

**University of St Andrews
Students' Association**

Minutes of the Students' Association Board Meeting

Held in the Committee Room, 2nd April 2015, 5:15 pm

Present: Mr L O'Rourke (Director of Events and Services), Mr O Hajda (Director of Representation), Ms F Morrice (Director of Student Development and Activities), Mr Patrick Mathewson (Association President), Ms F Bell, Professor L Milne (arrived late), Ms A Newman, Ms C Andrew, Ms J Cassidy (arrived late), Mr D Scott, Mr Chris Marks (Chair of Board, via Skype), Mr A Goor

In attendance by invitation: Mr Iain Cupples (Secretary to Board), Ms J Cowan (Management Accountant), Ms C Miller (Clerk to Board), Mr D Whitton (General Manager), Mr J Tantillo (Association Director of Representation-Elect), Mr C MacRae (Association Director of Events and Services-Elect), Mr K Blain (Association Director of Student Development and Activities-Elect)

1. Chairperson's Business.

As Mr Marks was attending by Skype, Mr Scott was asked to fulfil the functions of chair for this meeting.

Mr Scott welcomed the new student trustees (Ms Newman and Ms Andrew) and the sabbaticals-elect, who would join the Board as trustees in July.

1.1 Apologies for Absence.

Ms Z Evans (Association Chair).

1.2 Acceptance of the minutes of the Students' Association Board Meeting of 19th February 2015.

The minutes of the meeting held on 19th February 2015 were accepted.

1.3 Matters Arising.

- a. Education and Representation Co-ordinator post.

A new member of staff, Ms Ilaria Gidoro, had been recruited for this position and started work on the 31st March.

- b. Society Agreement

Ms Morrice said that a document had been completed which identified the key issues and questions involved. The Board agreed that these questions should be

taken to Thorntons for legal advice, within a maximum expenditure of £1000. The Board agreed that the aim here was to support and not inhibit student entrepreneurship, while protecting the Association's position and encouraging good practice by societies.

c. Law at Work Audit.

Mr Cupples reported that the main outstanding issue was the staff handbook, which was intended to be in place for September. He would feed back to LAW on the draft. LAW representatives would meet with the General Manager shortly.

d. MOU for IT

Mr Mathewson reported that he and Mr Scott had met with Dean Drew from the University's IT department and that had been productive. The MOU would now go to the University's Chief Legal Officer for input. Access to a database of alumni had been agreed.

1.4 Licensing Agreement for Use of Trademark.

Ms Bell reported that she had met with the University's Chief Legal Officer on this and agreement had been reached at that meeting. One or two minor points remained to be cleared up on the final document. The agreement covered the right for societies to use the name of the University in their titles, as well as the crest. It was agreed that the societies agreement must be updated before re-affiliation as the societies must comply with the licencing agreement. It would be necessary to make societies aware of their responsibilities under this agreement. **Action**

2. Finance Committee Business.

Minutes of the Finance meeting of 22 January and 9 March were approved.

Mr Mathewson informed the committee that the agreed revamp of the Old Union Coffee Shop had been implemented and initial signs were positive.

The Finance committee had considered the issue of audit and recommended to the Board that the Audit and Finance committees be merged. The combined Audit and Finance (as proposed) should be chaired by the Athletic Union President, as an elected student representative independent of the Board. This would give a balance between independence and internal knowledge. The Board agreed this move in principle: Mr Scott would propose terms of reference for the merged committee to be considered at the next meeting of Finance.

The Finance committee had asked the management team for more detail on variations in commercial income through the financial year and from year to year.

Ms Cowan and Mr Cupples would look into external training for student trustees and committee members on finance issues.

3. Governance and Nominations Committee Business.

3.1 Postgraduate Representation at the Students' Association Board

Following the discussion at the previous meeting of Board, the Governance and Nominations committee meeting of 31st March had consulted with past and present trustees and past and present PG representatives on this issue. On the basis of the responses to this consultation and their own discussions, they had made four separate recommendations to Board on this matter. A paper had been circulated with these recommendations, along with draft minutes for context.

Mr Marks asked if the intended effect of the recommendation to add a dedicated postgraduate trustee was that the membership of the Board overall should increase. This was confirmed, and the committee's rationale for recommending an increase rather than a replacement of an existing student trustee was discussed. There was some discussion of the likely effects of an increase in the number of student trustees in terms of both the overall efficiency and the balance of the Board. Ms Newman noted that the balance in other Associations was different.

