

**University of St Andrews
Students' Association**

**Minutes of the Students'
Association Board Meeting**

**Held in the Committee Room
10 April 2014**

Present: Dr K Dunion (Chair), Ms F Bell, Mr A Goor, 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 Z Evans, 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

There were no apologies for absence.

1.2 Acceptance of Minutes of Students' Association Board Meeting of 29th January 2014

Minutes of the Students Association Board Meeting held on 29th January 2014 were accepted.

1.3 Matters Arising

Nominations for a new Trustee – it was agreed that it would be good practice to advertise the position.

It was noted that no clarification on the roles of Secretary to Board and Clerk to Board had yet been made available. A paper will be circulated to Board. **(Action Iain)**

2. Finance Committee Business

Ms Hill went briefly through the Finance minutes. She brought to Board's attention that our £750,000 donation will be broken down into three payments and that these payments will be attached to assets so it can be depreciated.

4. Governance Committee

Referenda and General Meetings – the paper was presented to clarify roles and update language and has already been passed by the SRC and SSC. After a lengthy discussion it was agreed that it was an important part of the Association Chair's role to make the board aware of any proposed referenda. The Board passed the paper.

Remits of Association Bodies – This paper was presented for clarification. The paper was passed.

Strategic Review – There was an objection to the content of the paper presented as it was felt by the Sabbaticals that it did not reflect matters and proposals which they had discussed and agreed on and Mr Woodhouse will re-present this at the next board. **(Action Teddy)**

Board sub-committees options paper – the following matters were clarified or agreed:

- (i) as none of the sub-committees will have delegated powers, all sub-committee decisions will go as recommendations to Board for approval.
- (ii) All non sabbatical students will be elected at the first full Board to Committees.
- (iii) It was agreed that lay board members would serve a three year term on the Committee to ensure continuity and as their positions become available the role would be advertised stating which Committee the new Trustee would sit on.
- (iv) the Chair of Board would sit ex-officio on the Finance Committee.

Staffing Committee – after a lengthy discussion it was agreed that membership of the committee would be as follows:

Chair – Director of Events and Services
Director of Representation
1 non Sabbatical student trustee
2 Lay Members

Finance Committee – after a lengthy discussion it was agreed that membership would be as follows:

Chair – Association President
Director of Student Development and Activities
1 non sabbatical student trustee
2 lay members one of whom would be Chair of Board

Governance and Nominations Committee – after a lengthy discussion it was proposed that the membership would be as follows –

Association Chair
President
1 Lay member

Internal Audit Committee – It was thought that the Committee should be renamed as Audit and Risk. There needs to be a closer link between Audit and Board. Audit does not just oversee finance but also reviews health and safety, internal procedures, risk management and whistleblowing.

After a lengthy discussion it was agreed that we need to see the remits of both Governance and Nominations and Audit and Risk as they could potentially have overlap. No membership was agreed until this has been carried out.

It was agreed that the membership of the Governance and Nominations Committee should be used as the ad hoc arrangement in the meantime.

It was also agreed that the remits of the Finance and Staffing sub- committees would be presented at the next meeting. **(Action Iain)**

5. President's Business

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

- Successful Green Week
- Shop and Café had its formal opening serving ethically and locally sourced products

6. Director of Events and Services Business

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

- Successful refreshers week
- Both venues full to capacity with student events
- Bars doing well despite redevelopment
- Signage for shop required
- Helping with On The Rocks student arts festival
- Streamlining of Barron Theatre
- Venue clarifications re tech specifications post redevelopment

7. Director of Student Development and Activities Business

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

- Successful Re-freshers Fayre – already planning Freshers Fayre for next semester
- Rag Week raised over £20,000, Race 2 - £38,000, Big Top Ball happening this weekend
- Mermaids have put on lots of shows including some off site. Looking forward to hopefully using the Byre next year.
- Debates have done well with their debates outreach programme this year
- Currently in AGM season for societies
- Affiliation agreement with societies working well
- Very proud of what students have achieved this year. An example of this is the On The Rocks Clay workshop which helped build town/gown relations.
- Still liaising with University regarding Public Liability Insurance

8. Director of Representation Business

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

- Elections turnout was 48.8% with 4359 votes cast, which is the most ever.
- School Presidents turnout was 2103 votes cast – this is slightly down on last year
- SRC – paper to reform SRC will be presented to the Board in the next academic year.
- It was noted that there was a review by CAPOD of the Students' Association and they are hugely impressed with the work being undertaken by the Association in supporting learning and teaching across the University.

9. Redevelopment

Visuals of Sandy's Bar and Main Bar were tabled and circulated. Phase two is on track and should be completed by the end of May. Discussions around Phase 3 then took place. There was significant concern that working conditions for staff and sabbaticals had proven to be difficult due to noise, dust and temperature problems. Options to work off-site were limited and so it was agreed that an option of decanting staff to Portacabin offices to allow phase 3a and 3b to be combined, should be pursued. This should be proposed to the Redevelopment Project Board. The Board agreed however to underwrite this move.

3. Staffing

Mr Palmer updated the committee on the recent Staffing meeting. The Committee then discussed the new salaried role of Education and Representation Co-ordinator. This role would be to help the Director of Representation with training support and admin for Class Reps, School Presidents and Postgraduate Reps. The Committee approved the establishment of such a post in principle, so that the University could be approached with a view to funding.

The Chair requested that anyone who was in attendance who was not a Trustee leave the meeting, to allow a general discussion of staffing issues.

Dr Kevin Dunion
Chairperson