

Meeting Minutes

Meeting	Trustee Board	
	Management Board	
	Executive Committee	X
	Finance & Commercial Development	
	Appointments & Remuneration	
	Compliance, Governance & Risk	
	Other: Staff Development Day	

Meeting Date	12 th January 2024
Meeting Time	11:30-12:30
Attendance	
Present	Fiona Smith (Perth President) Rebecca Bond (Perth Deputy President (Activities and Welfare)) Elizabeth Keegan (Inverness President) William Campbell (President) Gary Soutar (Vice President (Education)) Rachel Burn (Chief Executive Officer) Elliot Stradling (Democracy and Governance Coordinator) Simon Varwell (Director of Student Engagement and Representation)
Apologies	Sophie-Ann Bain, Holly Pearce Kayes, Kian McDonald, Shannon MacCallum
Non-Attendance	Joseph Sweeney, Ahren Armstrong

Section	Minutes
1	Welcome and Meeting Management
1.1 Apologies	As detailed above.
1.2 Minutes from 9 th and 28 th November 2023	Minutes from 9 th and 28 th November were approved by Committee.
1.3 Action Log from 9 th and 28 th November 2023	Action Logs from 9 th and 28 th November were approved and updated by Committee.
2	CEO
2.1 Athena Swan Working Group	RBu gave an overview of the Athena Swan Award run by Advance HE, announcing UHI's decision to create a working group with the intent of applying for the bronze award in 2025, and the desire to have students involved in the process. The time commitment was described as about three hours per month, involving meetings and other work, with their name included in the application. RBu explained that the process would involve looking at male and female attainment gaps for specific courses, marketing, website content, staff pipeline, policies, events and creating an action plan to make

	<p>measurable changes, with those changes potentially leading to a silver award in the future.</p> <p>FS wondered if it could be linked with International Women's Day on 8th March which Perth were starting to plan, noting that there were a lot of men-only groups and no women's groups. RBU agreed it was appropriate to feed into the working group and that she would be volunteering in the group. FS also agreed to join the group.</p> <p>It was highlighted that applications had to be made public, so could be viewed for other institutions.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Any officers with an interest in joining the Athena Swan Working Group to contact RBU as soon as possible.
2.2 Objectives	<p>RBU confirmed that she had done a first draft which was with the Trustee Board for comment, but that feedback from the Executive Committee was also welcome. She summarised them as being around finances and diversifying income streams, building relationships with partners, planning and internal governance, staff retention and development, the launch of an all-student newsletter, leadership and support, and personal development.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • WC to circulate RBU's CEO Objectives to all Executive Committee members for comment.
3	Vice Chancellor Recruitment
3.1 Process and key attributes	<p>WC explained that the job advertisement had gone out yesterday, with applications closing in three weeks' time, shortlisting within a week of that, and final shortlisting and interviews within another week or two of that, with focus groups in between. He confirmed that he would be sitting on the panel and would have the chance to ask questions and look for key attributes, and encouraged committee members to suggest the attributes they would like to see.</p> <p>RBU suggested asking candidates what they'd actively done in a previous role to advance the EDI agenda, or something they'd actively done to benefit students. WC noted that he would discuss adding questions with Sean or Stuart (ph 19.41), with a list being put in the Executive chat for prioritisation if there was a limit.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • Officers to consider key attributes to look for in, or questions for, the vice chancellor candidates to be communicated to WC.
4	Executive Focus
4.1 Key items and projects to focus on	<p>WC explained that he wanted committee members to suggest what the Executive Committee should be focusing on in the next few months, noting that elections were coming up soon. He highlighted conversations regarding a mental health agreement between the university and the Students' Association as an example of a small campaign or project that they could do collectively and collaborate on cross-campus, and complete by the end of the year. WC also asked what personal objective focuses were over the next couple of months, stating that he wanted to ensure there was a really good starting</p>

	<p>stone for the student health agreement, regardless of whether he was re-elected, along with other small projects around housing, buses, and the Co-op.</p> <p>GS explained that because it could be his last few months with the organisation if he wasn't re-elected, he wanted to do what he could to improve the process for future post holders, as he'd experienced issues with the onboarding and induction process.</p> <p>FS noted that there were a few events planned, such as a Ceilidh for Robert Burns, a UHI Perth Pride for LGBT History Month, hopes to collaborate on a 'Good Vibes 2.0' with UHI Perth staff for 14th March and University Mental Health Day, but that she was hoping to address the categories of the OBI awards ceremony as her legacy, as she was not re-running.</p> <p>EK stated that the mental health training policy was her current focus, and the mental health coordinator for UHI had asked the Students' Association to look at the student mental health agreement which was supposed to be student-led, and that getting the document up to date was a project that should be done together, although WC noted that it was quite a big project, as it would require a lot of consultation with specific groups of students.</p>
5	<p>Any Other Business</p>
5.1 Mental Health Agreement	<p>WC emphasised that this would be a big project in terms of getting different student groups involved to share their aims and goals, and the pledges to be made by both students and UHI, which would then need to be discussed UHI-wide to ensure it was feasible. He stated that he'd been looking at other Student Mental Health Agreements across other Student Unions but didn't know if any other APs currently had training for SVRs. EK confirmed that if training was available for SVRs at Inverness it wasn't advertised and appeared to be just staff, with the need to keep student training separate from staff due to privacy and disclosure issues, although it was something that could be investigated. RBU agreed that she had originally been looking into arranging mental health training for officers and staff only, primarily due to cost, but that including the SVRs could be explored, with potential to add something small into next year's SVR training, such as signposting to further training. SV agreed that it should be woven into the ethos of the core training and could be a topic included in the potential modularisation of further training.</p> <p>It was suggested that quiet rooms could be included in the Student Mental Health Agreement, due to the challenge of finding a quiet space on campus to decompress and confirmed that SVR training would include an opt-out clause in case of potential triggers. RBU added that knowing what to do when faced with a situation the SVR knew they were not able to handle was also extremely helpful.</p> <p>WC reiterated that cross-campus support and collaboration between different student groups would be required, adding that a good start had been made.</p> <p>ACTION:</p> <ul style="list-style-type: none"> Any officers with views on what mental health training should look like or cover to arrange a discussion with SV.

	<ul style="list-style-type: none">• Any officers with ideas or interest in getting involved with the mental health agreement to email WC, EK, or RBu. <p>There being no other business, the meeting ended.</p>
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