was fantastic that we had a student-ran theatre but it needed to be given more slack. Mr Palmer stated that he welcomed any questions on how the theatre was ran.

Ms Merryfield asked if Mr Palmer was advocating for a member of staff to be assigned.

Mr Palmer answered that they needed to look at the job description of the staff and that something at the Union would normally take precedence. Mr Palmer stated that it took six months to get a cleaner for the Barron, which was unfair on the staff, especially those who want to help the students.

Ms Merryfield stated that she was continuously shocked by how much effort students put in voluntarily with no formalised staff help.

Mr Anderson stated that the supported the motion. Mr Andersons stated, with regard to the grant, it would make his position better when group wanted to renegotiate the Barron Fee. Mr Anderson stated that the fee was the only source of income at the moment.

Ms Gold stated that, from a society point of view, it was a great move as it would allow societies more access and lead to long-term investment, putting assets into the Barron makes it better.

Mr Hajda asked, in reference to the third point, in exploring the grant, what value they would be looking at.

Mr Palmer stated that it wouldn't be his decision but he'd intend for a grant to cover some of the costs and alleviate the workload on volunteers. Mr Palmer stated that no one could agree if mermaids was rich or not but they were struggling. Mr Palmer stated that it wouldn't constitute a new redevelopment but it was so students didn't need to wait six months for help.

S. 14-1 was adopted without dissent.

7. Any Other Competent Business

7.1. Announcements

Ms Gold stated that training would take place on Saturday, at 10am, in the Arts Building. I'll email you, roughly from 10am to 1pm. You'll be asked to RSVP.

Mr Tantillo stated that there were drinks vouchers for the social now.

Adjournment

The meeting was adjourned at 2021.