

**University of St Andrews
Students' Association**

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

**Held in the Committee Room
7th November 2013**

Present: Dr K Dunion (Chair), Ms F Bell, Mr A Goor, 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 D Whitton (in attendance by invitation), Mr I Cupples (in attendance by invitation), Ms C Miller (Clerk to the Board)

1. Chairperson's Business

Dr K Dunion welcomed everyone to the meeting.

1.1 Apologies for Absence

Apologies for absence were received from Prof P Clark.

1.2 Acceptance of Minutes of Students' Association Board Meeting of 26th September 2013

The minutes of the Students' Association Board Meeting of 26th September were accepted.

1.3 Year End Financial Results at July 2013

Mr J Adamson presented the accounts and gave a brief overview of the main points. These accounts were accepted. Mr Adamson was thanked and he left the meeting.

1.4 Matters Arising

a. Health and Safety Audit

Public Liability Insurance -Ms Cowan explained that she and Ms Gold were still trying to arrange a meeting with Mr K Stewart, University Insurance Officer, regarding insurance. 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. There will be an update at the next Board meeting.

Noise at Work – it was noted that this has now been reviewed and updated.

DSE - An email has been circulated to all staff regarding DSE which has to be completed and signed.

Training Needs Analysis – this has still has to be completed.

b. Commercial Manager

Commercial Manager – The Board was informed that interviews for the Commercial Manager will take place on Thursday 7th November.

2. Finance Committee Business

Ms Hill briefly went through the draft Finance minutes. It was noted that Fidelity had been in last week and Bess will have their tills installed on 16th January.

Ms Bell was thanked for all her help and advice with the Blackwells lease for the Bookshop. Heads of Terms have been sent to Blackwells but without reply.

After a lengthy discussion it was agreed that our agents Rollos would be instructed to issue a deadline of 30th November for the Heads of Terms to be agreed by Blackwells.

3. Governance Review

Ms Hill explained that she had written to all members of sub-committees of Board asking for their input on these committees i.e. what they are, who sits on them and what they are able to do. She has had a number of replies to this and it was agreed that a small working group be set up to collate all the ideas and bring this to the January Board.

The Association Chair is re-writing the Laws and the revised version will be provided by the end of January.

It was noted that a written update will be sent to the Principals Office regarding the Governance Review. It was also agreed that Ms Hill could issue a report to SRC and SSC.

4. Redevelopment

The Committee were informed that we are just about on schedule for phase 1. The redevelopment has been far more disruptive than first thought i.e. noise, heating/power being turned off and no hot water. Mr Whitton thanked all the staff for their hard work through the works being carried out.

He expressed concern at the cost of the furniture specified as part of the project and the consequences for the Association in terms of future replacement. The Board agreed that this needed to be addressed before purchases were made and Professor Milne indicated that she will speak to Mr M Simpson, Project Manager, concerning this.

Ms Hill will write a two page newsletter to the University about The Association. She will also give an update on the redevelopment and remind University staff that they are all members of the Association and are entitled to make use of its facilities.

Ms Gold has been working with the Development Office and a Students' Association Redevelopment booklet is now available.

5. AOCB

Amendment to Laws

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

Ms Gold informed the meeting she would like to hold another Alumni Bop in June next year. A drinks reception/presentation could be held in the new bar if this is available. This was agreed.

Development Office are fundraising for the Association. We could go through their channels to get alumni to attend this event.

The Board were informed that a Staffing sub-committee meeting had taken place earlier in the day. The main points are as follows:-

- a. An appraisals process has now been put in place for all permanent staff.
- b. The provision of a living wage is under review by the Staffing Committee annually.
- c. Staffing recommended that the Sabbatical pay be increased and this will be brought to the next Board meeting.
- d. The Staffing Committee with the General Manager decided to give a small financial recognition to the Senior Management Team.

It was also agreed that Minutes from the Board meeting will be published on-line starting from the minutes of this meeting once they are approved.

The next Board meeting will take place on Thursday 12th December 2013.

Dr K Dunion
Chairperson