



TRUSTEE BOARD MEETING

The Minutes of the Trustee Board meeting held on Thursday 15th May, 2014 at 6.00 p.m. in NH209.

Sederunt:

Matt Lamb, Sabbatical Trustee (**Chair**)
Neill Clark, Sabbatical Trustee
Sinead Wylie, Sabbatical Trustee
Monika MacDonald, Sabbatical Trustee
Jonathan Tomney, Student Trustee
Stephanie Noble, Student Trustee
Michael Stephenson, Student Trustee
Sheetal Revis, External Trustee (via Skype)
Lynn Tennent, External Trustee

Apologies:

Ryan Horan, External Trustee
Sheetal Revis, External Trustee – late connection via Skype

In Attendance:

David Carse, Chief Executive
Marie Wilkinson, Clerk
Gordon McTweed, Activities Manager
Jen Broadhurst, Executive Assistant (presentation only)
Kevin Ward, Democracy & Campaigns Adviser (items 8 -11)

The Chair welcomed and thanked trustee members for their attendance. The Chair invited Jen Broadhurst, Executive Assistant, to deliver a presentation of the Executive Assistant role.

Presentation by Executive Assistant

The Executive Assistant introduced her role to the Board and explained that her new role was to support the Executive Committee, Clerk Student Voice, develop the 'idea' process and to develop the Student Engagement Plan.

At that time 6.10 p.m. Sheetal Revis, External Trustee, joined the meeting via Skype.

The Chair thanked the Executive Assistant and opened the floor to questions of the presentation. The Executive Assistant was asked what her biggest challenge of the year had been; she replied that it had been of diary management, especially in terms of organisation of the Full Time Officer's lecture hits and their attendance at important meetings. The Board

thanked the Executive Assistant for her presentation and acknowledged the outcomes of that role.

Jen left the meeting at 6.11 p.m.

Part A - Open Business

2. Declaration of any Conflict of Interest

The Chair asked all members to declare if they had a conflict of interest of any item of the agenda. Each member confirmed that they had no conflict of interest of any issue of the agenda but Michael Stephenson advised he was a committee member of Student Leaders Steering Group and Communications Steering Group and was working on the new website and branding review. Jonathan Tomnay declared that he was a committee member of the ESN Society.

The Chief Executive wished to extend thanks to Stephanie Noble for her contribution as a Student Trustee and for her hard work and contribution to the Board.

3. Previous Minutes

The Chair called a vote of the previous minutes. Stephanie Noble wished to point out that her question about the opening of a Sexual Health Clinic on campus, a point noted of item 6, Executive Committee Report, had been answered fully by the Vice President Wellbeing, Sinead Wylie, and therefore felt it had not been necessary to set it as an action of the minutes. It was therefore decided to remove the sentence "It was agreed that Sinead Wylie could respond to Stephanie outside of the meeting. Action: Sinead Wylie". After removal of that sentence the Board took a vote of, 7 For to 2 Abstentions, of acceptance that the Open Minutes dated 20th February 2014 was an accurate record.

4. Matters Arising (Open Minutes)

4.1 Student Voice/Ideas Forum: clear timescales

Neill Clark advised that the issue had been resolved; the diagram timetable had been completed and had been circulated. The matter was now resolved.

4.2 Impact Report 2013

The Chief Executive said that of his request, at the previous Trustee Board meeting, had not received any feedback of the Impact Report 2013 and therefore considered the matter resolved. He advised that the Impact Report 2013 was available from the Students' Association website.

4.3 Acronyms within Full Time Officer Reports

The Chief Executive confirmed that the Students' Association was working hard to ensure

removal of acronyms within reports and minutes, with the main focus on the Executive Committee Minutes. This matter was now resolved.

4.4 Sexual Health Clinic discussion

It was established that the item had been previously resolved; when the open minutes were clarified.

4.5 Independence Referendum Paper

The Chief Executive confirmed that the paper was on the agenda for discussion at the meeting.

4.6 Stephanie Noble invited to rebranding meetings

The Chief Executive confirmed that Stephanie Noble had been invited to the meeting that discussed the brand and the matter was resolved.

The Chair said that due to time constraints of a lengthy agenda asked that highlights only be given and/or questions raised of the reports.

5. Chief Executive's Report (paper)

The Chief Executive wished to highlight that a contract had been signed for the Association website provider to be NUS Digital. He confirmed that this was a three year contract, with the option of an exit after one year. He also confirmed that there would be no charges on the website for membership led activities, i.e. society membership, sports memberships, events etc. The Chief Executive also wished to highlight the huge success of the University Court visit and the feedback from Governors, outlined within his report. He added that the Students' Association had been successful in being shortlisted for 6 awards in the NUS Scotland Awards 2014 but unfortunately had not won any awards on the night. Monika MacDonald wished to highlight that Clubs and Societies had been nominated in the Whatuni Student Choice Awards. Matt Lamb highlighted that Pei Ling Choo had been nominated in the National Union of Students and UK Council for International Affairs International Student of the Year and the Internationalisation Awards. After a question from Michael Stephenson, the Chief Executive confirmed that the 2% HE Pay Settlement was for the upcoming year and not the year past. After a question from Sinead Wylie the Chief Executive confirmed that Marie Wilkinson would continue as Clerk to the Board for a further year to help with transitional arrangements.

6. Executive Committee Report (paper)

There were no questions raised of the Executive Report.

7. Student Voice Update (paper)

At that point Michael Stephenson and Jonathan Tomnay confirmed that they were members of Student Voice and wished to declare that as a potential conflict of interests. Neill Clark stated that, of the ideas presented through Student Voice that year, 30 had been proposals submitted from members and of those there had been some robust debates, mainly around industrial action. Neill wished to highlight that Radio Caley were investigating acquiring extra equipment that could record and broadcast live events and had made enquiries to allow them to record Student Voice. The members had been asked to decide whether video recording could be piloted next year. Stephanie Noble asked what budget the cost of equipment would come out of, Monika MacDonald stated that Radio Caley had funds and Neill Clark confirmed that they had the capacity from their own budget to purchase the additional equipment.

8. Student Leaders Impact Report (paper)

Kevin Ward, Democracy & Campaigns Adviser, gave a brief explanation of the project which had been piloted to measure the impact the Student Leaders Programme. He explained that the project originated from a NUS/New Economics Foundation project. Kevin Ward confirmed that in broad terms, of students who had completed the programme, there was no immediate impact to an outcome of employability but in terms of degree achievement it had shown that 19.4% were more likely to achieve a 2:1 or first class honours degree than the average student. Based on attribution scores from students, it can be claimed that as a result of taking part in the Student Leader Programme GCU students were almost 7% more likely to achieve one of those top two degree classifications. The Chair opened the floor to questions. Neill Clark wished to commend Kevin Ward on the complexity and quality of the report and said it was good to have written evidence in support of the programme. Stephanie Noble said it was a fabulous report and a tool to help promote the programme and asked would students who had completed that year's programme be contacted 6 months after graduation to give feedback. Kevin Ward outlined that this had not been anticipated as a longitudinal study.

