

**University of St Andrews  
Students' Association**

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

**Held in the Committee Room on 11 December 2014, 5:15 pm**

**Present:** Mr C Marks (Chair), Ms F Bell, Mr A Goor, Mr D Scott, Mr P Mathewson (President), Mr L O'Rourke, (Director of Events and Services), Mr O Hajda (Director of Representation), Ms F Morrice (Director of Student Development and Activities), Ms Z Evans, Mr J Tantillo, Ms A Kennedy O-Brien, Ms J Cassidy (arrived 5:45pm)

**In attendance by invitation:** Ms J Cowan (Management Accountant), Ms Christine Miller (Clerk to the Board), Mr Iain Cupples (Secretary to the Board), Mr J Adamson (Auditor)

**1. Chairperson's Business**

1.1 Apologies for Absence

Apologies for absence were received from Prof L Milne and Ms J Cassidy

**2. Finance Committee Business**

2.1 Year End Financial Results

Mr J Adamson presented the accounts and gave a brief overview of the main points. There was a brief discussion about potential pension liability. Mr Adamson also informed the meeting that there will be changes to the SORP over the coming years. It was agreed that the Finance Committee would discuss the SORP once there was more information and bring the findings to Board. (Action)

The accounts were accepted. Mr Adamson was thanked and he left the meeting.

The Board agreed to appoint Henderson Black & Co as the accountants for a further year.

**1. (Cont) Chairperson's Business**

1.2 Acceptance of Minutes of Students' Association Board Meeting of 23<sup>rd</sup> October 2014

There was a lengthy discussion about the format of the minutes and it was agreed that minutes will be circulated earlier to allow Board members to look over and make any changes and follow up on action points.

It was noted in number 3 Staffing Committee Business the following sentence should be added "We have received no complaints on use of these contracts".

The minutes of the meeting held on 23<sup>rd</sup> October were accepted pending this change.

### 1.3 Matters Arising

#### a. Education and Representation Co-ordinator Post

The final draft of the Education and Representation Co-ordinator job description was circulated around the members. After a lengthy discussion it was agreed that prior to posting the role the Association will review the efficiency of the advocacy service ensuring we get the best possible support to our students. It was also noted that if this post goes ahead there must be a review of the post within the six months probationary period.(Action)

#### b. Trademark of Crest

A meeting was held with University representatives regarding the licencing agreement. They agreed that Clause 9 could be removed and was allowing us 365 days for stock disposal time. The Chief Legal Officer would like to see our affiliation agreement with societies to see if we can incorporate the use of the name at the same time. Any percentage increase to the cost was agreed to be RPI.

#### c. Society Agreement

There were three potential options brought to the table.

- a. A clause in the Society Affiliation Agreement
- b. A clause in the Society's own constitution
- c. Have the IP belonging to the Trustees

After a lengthy discussion it was agreed that a brief needs to be brought to Board detailing what we are actually trying to protect before we go back to Thorntons and obtain more legal advice.(Action)

#### d. Law at Work Audit

As this document was only circulated this week it was agreed that any comments should be brought to the next Board meeting. It was also agreed that Ms Miller circulate the Health and Safety Management System to the Board which will then be signed by Mr Marks on behalf of the Board. (Action)

#### e. MOU for IT

There are various items that need to be discussed about the MOU and it was agreed that Ms Cowan and Mr Mathewson should arrange a meeting in the New Year to include Mr Scott and Mr Drew from the University.(Action)

## 2. (Cont) Finance Committee Business

It was noted that after a short delay the Investment is now tied up on the one year rate. Mr Hadja asked about the proposed two year plan for the Coffee Shop. It was noted that this ongoing and will be looked at in the New Year. (Action)

## 2.2 Composition of the Finance Committee

The Finance Committee discussed the composition and functionality of the newly formed Committee and have brought this to Board for discussion.

After a lengthy discussion it was agreed that the membership be increased by two and Mr Goor as a lay member and the AU President ex officio will be asked to join the committee. It was also agreed to merge the Finance Committee with the Audit and Risk Committee.(Action)

## 3. Governance and Nominations Committee Business

The Governance and Nominations Committee had met earlier today and Mr Tantillo informed the meeting that they would be bringing a paper to the next Board with the recommendation that the Postgraduate Convenor be added to the Board. (Action)

It was agreed that the Skills Register be circulated to the Committee for updating.

A Fit and Proper Person self declaration would also be circulated to the Committee as recommended by our Auditor. (Action)

Mr Cupples is looking into whether we need additional disclosures due to the Charity Law changes.(Action)

## 4. President's Business

### 4.1 Sabbatical Key Contact and Support Network Proposal

Mr Mathewson briefly highlighted the Sabbatical Key Contact and Support Network Proposal paper and it was agreed to change the word Supervisor to Mentor and also monitor to review in section 2a.

The network will be put in place in the New Year to trial before the new Sabbaticals come into post in July.

It was agreed to publish this paper along with the minutes.

### 4.2 600<sup>th</sup> Book Project

Mr Mathewson informed the meeting that the agreement between the Students' Association and the 600<sup>th</sup> book project is nearly complete and this will be circulated for the next Board meeting. (Action PM)

## 5. Director of Events and Services Business

Mr O'Rourke gave a brief update on what he has been doing

- Weekly Karaoke and Quiz nights going well
- Venue 1 only been opened for big nights
- Pre-RAG three day events poorly attended
- AU Sinners event (Vengaboys)
- Coffee House Sessions
- Planning Re-freshers in Semester 2

It was also noted that the Graduation Ball has been moved from the Friday night to the Saturday. We are awaiting confirmation from the Principal's Office about the Parents Dinner. If this is held in the Marquee on the Friday night we will be unable to set up for the Saturday event.

## **6. Director of Student Development and Activities Business**

Ms Morrice gave a brief update on what she has been doing

- University Challenge Team in place
- Scott Lang Dinner Committee formed and event will take place on 14 April
- Re-freshers Fayre
- Employability Conference
- Sub-Committees have been really busy all semester.

## **7. Director of Representation's Business**

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

- We have a new Rector
- Been involved in internal reviews including CAPOD review of Association
- Student Wellbeing
- Nightline/Student Services exam support page
- Smoking Survey
- SRC Reforms
- Elected Officers report available on line for Semester 1
- Looking into alternative study spaces
- Reviewing whole system of academic reps – a role description will be written for all officers.
- Volunteer recognition on transcript.
- Looking at relationship with Nightline – get MOU in place

## **8. Redevelopment**

The Committee were updated that Phase 3 has now been completed with minor snagging still to be undertaken. Venue 1 is now clear – Beacon Bar has been accepted well. In the New Year there will be a stratified commercial strategy for Bars differentiating the spaces available.

Board extended a huge thanks to all the members of staff during the redevelopment.

## **9. AOCB**

There was no other competent business

**10. Date of Next Meeting**

The next Board meeting will be held on Thursday 19<sup>th</sup> February at 5.15pm.

The meeting closed at 7.20pm.

Mr C Marks  
Chairperson