



Meeting Minutes

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

Meeting Date	4 th April 2025
Meeting Time	13.00-14.00
Attendance	
Present	William Campbell, Students' Association President (Chair) Holly Pearce, Inverness Depute President Sarah Marshall, Moray Depute President Xander McDade, Perth President Andi Garrity, Perth Depute President Harley Green, Shetland Depute President Kian McDonald, Scottish Association for Marine Science (SAMS) Depute President
Apologies	Siobhan Moore, Argyll Depute President Elizabeth Keegan, Inverness President
Absent	Shannon MacCullum, Vice President Education Mila Tabone, Orkney Depute President Nicolas Kowalczyk, North, West & Hebrides Depute President (West)
Attended	Amiee Cuthbert, Development Manager (Perth & Moray) Paul Stalker, Insight & Democracy Co-ordinator (Clerk)

Section	Minutes
1	Meeting Management
1.1 Apologies	The Chair noted that the Argyll Depute President and the Inverness President had sent their apologies in advance.
1.2 Draft March Executive Committee Meeting Minutes	The Chair made reference to the minutes of the Executive Committee meeting held on Tuesday 7 th March 2025 and asked for all those who attended that meeting to approve whether this was an accurate reflection or not. The minutes were approved.
1.3 Executive Committee Action Log Update	The Students' Association President highlighted that the Director of Community & Communications was currently working to identify the email account linked to the HISA X (Twitter) account.

	<p>The Students' Association President noted that as part of their action to investigate setting up a virtual suggestion box on the HISA website they had secured undertakings from the Director of Community & Communications that the virtual suggestion box idea would be investigated within the upcoming Communications Review. The Students' Association President also noted that as part of their action to investigate setting up a virtual suggestion box on the HISA website they had secured undertakings from the Insight & Democracy Coordinator that the online processes that other Students' Associations/ Union in Scotland used to collect ideas and suggestions from students would be investigated within the upcoming Democracy Review.</p> <p>The Students' Association President asked if any member objected to marking the action to investigate setting up a virtual suggestion box on the HISA website to collect ideas and suggestions from students as being complete.</p> <p>The Students' Association President noted that they would mark the action to investigate setting up a virtual suggestion box on the HISA website to collect ideas and suggestions from students as being complete as no member had objected to doing so.</p>
2	Student Engagement and Representation
2.1 Board Of Management Project Evaluation	<p>The Development Manager (Perth & Moray) highlighted that the Board of Management Project evaluation would involve a series of semi-structured interviews with Local Officers, Local Coordinators, and representatives from the boards of management from each of the academic partners.</p> <p>The Development Manager (Perth & Moray) explained that the purpose of the Board of Management Project evaluation was to assess the impact of the project so far and identify next steps for further development.</p> <p>The Development Manager (Perth & Moray) noted that the semi-structured interviews would be taking place during the months of April and May. The Development Manager (Perth & Moray) also noted that the semi-structured interviews would be led by a member of HISA staff who has no affiliation with that Academic Partner.</p> <p>The Development Manager (Perth & Moray) noted that they were currently in the process of identifying dates and times representatives from the boards of management from each of the academic partners would be free to attend a semi-structured interview. The Development Manager (Perth & Moray) also noted that they would shortly be starting the process to identifying dates and times Local Officers and Local Coordinators would be free to attend a semi-structured interview.</p> <p>The Development Manager (Perth & Moray) requested that members ensure that their Outlook calendars were up to date to help facilitate the process of identifying dates and times that they would be free to attend a semi-structured interview.</p> <p>The Development Manager (Perth & Moray) highlighted that the comments and feedback collected from the semi-structured interview would be analysed to identify key themes and suggestions for further development. The Development Manager (Perth & Moray) also highlighted that following this analysis an evaluation report would be compiled and circulated to each Academic Partner's Board of Management.</p> <p>The Development Manager (Perth & Moray) asked members if they had any questions.</p>