9. Green Impact Update (paper)

Kevin Ward confirmed that the Students' Association had once again achieved a Gold Award in the NUS Green Impact Award and had received a higher than average score in the non-commercial category. Kevin Ward felt that there was no reason why they could not maintain or better that score next year. The Chair opened the floor to questions. Michael Stephenson asked would they meet standard if they were a more commercial Students' Association, Kevin Ward replied that there was additional criteria if the Students' Association ran commercial services, like a bar.

10. Sustainability Policy (paper)

Kevin Ward explained that the review of the Sustainability Policy was part of the work towards Green Impact accreditation. Kevin Ward said that staff and students had been consulted and the policy had been approved by Student Voice and the Executive Committee.

The Chair opened the floor to questions. Michael Stephenson asked why it had taken since 2009 to review the policy, Kevin Ward replied that the review timeline of the Environmental Policy had been every 3 years but the new Sustainability Policy, which had been developed as a replacement, was not of that cycle. The Chair called a vote for approval of the Sustainability Policy.

The Trustee Board member's vote was unanimous in acceptance of the Sustainability Policy.

****11. Elections Update (paper)**

Kevin Ward informed the Board that the elections that year had engaged with four different projects around improving participation and turnout: those were Diversifying the Movement, the Big Student Elections, the Salford Model and Vote Match. The collaboration with two other city institutes, Strathclyde University and City of Glasgow College had been an exciting part of the development and that year's turnout had been the highest ever in the history of GCU Students' Association elections with 2,559 votes cast. Kevin Ward highlighted the feedback from students of the Elections Survey and said they would look to pick up of three key areas; improve and clarify the election rules, resolve issues around support for candidates and build on the idea of free breakfast, during election week, for the candidates. The Board had a general discussion of points of the report and survey. Monika MacDonald asked what could be done to address student perception that the elections were seen as a popularity contest. Kevin Ward replied that they would look to promote case studies of a non-typical candidate, have a structured template to make it easier for candidates to put themselves forward, scope out help with printing of election materials and get more ideas/feedback from student and staff workshops. Michael Stephenson said the report was very good and the breakdown was useful but wondered if it would be instructive to have a further breakdown on percentage of mature students and felt there were issues to be addressed of the low turnout at GCU London. Sinead Wylie felt part-time students were under represented and a different approach to target that category of each school could be tried. Kevin Ward said that they intended to investigate all options of communication of both part-time and postgraduates and felt that direct mailing could prove worthwhile.

The Chair thanked Kevin Ward for his delivery and feedback of his reports. Kevin Ward left the meeting at 6.52 p.m.

12. Independence Referendum (paper)

The Chief Executive explained that the paper had been produced to allowed the Board to reflect on the Scottish Independence Referendum and how its outcome, would impact on the Students' Association. Neill Clark highlighted the consideration within the report to include that within the Risk Register. The Chief Executive confirmed that was included within the Risk Register already. The Chair asked members to establish the stance the Students' Association would take and a discussion took place on the diversity of the membership and that it would not be wise to take a political stance but to encourage debate and voter registration. The Chair thanked the Chief Executive for a thought provoking paper.

The Trustee Board member's vote was unanimous in acceptance of a neutral stance of the Independence Referendum.

Jonathan Tomney asked if the Students' Association had been caught up with CBI controversy. Neill Clark confirmed that the Students' Association had lobbied the institution to withdraw from CBI affiliation and that had happened.

13. Approval of bank signatories 2013-14 (paper)

The Chief Executive informed the Board that the Bank of Scotland required the Trustee Board to consent to the change in bank signatories for financial year 2014/15 to the incoming Full Time Officers, Michael Stephenson, Student President; Jack Johnston VP Wellbeing and Lee Goodfellow, VP Activities. Neill Clark continued of the VP Education role and would remain as signatory as would the Chief Executive, David Carse.

To the Chair's call the Trustee Board's vote was unanimous in acceptance of the change of signatories for financial year 2014/15.

14. International Student Barometer Results (Entry Wave 2013) (paper)

Sinead Wylie said that scores were up by 1% on last year to 96% student satisfaction of Students' Association in the International Student Barometer (Autumn Wave), a very good score which saw them placed 2nd out of 9 Scottish institutions. Of a question raised by Jonathan Tomney the Chief Executive said they had not set a target other than to maintain a high score.

15. Appointments of Student Trustee/External Trustee (paper)

The Chair confirmed the appointment of Student Trustees for 2014/15, Pei Ling Choo, Johannes Schubert and Jonathan Tomney for a 2nd year, and congratulated Lynn Tennent of her appointment as an External Trustee for a 2nd term.

[Clerk's Note: Johannes Schubert withdrew as Student Trustee in May 2014. Kirsty McCallum was therefore appointed as Student Trustee].

16. Branding Review

Monika MacDonald explained that the branding review had been delayed due to receiving the research report later than promised from Redbrick Research. The Chief Executive highlighted that Storm Creative, the design company, had started designing the brand concept before the final sign off of the design brief. He added that the design brief included the organisation being renamed "Caley SA" which, in discussions with the institution, could not be taken forward for reputational reasons and that it may not translate to GCU London or GCU New York. The Chief Executive explained that an emergency Board meeting would be arranged at a further date to present the brand for approval. **Action: Clerk.**

17. Social Media (paper)

The Chief Executive presented the proposed Social Media Policy. He added that the Executive Committee and Students' Association staff had been widely consulted. The Board had a lengthy discussion on the clarity within the policy between the roles of staff and the Full Time Officers. Lynn Tennent said she agreed overall with the policy but perhaps that point was a little too prescriptive that the wording could be amended. Sheetal Revis said that every company had a social media policy that covered the same issues but felt that, for the most part, the guidelines were relevant and saw them as a common sense use for all forms of online communication. It was agreed that the Chief Executive redrafts the Social Media Policy and brings it back to the Board. **Action: Chief Executive.** It was suggested that the Chief Executive could benchmark the policy against the Hilton Hotels or Capability Scotland policies.

Private and Confidential



TRUSTEE BOARD MEETING

The Minutes of the Trustee Board meeting held on Thursday 23rd October 2014 at 6.00pm in NH209.

Sederunt:

Michael Stephenson, Sabbatical Trustee (**Chair**)
John Gaughan, Sabbatical Trustee
Jack Johnston, Sabbatical Trustee
Jonathan Tomney, Student Trustee
Kirsty McCallum, Student Trustee
Pei Ling Choo, Student Trustee

Apologies:

Lynn Tennent, External Trustee
Sheetal Revis, External Trustee
Lee Goodfellow, Sabbatical Trustee
Kirsty McCallum, Student Trustee (advised late arrival at 6.18 pm)
Pei Ling Choo, Student Trustee (advised late arrival at 6.20 pm and advised of an early departure)

In Attendance:

David Carse, Chief Executive
Marie Wilkinson, Clerk
Stuart McCallum
Gordon McTweed, Activities Manager
Caroline Miller, Representation & Advice Manager
Melissa Cairney, Finance Manager
Jodie McNair, Activities Intern (Sports Clubs) to deliver presentation only

Due to a Fire Alarm the meeting did not commence until 6.18pm.