The Board agreed in principle to add a postgraduate trustee. However, no consensus was reached on how to enact this. Instead, the Governance and Nominations committee were asked to provide an options paper for the next meeting of Board at which a final decision would be taken. Options to be presented should include options for maintaining the Board at its present size as well as expanding. Options which include expansion should include at least one option which maintains the current student majority of one. Alternative methods of appointing a postgraduate trustee should also be explored, including the possibility of interviews.

Mr Scott emphasised that the purpose of presenting this paper will be to ensure that any changes to Board membership make up are fully understood and considered as part of the decision regarding Postgraduate Representation at the Board.

It was agreed to look into rescheduling the next meeting of Board in order to facilitate the attendance of student trustees.

The Board agreed that a standing agenda item on postgraduate engagement should in future be adopted for Board meetings.

4. President's Business.

Mr Mathewson reported that the Alumni weekend was scheduled for 17th-19th April. It was hoped that this inaugural event would act as a 'proof of concept'. He had also been working with the University's Development Office on a crowdfunding project for student societies.

Mr Mathewson also reported that he had spent considerable time engaging with the University over the revision of its strategic plan.

5. Director of Events and Services Business

Mr O'Rourke said he had been engaged in subcommittee AGMs and interviews, as well as discussions about potential restructures for some of these subcommittees.

Entertainments had kept going despite the lack of a main venue: use had been made of the Main Bar, including live music events. Mr O'Rourke felt there was a need to review publicity around entertainments events. Graduation Ball tickets were on sale and early signs were encouraging, despite the shift to a Saturday evening event.

6. Director of Student Development and Activities Business

Ms Morrice had also been engaged with subcommittee AGMs and interviews, as well as the Alumni Festival. She and Mr Hajda had attended a meeting in Edinburgh today about management of volunteers. They would be working on developing a strategy and systems for managing volunteering in the Association.

7. Director of Representation's Business

Mr Hajda said that he had been working on relaunching the John Honey Award, an award for exceptional contributions to the student community occasionally presented by the Association. He had also been working on the annual Teaching Awards. He was also working on a campaign around sexual health provision for students in St Andrews.

Mr Hajda brought to the attention of the Board the exceptional performance of the LGBT subcommittee since it had been made an Association subcommittee rather than a society: in particular, in the year just past.

7.1 NUS Referendum

Mr Hajda noted that the motion in April 2012 initiating the referendum that eventually took place in November of that year had a clause that said the result should be revisited in three years. A motion proposing a new referendum would go to SRC and SSC shortly. He brought this to the attention of the Board since previously, the subject of affiliation costs and benefits had proven contentious, and the Board in 2012 had commissioned an independent audit on the subject for the information of student voters. The Board agreed in principle that if a referendum were to be held, they would commission similar independent information, subject to cost.

7.2 Students' Association Elections 2015

Mr Hajda presented a report on the elections, which had already been considered by the Governance and Nominations committee. Overall the elections had been very successful, even by St Andrews' high standards, with a 49% turnout and a record

number of candidates. However, there were some areas of concern, which were discussed. These included a need to increase the diversity of candidates for some posts and to ensure that all posts were contested.

8. Redevelopment

Despite many 'snagging' progress on the redevelopment continued. Mr Whitton noted that questions on running costs for the revamped building would be an issue.

Mr Mathewson said that the Association had been approached about adding electric vehicle recharge points outside the building. This would require amendments to the 'piazza' design. The Board agreed that this option should be explored.

There was some discussion about 'official' opening dates and arrangements – Mr Mathewson would report back on this.

9. AOCB

The minutes of the Staffing meeting from 19th February 2015 were approved.

Mr Hajda suggested that to improve communications between Board and the SRC and SSC, Senior Officers should present a written report on Board meetings to those bodies, if necessary in advance of Board minutes being published. This was agreed, subject to the usual rules on confidential items.

9.1 Board Dinner

Options were discussed and the date set for 8th May, subject to a satisfactory agreement with the Scores Hotel.

10. Date of next meeting

To be confirmed.

Mr D Scott
Acting Chairperson