

**University of St Andrews
Students' Association**

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

**Held in the Committee Room
12 December 2013**

Present: Dr K Dunion (Chair), 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 M Baldi, Ms C Lewis, Ms H Mohamud Yusuf, Mr S Schorr (in attendance by invitation), Ms J Cowan (in attendance by invitation), Mr I Cupples (in attendance by invitation), Mr A McConachie (in attendance by invitation), Ms C Miller (Clerk to the Board)

1. Chairperson's Business

Dr K Dunion welcomed everyone to the meeting. He introduced Mr A McConachie who has been appointed as our Commercial Manager.

1.1 Apologies for Absence

Apologies for absence were received from Ms F Bell, Mr A Goor and Prof P Clark.

1.2 Acceptance of Minutes of Students' Association Board Meeting of 7 November 2013

The wording under Health and Safety Public Liability Insurance was questioned and it was agreed to change this to ". All societies who require to use the University's liability insurance have to contact Mr Stewart if their event is outwith their normal aims and activities.

The minutes of the Students' Association Board Meeting of 7 November 2013 were accepted pending this change.

1.3 Matters Arising

a. Health and Safety - Mr K Stewart, University Insurance Officer has said that we are covered but it is a very grey area. We will invite him to come and look at the documents we hold to see what exactly we require.

2. Finance Committee Business

Ms Cowan briefly went through the Finance minutes. The Committee were given an overview of the First Quarter Finances. This led to a discussion about how the redevelopment has affected the entertainments budget. As recommended by the Finance Committee the budget will be recast and presented at the next Board.

Blackwells have agreed Heads of Terms. The Draft lease has been received this afternoon and we will send comments back to Rollos, our solicitors, tomorrow.

3. Staffing Committee Business

The Sabbatical remuneration paper was presented and approved by the Board.

4. President's Business

4.1 Governance Review

Ms Hill presented a timeline for recommendations to be taken forward. She highlighted the four recommendations that have already been taken forward in addition to employing the Commercial Manager.

- a. Scheduling Meetings
- b. Governance of Affiliated Societies
- c. Sabbatical Pay
- d. Support and Supervision and Appraisal of Permanent Staff

The four which are being brought to January's board are:

- a. Review of the Board Committee Structure and Remits
- b. Inter-Relations within the Association
- c. Job descriptions of Sabbaticals
- d. Induction and Training of Sabbaticals

The Strategic Plan is being worked on and will be brought to the April board.

The Committee discussed Mr Watson's letter regarding the update on progress of the Governance Review. The purpose and structure of the letter were queried and concerns were raised at the apparent lack of dates in the memorandum regarding when report updates were due.

Professor Milne looks forward to the next update and recognised the Boards preference for communication through herself and Mr Goor as the appropriate channel in the future.

5. Redevelopment

Ms Hill updated the Committee on the Redevelopment. A meeting had recently taken place with the Project Manager regarding Venue 1. Mr Palmer said he was happy with the meeting and it resolved a few issues.

Student Services are on schedule to move out. Portaloos will be removed from the Car Park on 19/20th December although we are keeping the disabled one. The main bar decant will commence weekend of 21st December.

6. AOCB

6.1 Amendments to Laws

An email was circulated to the Board members regarding amendments to Laws. These have all been passed.

It was agreed that all Sabbatical business be put on the Board Agenda and each will give a brief update on what they have been doing.

There was a brief discussion on external bars and it was agreed that we should be promoting what we can offer. A flier will be produced in-house to hand out to societies and individual students when enquiring about an event.

The meeting closed at 6.45pm.

Dr K Dunion
Chairperson