The Chair welcomed and thanked trustee members for their attendance at the first Trustee Board meeting of 2014/15 and felt that as most trustees were new invited members to introduce themselves. The Chair explained that Stuart McCallum was 'in attendance' at the meeting, until Student Voice approved an additional External Trustee position on the Board.

The Chair invited the Activities Intern (Sports Clubs) to deliver a presentation to the Board on their area of work. Following the presentation trustees asked about the sports membership target, about Cheerleading being a Sports Club and not a society, Sports Club numbers and

about how the role worked in practice. The Chair thanked the Activities Intern (Sports Clubs) for her comprehensive presentation.

The Activities Intern (Sports Clubs) left the meeting at 6.40 pm.

Part A - Open Business

2. Declaration of any Conflict of Interest

The Chair asked all trustees to declare if they had a conflict of interest of any item of the agenda. Each trustee confirmed that they had no conflict of interest of any issue. Jonathan Tomney stated that he had previously advised that he sat on ESN Society, but confirmed that was now no longer the case. Pei Ling Choo declared that she was a member of Students' Association Societies Council.

3. Previous Minutes

The Chair explained that a vote could not be called of the minutes of the previous meeting held on 15th May 2014 as there were only two trustees present who were at the previous meeting. The two trustees present confirmed that the minutes were accurate. No questions were raised of the minutes therefore it was accepted that the minutes of the previous meeting was an accurate record.

4. Matters Arising (Open Minutes)

4.1 Brand

The Chief Executive explained that this action was resolved as the new brand had been approved by trustees in June 2014 through email correspondence with the previous Chair.

4.2 Social Media Policy

The Chief Executive presented the proposed Social Media Policy for approval by the Board. He explained that the policy has been re-written based on feedback by the Board and that the policy had a 'Health Check' by Harper MacLeod LLP. The Chief Executive clarified that Full Time Officers are allowed to engage with the membership on social media at all time. Trustees discussed employees interacting with members through their personal social media accounts and felt the word 'discouraged' was appropriate. It was also raised whether staff should be able to communicate with the membership via Facebook messages but it was agreed that due to data protection and that staff could potentially overuse Facebook that this would not be changed.

The Chair called a vote on acceptance of the Social Media Policy and to a vote of, 5 For to 2 abstentions the Social Media Policy was duly approved.

The Chair said that due to time constraints of a lengthy agenda asked that highlights only be given and/or questions raised of the reports.

5. Chief Executive's Report (paper)

The Chief Executive presented his report. The Chief Executive wished to congratulate Pei Ling Choo on winning NUS international Student of the Year 2014 and that the proposed Brand Guidelines would be presented at the December Board. Trustees noted that there was additional unanticipated costs associated with engaging a temp agency and staff transitions, difficulties associated with the new website (NUS Digital) such as single sign on, that elections could not currently take place and the 'chunkiness' of the website. The trustees however agreed that the new website looked much better. The Activities Manager responded to a question about the tender process for the external bar that it was not possible to consider exiting the current contract with Walkabout due to the Students' Association missing the exit notice period but that this would be rectified for future tenders.

6. Executive Committee Report (paper)

The Chair presented the Executive Committee Report and opened the floor to questions of the report. Questions were asked by trustees and discussions took place on students being fined for smoking on campus, how the Student Bistro partnership worked, how the Bar and Nightclub partnership worked, careers and employability and the Class Rep Gathering. The Chair wished to congratulate the Full Time Officers on a successful few months.

7. Trimester 2 Activity Report (paper)

The Chief Executive presented the Trimester 2 Activity Report (2013/14). He highlighted the success of the Full Time Officer's Student Engagement Plan, the highest number of class reps trained, over double the number of Teaching Award nominations, the highest election turnout to date, the highest number of sports and society members ever and the highest Student Leaders Programme completion rates ever. He acknowledged the ever increasing student enquiries and casework within the Advice Centre, developments within GCU London and the high number of shortlisted nominations within the NUS awards. He added that the Students' Association was the first ever to receive a Five Stars in the Healthy Body Healthy Minds Awards. Discussions took place on whether the Student Leaders Programme could be expanded but the Chief Executive said that it was at capacity within current resources and the focus was on maintaining registration numbers and improving completion rates. A question was asked about the removal of the Active Lifestyles Programme and it was explained that this had been subsumed into the Events Programme, with the extension of fitness classes after week 6. A discussion took place on the number of casework students within the Advice Centre and the Advice and Representation Manager explained that GCU had improved processes for referral of students, which resulted in increased numbers.

8. International Student Barometer Summer Wave 2014 (paper)

Jack Johnston presented the International Student Barometer Summer Wave 2014 paper. He explained that satisfaction for the Students' Association and Clubs and Societies continued to remain high, at 95% and 94% respectively, which performed well against other institutions. He informed the committee that he was working with Professor Karen Stanton, Deputy Vice-Chancellor, on a potential GCU Strategic Investment Bid for an additional

Student Adviser, due to the high number of international enquiries within the Advice Centre. The Chief Executive advised trustees that the results were embargoed until 31st October 2014.

9. Freshers Report 2014 (paper)

The Activities Manager presented the Freshers Report 2014. He said that Freshers Week 2014 appeared to have been well received by all stakeholders and had been discussed at great length at the Freshers Committee. He noted that there was a lot of feedback to be reflected upon. The trustees commended all those involved in Freshers 2014 and the significant increase in income. Trustees discussed more events for under 18s and part time students and the price of the wristband. To a question raised the Activities Manager said that any additional income use would be decided within the quarter two reforecast.

At that time, 7.33 pm, Pei Ling Choo left the meeting.

10. Impact Report 2013-14 (paper)

The Chief Executive apologised for the late distribution of the Impact Report 2013-14 and asked Trustees to reflect upon any revisions they would like and asked for feedback by Monday 3rd November 2014. [Clerk's Note: The final Impact Report 2013-14 is now available from www.GCUstudents.co.uk/impact].

11. The Big Plan 2015: Year 3 Progress Report (paper)

The Chief Executive presented the Year Three Progress Report for The Big Plan 2015. The Chief Executive gave a brief summary of the report which outlined progress against the Organisational Key Performance Indicators and explained that overall good progress had been made but also identified those areas where change was required. He highlighted areas of progress in that members felt the Students' Association made a positive impact on their lives; an increase in members who know who their Full time Officers and Class Reps are; the significant increase in satisfaction score of National Student Survey (NSS); an increase in numbers completing the Student Leaders Programme, also membership of clubs and societies and footfall into the Students' Association Building. He informed trustees that the Green Impact Gold Award had been maintained, employee engagement of Staff Satisfaction Survey was excellent and that the highest possible rating of 5 stars had been achieved of Healthy Body Healthy Minds, the Students' Association being the first ever Scottish institution to do so. The Chief Executive said areas for development was to increase the profile that the Students' Association as a campaigning organisation; School Officer survey; the downward trend online readership of the magazine and Stakeholder Satisfaction Survey.

12. Annual Student Survey Results 2014 (paper)

The Chair presented the findings of the Annual Survey 2014 for Glasgow and London. John Gaughan noted that he felt the Full Time Officers needed to do more to engage with part time students. The Chief Executive added that actions were included within the Departmental Yearly Plans.

