

University of St Andrews Students' Association

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 16th February 2017, 5:15 pm

Present: David Scott (Chair, lay trustee), Charlotte Andrew (Association President), Jack Carr (Director of Representation), Caroline Christie (Director of Student Development and Activities), Taryn O'Connor (Director of Events and Services), Lewis Wood (student trustee), Pia Szabo (student trustee), Professor Lorna Milne (University-appointed trustee), Andy Goor (University-appointed trustee), Jacqueline Cassidy (lay trustee).

In attendance by invitation: David Whitton (General Manager), Jillian Cowan (Management Accountant/Deputy General Manager), Iain Cupples (HR Manager/Secretary to Board), Christine Miller (Clerk to Board).

1. Chairperson's Business

The Chair thanked members for the timely submission of papers. He also noted thanks to Pia, Sigrid and Lewis, whose term as student trustees would come to an end before the next meeting.

1.1 Apologies for Absence

Apologies had been received from Sigrid Jorgensen (Association Chair) and David Stihler (lay trustee).

1.2 Acceptance of the Minutes of the Students' Association Board Meeting of 10th December 2016

One amendment was made to 8.1, where it was noted that the split sabbatical positions should be reviewed against their role descriptions. With this amendment, the minutes were approved.

1.3 Matters Arising

- Memorandum of Understanding on IT

The text had been finalised but the University had not yet signed the MoU. The intention was to amend the MoU to include the elections portal.

- Charity Law briefing

A date was proving difficult to find but members would be updated as soon as a suitable date was identified.

- Shop merger

Student input into the shop operations was ongoing. A competition for student art to be featured in the shop was under way.

- University/Association Memorandum of Understanding

Initial talks were under way with the University's Chief Legal Officer about pulling this together.

- Sabbatical Memorandum of Understanding

The content had been reviewed and copies distributed to sabbatical officers for signing.

1.4 Advocacy Review

In relation to the review of advocacy services, the Board requested that the review group consider:

- How advocacy services are currently carried out and their impact.
- The interaction between the University's Student Services staff, advocacy staff, and the new posts of Director of Education and Director of Wellbeing, with the aim of providing clarity on this point.
- Where and when clients are most appropriately referred to other support.
- Best practice elsewhere in the sector.
- Gaps in provision and whether the Association should appropriately fill these.
- Risks involved in provision, how these are addressed and whether they fall within acceptable parameters.

The intention was to provide a report by the next meeting of Board though the Chair stressed that primary importance should be given to a thorough review rather than adhering to a particular timetable. Charlotte would lead on this with input from relevant staff and other stakeholders.

2. Finance Committee Business

The Board was informed of decisions regarding investment of the Association's reserves.

2.1 Risk Register

This was still to be completed.

3. Staffing Committee Business.

None.

4. Governance and Nominations Committee Business

4.1 Update of positions to be filled

One person had been approached about the position of lay trustee but members were encouraged to make use of contacts to continue to try to identify suitable individuals.

5. President's Business

5.1 Draft Strategic Plan

This would be circulated in the coming week.

5.2 Update from President

The last joint councils meeting of the year was discussed: this had been exceptionally long with 10 motions discussed. Papers on the Association's Sustainability Policy and the upcoming Rectorial election, approved at Councils, had been circulated to Board members: feedback could be sent via the Clerk.

Councils had rejected a proposal to add an SRC Member for Mental Health Awareness and this closed the last area of discussion around the creation of the Director of Wellbeing position.

Aside from Councils, the sabbaticals and members of the management team had enjoyed two productive away days with the AU President and senior sports staff from the University discussing closer working and potential joint projects. The Board agreed that in this spirit of co-operation it would be useful to invite the AU President to attend future meetings of Board.

6. Director of Events and Services' Business

6.1 Update from Director of Events and Services

Refreshers' Week had been very successful with two sell-out events and accessible pricing. RAG Week and LGBTQ+ Week had followed with more successful events run in conjunction with the relevant subcommittees. Procedural documents for running the Bop and for the PR Team were being compiled, as were price lists for room and equipment hires for affiliated societies. Music is Love would be restructuring internally to better focus on promoting student music. Grad Ball preparation was under way.

7. Director of Student Development And Activities' Business

7.1 Update from Director of Student Development and Activities

There would be a debrief on this year's Race2 event on Monday. The board were assured that external events such as this were contingent on a satisfactory risk assessment being received.

On The Rocks would run from 31st March to 9th April: programmes would be circulated to Board members, who were encouraged to attend.

The latest draft of the Volunteering Policy and Recognition Scheme had been circulated to members but these were still to be approved: more details were required on some of the operational issues. In particular, sign-off on volunteer hours was important – it would be vital to make a judgement on quality as well as quantity of hours completed, so that volunteer time was actually productive and developing skills, but standards would need to be agreed. Input would be sought from other organisations (including students' unions or associations) that operate similar schemes. The documentation would be circulated to Board members for comment. It was noted that a pilot with one subcommittee was currently operating.

7.2 Board Dinner

This would be held on 21st April in Lower College Hall.

8. Director of Representation's Business

8.1 Elections

The elections would be held on 2nd and 3rd March, with nominations open from 20th-24th February and campaigning from 25th February to 3rd March. Several revisions were discussed including reformatted hustings/question time events. The 'nudge' system, by which students could prompt others to consider standing, was proving popular. A strategy document including a list of elections committee members had been circulated in the papers: Board approved this.

8.2 Update from Director of Representation

Board was updated about recent meetings of the University's Learning and Teaching Committee and Academic Council.

9. Association Updates

9.1 SSC Report

This had been largely covered by the President's report: see 5.2.

9.2 SRC Report

In addition to the earlier discussion about Councils (5.2), Lewis highlighted the success of the recent lifelong learning forum, organised by the SRC Member for Age Equality.

9.3 Association Chair's Report

Absent.

10. AOCB

Board noted that this summer would see the 40th anniversary of the Bobby Jones scholarship, something many past Association officers had been awarded.

In addition to On The Rocks, dates for the Alumni festival weekend would be circulated.

It was suggested that a schedule for review of policies at Board level would be useful.

Papers in future would be circulated as a single PDF file, rather than a series of attachments, for convenience. This added to the necessity of submitting papers on time.

11. Date of Next Meeting

11th May 2017.