

**University of St Andrews
Students' Association**

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 19th May 2016, 5:15 pm

Present: David Scott (Chair, lay trustee), Joe Tantillo (Director of Representation), Andy Goor (University-appointed trustee), Lewis Wood (student trustee), Professor Lorna Milne (University-appointed trustee), Sigrid Jorgensen (Association Chair), Jacqueline Cassidy (lay trustee), Pia Szabo (student trustee, by conference call).

In attendance by invitation: Iain Cupples (Secretary to Board), Christine Miller (Clerk to Board), David Whitton (General Manager), Jillian Cowan (Management Accountant), Charlotte Andrew (Association President-Elect), Taryn O'Connor (Director of Events and Services-Elect), Jack Carr (Director of Representation-Elect), Caroline Christie (Director of Student Development and Activities-Elect).

1. Chairperson's Business

1.1 Apologies for Absence

Apologies had been received from Patrick Mathewson (Association President), Kyle Blain (Director of Student Development and Activities), Chris MacRae (Director of Events and Services), Chris Marks (lay trustee), and David Stihler (lay trustee).

These were accepted but the Board noted that these absences meant the meeting was not quorate. Business could be discussed, but no decisions could be taken or approved. Approval for urgent business would be sought by email.

Mr Scott noted that this level of attendance was disappointing as dates for meetings were notified well in advance and trustees had a duty to put the interests of the organisation high on their list of priorities.

For clarity, it was noted that formal apologies should be sent to the Clerk on cf5@st-andrews.ac.uk in the first instance and the Secretary on inc@st-andrews.ac.uk only if the Clerk was unavailable.

**1.2 Acceptance of the Minutes of the Students' Association Board Meeting of
31st March 2016**

Mr Tantillo asked for an amendment to the minutes on the subject of postgraduate representation, making it clearer that the Board remained committed to the addition of a PG trustee. This was agreed and the minutes, after amendment, would be circulated for final approval by email.

1.3 Matters Arising

a. MOU for IT

Mr Scott had met today with the University to discuss monthly charges, a revised data sharing agreement and Association staff signing up to the Acceptable Use Policy, all of which would be required for the MoU to take effect.

b. Volunteer Strategy

As Mr Blain was absent, the Board did not discuss this item but noted the importance of a clear handover in this area.

c. Society Intellectual Property

As Mr Blain was absent, the Board did not discuss this item but noted the importance of a clear handover in this area.

d. Shop

The Board were notified that the date of the transfer had been brought forward to 1st June. In addition, in order to protect employees' pension rights, it was proposed that certain employees should be offered the right to remain with the Association and be seconded to the merged shop, rather than transferring their employment to the new Shop Board. Mr Cupples explained that advice from Law At Work was that the employees formally would have to object to the transfer for this to work, and he would follow this up and deal with the details. This would include a written secondment agreement covering employment matters.

2. Finance Committee Business.

Ms Cowan informed the Board that the Risk Register was in the process of being updated with the input of management, and a report would go to the next Finance and Risk committee meeting, with a view to updating the Board in September.

3. Staffing Committee Business

Mr Cupples presented a report on staffing in his department, which needed to be addressed over the summer following the departure of a member of staff on maternity leave. Since the Board was not quorate, it was agreed that this should be circulated to staffing committee members by email for a recommendation and then to Board members for approval.

Professor Milne suggested that involvement from the University's Student Services department in the recruitment process would be useful as the post would work very closely with those staff. The Board agreed to this.

4. President's Business

No business.

5. Director of Events and Services' Business

No business.

6. Director of Student Development and Activities' Business

Thanks were minuted for those involved in organising the Board Dinner, which has been a success. Mr Scott noted that the presentation accompanying the dinner captured the breadth of the Association's activities and that this was something the Association should aim to reflect in other communications.

7. Director of Representation's Business

Mr Tantillo presented the elections report, discussing the reduced turnout and key lessons from the 2016 elections. Thanks to Mr Stuart Purdie from the University were minuted for his technical assistance in designing and operating the online voting system.

8. Postgraduate Engagement

The Board noted the election and co-option of new PG representatives on the SRC and SSC and that they would welcome input from these representatives, or from any other PGs. Work on amending the constitution to add a PG trustee would progress.

9. Redevelopment

A written report on the redevelopment would be prepared for the University before September.

10. AOCB

Dates for meetings next academic year would be circulated by email.

It was hoped to organise a briefing for trustees by a specialist charity lawyer in September or October: Mr Scott would arrange this.

A revised Sabbatical Memorandum of Understanding would be circulated for approval by board members.

Ms Jorgensen spoke about her intention to revive the 'That's Union' campaign under an alternative name to publicise the workings of the Association to students, and offered to brief lay trustees on the workings of the SRC/SSC.

11. Date of next meeting: TBC