13. Students' Association NSS Results 2014 (paper)

John Gaughan presented a paper on the Students' Association satisfaction within the National Student Survey 2014. John Gaughan highlighted that the Students' Association saw a significant increase on last year's results, by 7%, to 70% satisfaction. He added that the Students' Association was 2% above the UK average and 3% above the Scottish average. The Board thanked staff for all their hard work to achieve that increase, although it was noted that the change in question wording may have benefited an improved score.

14. Trustee Board Composition Discussion (paper)

The Chair presented the Trustee Board Composition Discussion paper. He referred to NUS research which prompted his proposal to change the composition of the Board, which could include adding additional Student or External Trustees and GCU Governors and members of staff, with voting or observer status. The Chair explained that any change required the approval of Student Voice and asked the Board to agree what to present to Student Voice. The Board agreed that an additional Student Trustee and External Trustee would be beneficial. A discussion took place on GCU Governors or members of staff being added and the Chair expressed his support for this as it would improve partnerships and trustee experience. The Chief Executive explained he thought it was important for the Board to assess any risks before approving institutional involvement on the Board. He quoted the NUS Good Trustee Guide (2008): "Firstly, students' unions should retain the ability to challenge decisions from the institution and support their members in ways they felt were appropriate. Having a member of the institution on the trustee board may challenge that level of autonomy. Institutions still have a level of regulation through the '94 Education Act without them sitting on a union's board of trustees. It is unlikely that being a member of institution staff or its governing body could ever be seen as anything other than a conflict of interest with being a member of a union trustee board. NUS would therefore suggest that staff from your institution should not be students' union board members". He then referred to the OSCR guidance 'Who's In Charge: Control and Independence in Scottish Charities', which states that when a charity is linked closely to another body, there was the potential for particular risk, such as a lack of independent decision making or restrictions to independent decision making, conflicts of interests not being managed or public distrust because charity trustees are not seen to be taking decisions independently. The Chief Executive said that the charities could be viewed as being linked as GCU were instrumental in setting up the charity and that GCU is the main funder for the charity. The trustees had a discussion on the institutional involvement on the Board including trustees' term in position and how they would be appointed. The Chair explained that the implementation aspects would be decided later but initially felt they could have three year terms, with final appointment approval from the Appointments Committee. The Student President felt there was an appetite from University Court for representation at the Board and felt this was an example of a partnership approach and an opportunity for dialogue on strategic alignment. A discussion also took place on how the relationships between the various trustees would work and whether Sabbatical and Student Trustees could feel intimidated but that was not felt to be valid.

The Chair asked the trustees to vote of each option to be presented for consideration by Student Voice.

Option 1: Status Quo - For : 6

Option 2: Additional Student and External Trustee - For : 6

Option 3: Additional Lay Governor Trustee - 4 For to 2 Against

Therefore it was duly accepted that the all 3 options would be submitted to Student Voice for consideration. The Chair advised that the proposed change from Student Voice would be brought and presented to the next meeting of the Board. **Action: Chair.**

15. Strategic Plan Next Steps (paper)

The Chief Executive presented the Strategic Plan Discussion Paper. A discussion took place by the trustees on the length of the next Strategic Plan, the tender for consultants to carry out the research and to support the process and the proposed timescales. To a question raised the Chief Executive advised that the consultants are anticipated to cost between £8k and £15k, based on his sector knowledge.

The Chair asked for a vote on approving a three year strategic plan, the use of external consultants and the proposed timescales. This was unanimously agreed by the Board. The Chair asked that an ad hoc sub-committee for the strategic plan tender that involved trustees. It was unanimously agreed that would happen and the Chief Executive asked for interested trustees to get in touch with him by Monday 3rd November 2014. It was discussed and unanimously agreed that Stuart McCallum could sit on this group, if he wished, regardless of the outcome of the Student Voice decision to increase the numbers of External Trustees.

16. Constitutional Change: referendums (paper)

John Gaughan presented a paper about changing the rules for referendums within the Constitution. The proposal, already approved by Student Voice, was to lower the number of signatures required to trigger a referendum from 250 to 100 and also the proposal that the referendum result was only valid if there are at least 500 votes cast. The Board discussed that elections and referendums could not currently take place through the website.

The Chair called a vote:- For : 5, Against : 0, Abstention : 1. Therefore it was duly approved that the proposal would be sent to University Court for approval once the website issue had been resolved.

17. The Big Plan 2014: Year 4 Departmental Yearly Plans (paper)

The Activities Manager, Representation and Advice Manager and Chief Executive provided highlights to trustees on the work being carried out by the Activities Department, Representation and Advice Department and Membership Support Department. The Board

thanked the Senior Management Team for their plans. A discussion took place on whether there were too many actions and how the actions were prioritised. The Chief Executive explained that he felt the actions were manageable and current priority was assessed according to the Organisational Key Performance Indicators, although he welcomed the suggestion about using impact to assess priority of actions. To a question raised the Chief Executive explained that some sales targets were more ambitious than income targets within the budget.

Private and Confidential

TRUSTEE BOARD MEETING

The Minutes of the Trustee Board meeting held on Thursday 11th December, 2014 at 6.00pm in NH209.

Sederunt:

Michael Stephenson, Sabbatical Trustee (**Chair**)
John Gaughan, Sabbatical Trustee
Jack Johnston, Sabbatical Trustee
Lee Goodfellow, Sabbatical Trustee
Jonathan Tomney, Student Trustee
Kirsty McCallum, Student Trustee
Pei Ling Choo, Student Trustee
Lynn Tennent, External Trustee

Apologies:

Sheetal Revis, External Trustee
Stuart McCallum, External Trustee
Ashley Milroy, External Trustee

In Attendance:

David Carse, Chief Executive
Marie Wilkinson, Clerk
Leon White, GCU London SA Co-ordinator (**via Skype**)

The Chair informed the trustees that he had spoken with Sheetal Revis regarding her poor attendance to Trustee Board meetings. Sheetal had wished to apologise to the Board for her lack of commitment to the duties as a trustee and felt it only fitting that she verbally tendered her resignation. The Chair said that Sheetal would confirm her resignation in writing. [Clerks Note: Sheetal Revis formally resigned on 23rd December 2014]. The Chair thanks Sheetal for all her hard work and previous commitment to the Board.

At 5.55 p.m. it was confirmed that all trustees attending the meeting were present, the Chair commenced the meeting.

The Chair introduced Leon White, Students' Association Co-ordinator (GCU London), and Leon provided a background to GCU London and his full time role. He explained that his role is very diversity and supports student representatives, advice, events and involvement activities. Leon said that there are currently 241 full time students taking courses from 15 different programmes with an additional 60-80 students who were currently enrolled to receive English pre-session classes, to start their year from January 2015.

The Board asked Leon on his reflections on what will happen if undergraduate students are introduced at GCU London. The GCU London SA Co-ordinator said that he felt that

Undergraduates, as apposed to the more studious Postgraduates, would have a much higher expectation of Freshers activities and it would be a challenge to establish links with bars and clubs. The Chair thanked the GCU London SA Co-ordinator for his update. The Chair commented that he felt the provision of a full time SA Co-ordinator now delivered strong representation at GCU London and the Board congratulated the GCU London SA Co-ordinator of his achievements thus far.

