

**University of St Andrews  
Students' Association**

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

**Held in the Committee Room on 19 February 2015, 5:15 pm**

**Present:** Mr C Marks (Chair), Ms J Cassidy , 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,

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

**1. Chairperson's Business**

1.1 Apologies for Absence

Apologies for absence were received from Prof L Milne and Ms F Bell

1.2 Acceptance of Minutes of Students' Association Board Meeting of 11<sup>th</sup> December 2014

It was noted that the word potential needed to be added in 2.1 before pension liability. The minute of the meeting held on 11<sup>th</sup> December 2014 was accepted pending this change.

1.3 Matters Arising

a. Education and Representation Co-ordinator Post

Interviews have taken place for this post and references are being sought for one of the candidates.

b. Society Agreement

This will be covered under Director of Student Development and Activities business

c. Law at Work Audit

The Law at Work Audit was circulated for comment. It was asked if we mirror the University's conditions. It was noted that we do have some paypoints that the University doesn't use, however, wherever possible we do mirror the University's terms and conditions. It was noted that it should be arranged for Mr Whitton to meet with Law at Work.

The Audit was accepted.

d. MOU for IT

There had been a very productive meeting with Mr Drew from the University where points of clarification were raised. Works continues on this document.

e. Disclosures

Mr Cupples confirmed that the Trustees did not require to be disclosed as our main purpose is not working with under 18s or vulnerable adults.

Mr Marks reminded Trustees to fill out their Fit and Proper Person Form and return this asap.

**2. Finance Committee Business**

Old Union Coffee Shop – it was requested that the Committee pass money for the changing of soft furnishings and tables. It was agreed by the Committee to allow the permanent staff to use the discretionary fund to go ahead with this. The Committee had gone through the first quarterly report and it was agreed that a commentary overview from commercial areas should be included.

It was noted that Terms of Reference for the Committee have to be amended due to the merger with Audit and Risk. The Committee will bring this to the next board.

**3. Staffing**

The Board was informed that the Staff Handbook was still not ready.

The Staffing Committee recommended to Board that they increase Bar Staff wages from NMW to Grade 1.1. It was agreed that the paper and minutes from the Staffing be circulated to Board and a decision passed over email.

There was a discussion on the responsible use of casual contracts. We plan to survey staff and revisit once we have the results. A training update was given. Eleven of our staff are away to carry out an online food hygiene course.

The minutes from 23<sup>rd</sup> October were accepted.

**4. Governance and Nominations Committee Business**

There were two issues presented within the paper.

1. Postgraduate Representation on Board.
2. Increasing Postgraduate Engagement

After a lengthy discussion it was agreed that Governance and Nominations Committee should hold a discussion forum with all interested parties and bring recommendations to the next Board.

It was also recommended that the Sabbatical Officers survey the student body with a focus on less engaged groups (e.g. postgraduate students, commuting students and student parents), to better inform our plans to increase engagement with these groups.

**5. President's Business**

5.1 600<sup>th</sup> Book Project

After an extensive discussion it was agreed that it was not appropriate that we enter into an IP agreement. The Board were happy to support distribution of the book through the shop, however, we are unable to help with the storage of 1000 copies.

## 5.2 Sabbatical Key Contact and Network Proposal

Professor Milne is currently working on key contacts within the University for the Sabbaticals. It was agreed that the key contacts from Board for the Sabbaticals are

President – Mr Chris Marks  
DOSDA – Ms Fiona Bell  
DOSERV – Mr David Scott  
DOREP – Ms Jaqueline Cassidy

It was recommended that Sabbaticals meet with their appointed person at least once a month. It was also agreed that permanent staff within the Association be involved. It was also agreed that during the handover period we have a meeting with incoming and outgoing Sabbaticals, Board members and Senior Staff to discuss what the outgoing Sabbaticals have achieved, the goals of the new Sabbaticals and the strategic plan of the Association.

It was also noted that first appointments must be organised for incoming Sabbaticals to meet with counsellors from Student Services.

Mr Mathewson also gave a brief update on what he has been doing

- Working on Terrorism Bill
- University expansion and priorities

## 6. Director of Events and Services Business

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

- Refreshers Week worked well in main Bar with no Venue 1 available
- Obtained sponsorship for Friday and Saturday nights
- Continuing Sinners in week 5 and 9
- Grad Ball

## 7. Director of Student Development and Activities Business

Ms Morrice advised the Board that there would be a proposal on the Societies agreement for the next Board. She also circulated the Societies re-affiliation Agreement to be agreed by Board as training for societies has been moved from September to April. It was noted that the cash office requires two signatories from the Association to be on the society bank mandates before grants are handed out. The Society Officer does not feel this should be included within the re-affiliation



agreement. After much discussion Board agreed that this should be included within the re-affiliation agreement as we could not fulfil Section 12 without this.

## **9. Redevelopment**

Mr Mathewson gave a brief update on the Redevelopment. Phase 4 has encountered some problems. These have been dealt with and progress has been made. Heating issues continue within the bar and these are being worked on.

## **10. AOCB**

### **10.1 Changes to the Students' Association Laws**

Mr Tantilillo updated the meeting on changes to the Laws. He also informed the meeting that new election rules had been approved and since his update on the changes to the Laws they have added an Alumni Officer post.

As this was Mr Tantilillo, Ms Evans and Ms Kennedy O'Brien's last Board meeting Mr Marks thanked them all for their hard work and dedication whilst serving on the Board.

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

Mr Hajda presented the Student Volunteering Award paper. After a lengthy discussion it was agreed to proceed with the pilot launch whilst we obtain an audit of our volunteering obligations and further work on supporting all volunteers throughout the Students' Association.

## **10. AOCB cont...**

It was agreed that we would look into having Board Dinner in the Students' Association on the 8<sup>th</sup> May 2015.

## **10. Date of Next Meeting**

The next Board meeting will be held on Thursday 2<sup>nd</sup> April at 5.15pm.

The meeting closed at 7.30pm.

Mr C Marks  
Chairperson