

Present: Dr K Dunion (Chair), Ms F Bell, Mr A Goor (arrived 17.40), Mr K Grainger, Mr C Marks, Prof L Milne, Ms C Hill (President), Ms K Gold (Director of Student Development and Activities), Mr D Palmer (Director of Events and Services), Mr T Woodhouse (Director of Representation), Mr J Tantillo, Ms A Kennedy-O'Brien, Mr P Matthewson (President Elect, in attendance by invitation), Ms F Morrice (Director of Student Development and Activities elect, in attendance by invitation), Mr O Hajda (Director of Representation elect, in attendance by invitation), Mr L O'Rourke, (Director of Events and Services elect, in attendance by invitation), Ms J Cowan (in attendance by invitation), Mr I Cupples (in attendance by invitation), Ms C Miller (Clerk to the Board)

1. Chairperson's Business

Dr K Dunion welcomed everyone to the meeting.

1.1 Apologies for Absence

Apologies were received from Ms Z Evans.

It was noted that the meeting would not be quorate when Mr Goor arrived.

1.2 Acceptance of Minutes of Students' Association Board Meeting of 10 April 2014

Minutes of the Students Association Board Meeting held on 10 April 2014 were accepted.

1.3 Matters Arising

- a. Roles of Secretary and Clerk to Board – these were presented for information. With regard to the strategic plan it was made clear that the role of Secretary to Board was strictly to facilitate the on-going plan development and review process. It was further clarified that in the event of a vacancy for Chair of Board the Secretary would initiate a recruitment process by asking the Governance and Nominations Committee to convene.

It was noted that the job description for Clerk to the Board needed to be refreshed and updated. **(Action Iain).**

2. Governance Review

The Board Sub-committee paper was presented to give an update from the last meeting. After a lengthy conversation the following was agreed:-

- Finance Committee – Proposed terms of reference were accepted and the membership was populated by Kevin Grainger as non student trustee appointed by Board, Zara Evans as student trustee appointed by Board. It was also agreed that The Finance Director Mr A Goor would be invited to attend.

- Staffing Committee – Proposed Terms of Reference were accepted and the membership was populated by Ms A Kennedy-O’Brien as student Trustee. Ms F Bell and Prof L Milne as the two non-student Trustees.
- Governance and Nominations – Proposed Terms of reference were accepted and the membership was populated by Mr K Grainger as the non student trustee appointed by Board.
- Audit and Risk – Proposed Terms of reference – after a lengthy discussion it was proposed that the Membership be changed to AU President, Postgraduate Convenor, Non-student Trustee and an external Chair (non voting). Subject to securing agreement from the AU President and Postgraduate Convenor the membership was agreed.
It was recommended that when shortlisting to fill the vacant Trustee post, takes place it would be helpful to consider whether any of the candidates has the skillset which could be utilised on the Audit and Risk Committee.

Annual Schedule of Business

Mr Woodhouse presented the Annual Schedule of Business to the Committee. This was approved and it was agreed that the Audit Committee should review this every year.

Strategic Plan

The Strategic Plan paper was represented from the last meeting. This was approved.

3. President’s Business

Ms Hill gave a brief update on what she has been doing.

- Handover for new Sabbaticals
- Presented a Governance Review Progress report.
- Noted that Board dates will be set over the summer along with KPIs

4. Director of Events and Services Business

Mr Palmer gave a brief update on what he has been doing.

- Commercial Departments still down.
- Organising Mayhem which is the final events for the year.
- Rectors Café new additional furniture
- Grad Ball – looking at making a surplus
-

5. Director of Student Development and Activities Business

- Busy end of year
- Working with Societies on storage and space issues
- Societies Awards £4000 granted to Societies on merit
- Facilitating sub-committees handover

- Decant of top floor
- Still looking for space for STAR. (Professor Milne will help with this)

It was noted that the space offered by the Chaplaincy was a bookable space and not a drop in space as needed. Professor Milne will try and help source a space for this.

6. Director of Representation Business

- Teaching Awards – 228 people nominated, 10 recipients of the award
- Letter writing campaign
- Finalising Annual report – this will be circulated to Board members once complete.
- Starting handover with successor.

Education and representation Co-ordinator Post

A new paper was presented on the role of Education and Representation Co-Ordinator. Mr Woodhouse gave his views as to why this post was necessary, emphasising areas where the academic representation system had grown in recent history and tasks that were being left incomplete through lacking resources to support them. It was agreed that some of the details from the explanation should be included within the specific duties. At the last meeting the committee had approved the establishment of such a post in principle and that the University should be approached for funding. There had since been an indicative block grant discussion, which suggested that funding in the range of £20,000 – £25,000 towards this post might be secured; however, a figure could not be confirmed until after Court on 20th June. It was agreed that any appointment would be for a 23 month initial contract. It was noted that the job description at present did not appear to be a full time Grade 5 job. After a lengthy discussion it was agreed that, as the meeting was inquorate and as the University contribution was uncertain, Board would confirm the decision by an email vote after

- the job description had been re-written,
- the confirmed amount from the University was known,
- how this person would be accommodated during the redevelopment and after the building as complete, and
- the financial implication of appointment to the Association over the two years had been established

Professor Milne requested that, if this post is to proceed, the Director of CAPOD or Ms Cat Wilson (Head of Student Development, CAPOD) be involved in the recruitment process.

7. Redevelopment

An update was given to the meeting that the main Bar is now running two weeks behind schedule and will hopefully be handed over by mid June. The reception area has to be ready for the 23rd May to allow for the decant of staff in the middle corridor for Phase 3a and 3b to start.

Portakabins will be delivered next Tuesday 20th May. There has been a change to the original plan as we would need planning permission to double stack the cabins on the west side of the building. There will now be one cabin on the west side and a double stack on the east in the Car Park. Dr Dunion enquired if the safety issues previously discussed about Portakabins being in the Car Park had been considered. Ms Hill said that there would be a designated pathway to the Portakabin and Reception which will be fenced off by the water barrels and high fencing. This in turn gives a roadway into the contractors compound. The Senior Management Team still have to discuss who will be located within each Portakabin. There may be insurance implications of locating computers and equipment to the Portakabins and Ms Cowan is liaising with the insurance company and it may need to be discussed at the next Core Group.

8. Election of Chair of Board

As Dr Dunion had indicated that he was demitting his role as Chair and Trustee, Mr Marks was elected as the new Chair of Board.

9. AOCB

The Review of Students' paper was included for information.

Ms Hill informed the meeting that the University are looking to trademark the crest. There may be a charge associated to this and other implications are unknown at present.

Honorary Life Memberships have been chosen and will be notified shortly.

It was noted that the new Annual Schedule of Business included an away day in May. Ms Hill and Mr Marks are trying to arrange something smaller for this year.

Thanks were noted to Dr Dunion for his time and commitment as Board Member and Chair.

The Chair requested that anyone who was attending who was not a Trustee leave the meeting to allow an update on staffing issues.

Mr Chris Marks
Chairperson