The Students' Association Co-ordinator (GCU London) left the meeting at 6.12 p.m.

Part A - Open Business

2. Declaration of any Conflict of Interest

The Chair asked all trustees to declare if they had a conflict of interest of any item on the agenda. At this stage no members declared any conflicts of interests.

3. Previous Minutes

Trustees confirmed that there were no changes sought to the minutes. The Chair called a vote and 6 members voted For the minutes and 2 members abstained. The minutes were therefore accepted as an accurate record of the minutes of the meeting on the 23rd October 2014.

4. Matters Arising (Open Minutes)

4.1 Trustee Board Composition discussed at Student Voice

The Chair explained that Student Voice approved the addition of an extra Student Trustee and External Trustee on the composition of the Trustee Board. The Chair explained that Stuart McCallum was now confirmed as an External Trustee and that recruitment of the Student Trustee vacancy and the now vacant External Trustee position would commence in Trimester 2.

5. Chief Executive's Report (paper)

The Chief Executive presented his report. The Chief Executive said that the Full Time Officer Election Nominations was now open. He highlighted a new piece of legislation, the Lobbying Act, which outlined guidance for charities in the run up to the General Election. The Chief Executive said there were still significant concerns with the website on the issue of Single Sign On and explained the reasons for the delay. There was a short discussion of NUS Digital ability to rectifying the situation before the Officer Elections in March. The Chief Executive advised that a contingency plan had been set in motion to deal with online Elections, that the Communications Steering Group look to compile a list of the website problems by January so that they could be presented to NUS Digital. The Chief Executive confirmed that a one year exit clause had been negotiated in the contract but explained that alternative website providers were more expensive and would not necessarily resolve our current

problems. Of a question raised the Chief Executive said that the Executive Committee and the Democracy and Campaigns Advisor would liaise to discuss specific questions raised of the new Full Time Officer Election's model. John Gaughan asked what steps had been taken to address the situation of a decline in the number of NUS Extra card sales now that students could apply for a free discount card from 'myunidays.com'. The Chief Executive said that an action plan was in place that would look to market NUS Extra to student graduates and staff members.

6. Executive Committee Report (paper)

The Chair asked for questions of the Executive Committee Report. Questions were asked about GCU TV, PGR Issues, the Student Bistro and the Impact Email and the Full Time Officers responded accordingly. The Chair welcomed trustees to ask further questions to the Officers outside of the meeting.

7. Student Voice Report (paper)

John Gaughan gave a brief summary of the Ideas (motions) passed by Student Voice which had been; New way of Electing Full Time Officers; Gender and Sexuality Safe Space; GCU Students' Food Bank; Renaming LGBT as LGBT+ ; Radio Caley Values and Responsibilities; 24 Hour Study Space; Societies Funding Process; Trustee Board Composition and Revision of Bake Sales Policy. No questions were raised of the report.

8. Revised Conflict of Interest Policy (paper)

The Chief Executive introduced the revised Conflict of Interests Policy. He explained that the previous Conflicts of Interests Policy has been taken from the GCU version. He added that the revised policy was benchmarked against the Charity Commission Guidance on Conflicts of Interests and that the draft policy had been 'Health Check' by Harper MacLeod LLP. The Chief Executive reiterated that the Trustee Board Appointments Committee should consider conflicts of interest as a pre-appointments issue. Lynn Tennent said she felt that the revised Declaration of Interest Policy was robust, with a clear and concise format. No questions were raised of the proposal and the chair called a vote. The Trustee Board's vote was unanimous in acceptance of the revised Conflicts of Interest Policy.

9. Internationalisation Strategy (paper)

Jack Johnston presented and gave a summary of the revised Internationalising Strategy and Action Plan that was formed from completion of the NUS Internationalising Toolkit. The discussion concluded that this paper was a framework rather than a strategy. It was agreed that this paper be deferred to the Executive Committee for discussion and an agreed way forward. **Action: Executive Committee.**

10. Full Time Officer Elections: Constitutional Change (paper)

The Chief Executive explained that Student Voice had agreed to change the Full Time Officer model and that this paper outlined the rationale for the changes and the proposed amendments required to Schedule 3 and the By-laws. The Chair summarised the changes as: Rather than having four separate elections for our Full Time Officers, we will have one election with four candidates being elected using the Single Transferable Vote method; The candidate who comes first in the election will be offered the role of Student President; The other three successful candidates will each become a Vice President with responsibility for each representing students in one of GCU's three academic schools and all officers will be responsible for promoting student representation alongside our activities and services in their schools.

The Board discussed the changes to the Full Time Model and the Board agreed that this was a positive way forward but acknowledged there would be operational challenges in its implementation. The Board explored what would happen if no Officer was to take the Student President role. The Chief Executive explained that this model is used in three other Student Unions and the candidate with the most votes has always taken the Student President role. The Board also discussed when the policy areas would be negotiated by the Full Time Officers and whether there was sufficient time before the first formal Executive Committee meeting. The Chief Executive explained that discussions would start after the elections and sufficient time would be allocated for negotiations before the formal decision. Lastly it was confirmed that the reference to 'Vice President Education' would need to be changed within Schedule 3 to 'Vice President'.

The Chair also explained that Constitution has been revised to reflect previously approved changes to referendums and the Chief Executive's job title.

To the Chair's call, the Trustee Board's vote was unanimous on acceptance of the changes to the Constitution, Schedule 3 (appendix 4) and By-laws (appendix 5).

11. Selecting the Appointments Committee

The Chair asked for trustees to put themselves forward to join the Appointments Committee. After a discussion, both Jonathan Tomnay and John Gaughan put themselves forward. It was also proposed that Ashley Milroy was invited to participate. [Clerk's Note: Due to Ashley's unavailability Lynn Tennent stepped into her place].

12. Branding Guidelines (paper)

The Chair explained that the Students' Association had Brand Guidelines to ensure consistency of the brand. He added that separate and more concise guidelines have been produced for clubs, societies and groups. The Board unanimously approved the Brand Guidelines and thank all involved in the success of this project.

13. Trustee Board Performance Review (paper)

The Chief Executive explained that in line with NUS Good Governance Code of Practice: Principles of Good Governance it was important for the Board to review its performance annually and trustees were asked to approve the proposed questionnaire. The Board discussed the questions and the questionnaire was agreed. The Chief Executive explained that the questionnaire would be opened in December 2014.

14. Trustee Board Vice Chair Remit (paper)

The Chief Executive presented the paper and advised that in line with NUS Good Governance Code of Practice: Principles of Good Governance section 3 outlined the importance to have the role of Vice Chair. The Chief Executive went on to explain that the role of the Vice Chair was to support the Chair and deputise in the Chair's absence and that NUS recommended that this role was undertaken by an External Trustee, who could then support the Student President in managing the performance of the Chief Executive and in reviewing the effectiveness of the Chair.

A discussion took place on whether this role should explicitly be undertaken by an External Trustee or whether it could be undertaken by a Student Trustee. The Chair reminded trustee members that student and officer members were in office for a one year term only and that there needed to be a consistency of support for the Chair and he felt that the appointment would see a further development of the Trustee Board. The Chief Executive added that an External Trustee had a greater work experience, could proffer impartial advice and also act as a mentor to the Chair. After initial discussions the Board agreed to the creation of the Vice Chair role (7 For, 1 Abstention). It was agreed that the Board would need to discuss further the length of the role and the selection process. **Action: Trustees.**

TRUSTEE BOARD MEETING

The Minutes of the Trustee Board meeting held on Thursday 12th February 2015 at 6.00pm in NH209.

Sederunt:

Michael Stephenson, Sabbatical Trustee **(Chair)**
John Gaughan, Sabbatical Trustee
Jack Johnston, Sabbatical Trustee
Lee Goodfellow, Sabbatical Trustee
Stuart McCallum, External Trustee
Ashley Milroy, External Trustee
Jonathan Tomnay, Student Trustee
Kirsty McCallum, Student Trustee
Sian Hughes, Student Trustee

Apologies:

Pei Ling Choo, Student Trustee
Lynn Tennent, External Trustee

In Attendance:

David Carse, Chief Executive
Marie Wilkinson, Clerk
Gordon McTweed, Activities Manager (items 13 to 19 only)
Melissa Cairney, Finance Manager (items 13 to 17 only)

At 5.54 pm it was confirmed that all trustees attending the meeting were present, the Chair commenced the meeting.

The Chair welcomed and thanked trustee members for their attendance, introduced Sian Hughes as the new Student Trustee and invited the Board members to introduce themselves.

Part A - Open Business

2. Declaration of any Conflict of Interest

The Chair asked all trustees to declare if they had a conflict of interest of any item as the meeting progressed.

The Chair called for a Change to Standing Orders, in that Closed Business be addressed in the first instance.

Closed Business discussion took place.

A comfort break had been called at 7.18 pm, the meeting resumed at 7.25 pm.

As per the Change to Standing Orders the Chair said they would now move forward with Open Business, that due to time constraints would forgo the presentation.

3. Previous Minutes

A request was made to amend Item 11, in that Ashley McCallum should read Ashley Milroy. That subject to the change being made the Trustee Board members voted, 6 For to 3 Abstentions of acceptance that the minutes of the previous meeting held on the 12th December 2014 was an accurate record.

4. Matters Arising (Open Minutes)

4.1. Internationalising Strategy

The Chair advised that the re-draft of an Internationalisation Strategy was to be discussed at the next Executive Committee.

4.2. Vice Chair Role

The Chair explained that at a previous Board meeting that the role of Vice Chair, to be fulfilled by an External Trustee, was approved but that a decision was not yet made on the length of appointment, the selection process and whether this appointment would trigger a new term of office for the selected trustee. The Chair explained that Lynn Tennent had been acting in an interim capacity in this role. The Board discussed the length of service for this role and it was suggested that this should be a three year term from appointment. Of the Chair's call, the Trustee Board was unanimous that the Vice Chair role would be for a 3 year period. The Chief Executive explained that this would require a change to the by-laws by Student Voice before this could take effect, otherwise the current appointed Vice Chair could only hold this position until the end of their term of office. The Chair invited nominations of External Trustee to the Vice Chair role to the next Trustee Board meeting when a vote would be called. **Action: Trustees.**

5. Chief Executive's Report (paper)

The Chief Executive highlighted from his paper that the meeting with NUS Digital to discuss on-going concerns with the website platform had gone well and that his confidence in NUS Digital and its functionality had been greatly increased since meeting with Michael Wigg, NUS Digital Community Engagement Manager and receiving a named contact with NUS Digital, Tarryn Samuel. The Chief Executive explained that the institution was now delaying progress with Single Sign On and Shibboleth due to data protection concerns. The Chief Executive explained that the Student President and himself were trying to progress this and

It was hoped that the system would be fully functional for March Elections but advised there was a contingency plan and 'online voting' would still take place.

The Chief Executive updated the Board on the progression within the Staff Competency Framework. He explained that a staff development day was held in January 2015 to develop the indicators within each competency and that the Competency Framework would be brought to a future meeting of the Board for approval.

Jonathan Tomnay asked the Chief Executive about the proposal to appoint another Student Governor onto University Court from within the Executive Committee and not for the role to be held by a student. The Chief Executive explained that this was a decision made by the Executive Committee and that the rationale was that a Full Time Officer could better fulfil the commitment to attend all the meetings throughout the year and would have a higher level of background knowledge and understanding of how the institution works. Stuart McCallum felt that, strategically, that was the right decision.

The Chief Executive advised that he would circulate a Dates to Note paper which would inform Trustees of significant events throughout the year that they may wish to attend. He also said he would circulate the Trimester 1 Infograph that was sent to members. **Action: Chief Executive.**

6. Executive Committee Report (paper)

Of the Chair's call, no questions were raised of the Executive Committee Report, however, Sian Hughes said that she liked the format, that it was well put together, gave a clear and concise account of what individual Full Time Officers were doing.

7. Full Time Officer Elections (paper)

The Chief Executive asked the Board to recommend a date to Student Voice for determining the last point at which a successfully elected candidate can withdraw after a Full Time Officer Election without a by-election being required and the position can be offered to the next highest candidate. He explained that this is not currently specified within our Schedules or By-laws. The Depute Returning Officer proposed a 4 week's following close of polls. There was a brief discussion including the proposal to reduce this to 2 weeks, that was discounted.

The Trustee Board members unanimously agreed a 4 week time limit before a by-election was called. The Chair advised that the proposal would be submitted to Student Voice.

8. Class Rep Impact Report (paper)

John Gaughan explained that the purpose of this research was to evaluate the impact of the GCU Class Rep System on the students who participate in it and who they represent. He added that three existing data sources, namely the National Student Survey, Students' Association Annual Survey and the Class Rep database were used and the Class Rep Survey and pilot report into reps participation in Student Staff Consultative Groups were also used. From the available data the report concluded: students with a trained Class Rep on their

programme are on average 4% more satisfied with their programme, there is a relationship between a Class Rep being trained and satisfaction with that Class Rep, that Class Reps who are trained are more likely to engage with the university and Students' Association meetings and events and Class Reps that are trained feel they play a larger part in contributing to their student experience. The Chief Executive said that the Students' Association is playing a leading role in the Students' Associations/Unions in the UK on measuring impact. The Board thanked all involved, in particular the Democracy and Campaigns Adviser on an insightful report.

10. Trimester 1 Activity Report (paper)

Due to time constraints the Chief Executive asked for questions to the report. John Gaughan asked about the social media statistics within the report and asked whether these were the best measurements. The Chief Executive responded that the Students' Association had previously engaged Postable Limited, social media consultants, to advise on successfully measuring performance with social media. The Chair wished to thank all those who had input to the report.

10. Trimester 1 Action Plan (paper)

The Chief Executive presented the Trimester 1 Action Plan and gave a brief summary of remedial actions to turn around the poorer engagement figures in Trimester 1. Jack Johnston questioned the low number quoted of Ideas submitted to Student Voice. Michael Stephenson said that many issues had been raised through Student Voice but the figure was a note of ideas that had elicited genuine debate.

11. Board Performance Review (paper)

The Chief Executive presented and gave a brief summary of the review questionnaire which had looked at the effectiveness of Trustee Board. The three main themes identified were: communication of trustees outside of meetings, financial awareness of trustees and understanding and utilisation of trustees' skills.

The Chair explained that he had set up a Facebook Group to try and improve communications between trustees but added that it had not been particularly utilised by trustees. John Gaughan felt that it was important to have quality communications. Trustees felt that they needed to more self-motivated to make contact with other trustees out with meetings, for example for coffee. It was agreed in sharing personal email addresses to all members of the Board, subject to meeting data protection requirements.

The Chair explored with the Board whether a finance sub-committee would be useful. Lee Goodfellow questioned who would sit on the committee and stated that he was conscious of having too many sub-committees and the time commitment for that. This view was echoed by Jack Johnston. Stuart McCallum was also not convinced with the need for an additional finance committee as he felt the finances were relatively fixed and was not convinced in the need for more meetings for the sake of it. Stuart McCallum suggested that he or the Finance Manager could meet with trustees before the meeting to discuss the accounts and ensure

that they are understood. The Board agreed that at that time there was no real need for an additional finance sub-committee.

The Chair suggested undertaking a skills matrix to assess the current skills of trustees and that this would assist in the utilisation of skills moving forward. **Action: Chair.**

Sian Hughes left the meeting at 8.10pm.

12. Appointments Committee (verbal)

The Chief Executive advised the Board that he would hold off on the appointment of the additional External Trustee until Trimester 2 was concluded to which would ensure a staged appointment of External Trustees.

Meeting ended 8.18 p.m.

Private and Confidential

TRUSTEE BOARD MEETING

The Minutes of the Trustee Board meeting held on Monday, 1 June 2015, at 6.00pm in NH209.

Sederunt:

Michael Stephenson, Sabbatical Trustee (**Chair**)
John Gaughan, Sabbatical Trustee
Jack Johnston, Sabbatical Trustee
Lee Goodfellow, Sabbatical Trustee
Jonathan Tomney, Student Trustee (via Skype)
Kirsty McCallum, Student Trustee
Sian Hughes, Student Trustee
Lynn Tennent, External Trustee

Apologies:

Pei Ling Choo, Student Trustee
Stuart McCallum, External Trustee

In Attendance:

David Carse, Chief Executive
Marie Wilkinson, Clerk
Kathryn Collins, Clerk
Neil Alexander, Incoming Full Time Officer (observer)

At 6.00p.m. It was confirmed that all trustees attending the meeting were present, the Chair commenced the meeting.

The Chair welcomed and thanked the members for their attendance, and invited the members to introduce themselves. The Chair introduced Neil Alexander to the Board who was attending as an observer. Neil Alexander is the new Incoming Full Time Officer with the Students' Association. Jodie Waite is also a new incoming Full Time Officer but was unable to attend the Board meeting.

The Chair informed the Board that Ashley Milroy had resigned as an External Trustee on the 8th May 2015 due to work commitments and the Chair thanked Ashley for her contribution and said it was very much appreciated.

Part A - Open Business

2. Declaration of any Conflict of Interest

The Chair asked all trustees to declare if they had a conflict of interest of any item as the meeting progressed. The Chief Executive said he had a conflict of interest with Item 16.1 and so the Chair will present this paper.

The Chair called for a Change to Standing Orders, in that Closed Business is addressed in the first instance.

A comfort break had been called at 6.50 pm., the meeting resumed at 7.03pm.

As per the Change to Standing Orders the Chair said they would now move forward with Open Business.

3. Previous Minutes

No questions were raised of the minutes and of the Chair's call the Trustee Board members voted - For: 7 Abstentions: 1 of acceptance that the minutes of the previous meeting held on 12 February 2015 was an accurate record.

4. Matters Arising (Open Minutes)

4.1. Vice Chair Role

The Chair explained that the post of Vice Chair for a three year period had been agreed at the last Board meeting and asked for nominations of the role. Lynn Tennent said she had been acting as Vice Chair in the interim and would be happy to take on the role formally. No other nominations were presented. Of the Chair's call, the Trustee Board's vote of 7: For to 1: Abstention in acceptance of Lynn Tennent to the role of Vice Chair. The Board members welcomed Lynn as the Vice Chair, and would currently hold the position until the end of her term in office. It was agreed to take a motion to Student Voice to change the By-Laws to facilitate a Vice Chair undertaking the role for a full three year period. **Action: Student President.**

4.2 Key Dates and Infograph Email

The Chief Executive confirmed that he had sent the Key Dates and Infograph Email.

4.3 Skills Matrix

The Student President had previously explained that he was keen to undertake a Skills Matrix and explained that this matter was still on-going. **Action: Student President.**

5. Chief Executive's Report (paper)

The Chief Executive presented his paper. He highlighted that a review of the Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Act 2014 was currently taking place and that NUS UK would be responding on behalf of the sector. He also highlighted the Office of the Scottish Charity Regulator (OSCR) Targeted Regulation of Scottish Charities Consultation, the revised versions of the Charity Statement of Recommended Practice (SORP), the Bank Review and the Clothing Tender. He added that the Students' Association will take advice from its auditors on which SORP (FRS 102 or FRSE) version to take forward for its audited accounts.

The Chief Executive was asked about the rationale behind the Banking Review. The Chief Executive explained that the Students' Association is currently with the Bank of Scotland and has had significant problems with the changeover of signatories and authorised users over the past year and its approach to customer service. He added that the last Banking Review was concluded in November 2012 and it is prudent to regularly benchmark costs and services from other banks.

The Chief Executive was asked how the list of Clothing Suppliers was selected and he referred to the Vice President Activities, Lee Goodfellow for comment. Lee Goodfellow gave a brief rationale for the clothing companies' selection, saying that the list was made up of known, local and recommended companies used by other Student Unions. It was confirmed that the ethical considerations was included as part of the tender criteria.

A question was asked about whether the Students' Association was legally required to follow a particular tender process. The Chief Executive responded that good practice guidance from OSCR for Charity Trustees: 'acting with care and diligence' was to obtain at least two separate quotes for services. He added that the Students' Association Financial Policy requires seeking at least three quotes.

The Board unanimously voted in favour to approve the list of companies to approach for the Banking Review and the Clothing Tender.

6. Executive Committee Report (paper)

The Chair thanked Jack Johnston, Vice President Wellbeing, and the Chief Executive for their hard work in achieving the Strategic Investment Bid funding for an additional Student Adviser.

The Chair congratulated John Gaughan on winning two awards at the student partnerships in quality Scotland (sparqs) Student Engagement Awards 2015. The awards were given to the Students' Association for GCU School Conferences: a picture of School specific engagement across GCU; and GCU Engage: a model for sustainable student engagement and partnership working in higher education.

The Student President was asked about the Erasmus + Funding Bid for 450,000 euros. He explained that the central objective of the project is to establish a formalised transnational

training programme to prepare students for carrying out effective social innovation projects in the local community. This will be a three year project working with other European institutions. He added that the Bid was created with the GCU Europe Office and would hear about the outcome of the funding at the end of June 2015.

7. Trimester 2 Activity Report

The Chief Executive introduced the Trimester 2 Activity Report. He highlighted that there were many positive achievements in Trimester 2 including the Full Time Officer Engagement Plan, the highest number of Class Rep trained ever, the highest turnout in the elections ever, through our extremely active student media groups, the highest ever number of societies and in maintaining a high quality Advice Centre service with ever increasing student enquiries and casework and that GCU London is performing well with student engagement. He congratulated colleagues involved in maintaining the Gold Green Impact Award and Five Stars in the Healthy Body Healthy Mind Awards, both awards with ever increasingly complex criteria. The Chief Executive added that many areas continued to maintain good involvement for example in sports club and society memberships, Student Voice, Wellbeing Volunteering and Nightline Volunteering. He expressed concern at the erratic nature of Teaching Award nominations submitted and the somewhat significant drop in completion rates for the Student Leaders Programme during this academic year. He explained that removal of the free Student Leaders Ball, the simplification in approach at Advanced Level and not having enough stretch for participants and the slightly reduction in the number of external organisations delivering workshops and the late start in Trimester 1 of the Student Leaders Co-ordinator all had an impact on completion rates. He said that these factors would be explored to reverse a potential downwards trend.

It was noted that Lucy Duff should read Katie Bristo on page 19 of the report.

The Chair informed the Trustee members that the report had been presented to University Court who had given praise of the work the Students' Association offered its' members.

8. Campaigns Toolkit

The Chief Executive explained that as a campaigning organisation and an intended outcome from The Big Plan 2015 was to produce a toolkit to support members and Officers in running effective campaigns. He added that this was also a requirement under the Quality Student Unions accreditation, to demonstrate how we support members to campaign. The Board were asked to note the direction of travel of the draft Campaigns Toolkit and that the Toolkit would be presented to the Executive Committee and Student Voice for approval.

The Board commended the current direction of travel but felt that the Toolkit was very corporate at this stage. The Chief Executive said that he was confident that the Full Time Officers will help to make the toolkit more student friendly and one graphically designed will be more visually exciting.

9. Women's Representation Intern Report

The Vice President Wellbeing presented the report produced by the Women's Representation Intern on the outputs of this role during the academic year 2014/15. The Chief Executive explained that the Womens Group have been extremely active this year and

should be congratulated for organising many successful activities and events throughout the year. He added that much of the success was down to a very effective Womens Officer and Committee. The Student President commented that he felt the objectives set for the Womens Representation Intern post were not aligned to the original rationale for the post. The Chief Executive explained that the job description and objectives had been agreed with the then Vice President Education. A discussion took place on the sustainability of supporting Liberation Groups including staff support, promotion, training and the introduction of a Campaigns Toolkit. The Chief Executive explained that support was being explored as part of the planning for next year.

10. International Student Barometer Survey Results

The Vice President Activities presented the International Student Barometer Survey Results 2014. He explained that the Students' Association received a 94.3% satisfaction score and a 92.7% satisfaction scores for the Clubs and Societies within the International Student Barometer. A total of 913 international students at GCU completed the survey, a response rate of 33%. All agreed that the Students' Association had received a good score and was placed well at 2nd in Scotland.

11. Bank Signatories

The Board were asked to approve the proposed changes to the bank signatories. The bank signatories are the four Full Time Officers and the Chief Executive. It was proposed to remove Jack Johnston (Vice President Wellbeing) and Lee Goodfellow (Vice President Activities) as signatories on 14th June 2015 and add Jodie Waite (Vice President) and Neil Alexander (Vice President) as signatories from 15th June 2015. David Carse (Chief Executive), Michael Stephenson (Student President) and John Gaughan (Vice President) will continue to remain as signatories. The Trustee Board was unanimous in voting for the proposed signatory changes.

12. Competency Framework

The Chief Executive introduced the Competency Framework paper. The paper proposed how the Students' Association can adopt the NUS: The National Competency Framework for Students' Unions. He explained that the Competency Framework is a designed structure that sets out and defines each individual competency required by individuals working in an organisation. The framework has three levels of performance: Outstanding behaviour, Effective behaviour and Unacceptable behaviour. At a staff event in January 2015 the competency framework indicators were reviewed to assess the language of each indicator and adapted to suit GCU Students' Association. The Chief Executive explained that the Competency Framework would be used for staff recruitment, induction, performance reviews and in assessing staff learning and development needs. He added that the implementation of the competencies could be piloted with the recruitment of staff during the summer. The Board welcomed the Competency Framework paper and recognised that the full implementation of the Competency Framework would be a significant piece of work. Lynn Tennent, External Trustee, offered support to the Chief Executive. The Trustee Board was unanimous in voting for the approval of the Competency Framework.

13. Appointments Committee

The Chair explained that recruitment for the Student Trustees for the academic year 2015/16 was opened in Trimester 2. The Chair took the decision for the Appointments Committee to interview five candidates and selected Robert Excellence and Fraser Drylie and would open the recruitment process again for the remaining Student Trustees places. The Chair explained that the recruitment for External Trustee vacancies will begin in June 2015. The Board discussed who would sit on the Appointments Committee for 2015/16 and it was decided that Lynn Tennent and John Gaughan would be on the Committee. It was also proposed that Robert Excellence sits on the Committee. [Clerk's Note: Robert was unable to make the Appointment Committee and Fraser Drylie attended]. The Chair asked the Board to note the outcome of the meeting of the Appointments Committee. The Trustee Board was unanimous in voting for the Fraser Drylie and Robert Excellence as Student Trustees.

14. The Times Higher Education Student Experience Survey 2015

The Vice President Education introduced the Times Higher Education Student Experience Survey 2015 paper. He explained that the survey asks current undergraduate students to rate how the university has performed in 21 key areas each year using a seven point scale. The 110 respondents at GCU were asked how they agreed or disagreed with a number of statements based on their university experience. The Students' Association received a score of 4.2, which is an increase from 3.6 in 2012. The average Student Union score was 5.1. The Chief Executive commented that this survey has a low student response rate and that the Students' Association consistently scores lower when surveys ask about unions as opposed to Students' Association. The Vice President Education asked the Trustee Board to note the results for the Students' Association results in the Times Higher Education Survey.

15. Any Other Business

The Chair commented that the meeting was the last meeting with the current Trustee Board members and thanked everyone for their contribution. The Chair thanked Student Trustee members Kirsty McCallum, Jonathan Tomnay and Pei Ling Choo for their contributions. The Chair also thanked Jack Johnston and Lee Goodfellow for their large contribution to the Students' Association and the big changes that they have brought about.

In relation to the Loyalty Policy, the Chair thanked David Carse, Chief Executive, for his loyalty with attaining 10 continuous years' service with the Students' Association by presenting a card and informal drinks will be organised at a later date. Marie Wilkinson was thanked for Clerking the Board for the last year.

Meeting ended 8.03 p.m.
Next meeting September 2015