	<p>The Inverness Depute President noted that they were unsure whether the new Chair of the UHI Inverness Board of Management (BoM) was aware of the Board of Management Project. The Inverness Depute President asked who would be best placed to make the new Chair of the UHI Inverness Board of Management (BoM) aware of the Board of Management Project.</p> <p>The Development Manager (Perth & Moray) suggested that the Inverness Depute President would be the best person to make the new Chair of the UHI Inverness Board of Management (BoM) aware of the Board of Management Project. The Development Manager (Perth & Moray) also suggested that the Inverness Depute President speak to their Development Manager if they need any support to do this.</p> <p>The Students' Association President noted that they wanted to thank the Development Manager (Perth & Moray) for all their hard work on the Board of Management Project so far.</p>
2.2 2025 Student Elections Padlet Feedback Activity	<p>The Insight & Democracy Coordinator highlighted that as part of the 2025 Student Elections review process the Elections Working Group were looking to get feedback from Local Officers on this year's Student Elections, as well as suggestions for enhancing future Student Elections. The Insight & Democracy Coordinator also highlighted that the Elections Working Group were looking for feedback and suggestions on the five phases of the 2025 Student Elections process.</p> <p>The Insight & Democracy Coordinator noted that the five phases of the 2025 Student Elections process the Elections Working Group were looking to get feedback and suggestions were the nominations phase, the candidate development phase, the online campaigning phase, physical campaigning phase, and the post-voting phase.</p> <p>The Insight & Democracy Coordinator explained that the Elections Working Group had created a Padlet feedback activity to collect feedback and suggestions on the five phases of the 2025 Student Elections process from Local Officers. The Insight & Democracy Coordinator also explained that the Padlet feedback activity had been set-up for individuals to submit comments and feedback anonymously.</p> <p>The Insight & Democracy Coordinator noted that members could complete the 2025 Student Elections Feedback Padlet Activity using the link supplied within the paper. The Insight & Democracy Coordinator also noted that the 2025 Student Elections Feedback Padlet Activity would be available to complete until noon (12:00), Thursday 10th April 2025.</p> <p>ACTION: Executive Committee members to complete the 2025 Student Elections Feedback Padlet Activity with feedback on this year's Student Elections and/ or suggestions for enhancing future Student Elections by noon (12:00), Thursday 10th April 2025.</p>
2.3 QAA Institutional Liaison Meetings	<p>The Students' Association President noted that over the coming months QAA Scotland would be holding Institutional Liaison Meetings (ILMs) with UHI (Executive Office) and each of the academic partners.</p> <p>The Students' Association President explained that the purpose of the Institutional Liaison Meetings (ILMs) was for student and staff representatives to discuss with QAA Scotland how an institution was progressing with its enhancement activities.</p>

	<p>The Students' Association President highlighted that the Institutional Liaison Meetings (ILMs) with academic partners would include the involvement of relevant Local Officer and Development Manager.</p> <p>The Students' Association President asked members to keep an eye out for communications about the date and time for their academic partner's Institutional Liaison Meeting (ILM). The Students' Association President also asked members to start working with their Development Manager to identify enhancement activity examples to talk about at their academic partner's Institutional Liaison Meeting (ILM).</p>
3	HISA 10th Anniversary Celebrations
3.1 HISA's 10th Anniversary Celebration Planning	<p>The Students' Association President highlighted that HISA was approaching its tenth anniversary and that the 2025-26 academic year would mark the organisations tenth year of existence.</p> <p>The Students' Association President noted that a working group had been set-up by the Students' Association's Chief Executive to develop some activities to celebrate HISA's tenth anniversary.</p> <p>The Students' Association President highlighted that the 10th Anniversary Working Group wanted to know Executive Committee members thoughts around what the date, focus, and format of HISA's tenth anniversary celebrations should be.</p> <p>The Students' Association President noted that the 10th Anniversary working group had identified three potential dates to celebrate HISA's tenth anniversary: the 1st of July, the 18th of August, and the 28th of October.</p> <p>The Students' Association President explained that the 1st of July was the tenth anniversary of HISA's incorporation, and that the 18th of August was the tenth anniversary of HISA's charity registration. The Students' Association President also explained that the 28th of October was the tenth anniversary of the passing of HISA's first Articles of Association.</p> <p>The Students' Association President highlighted that there was a consensus among members of the 10th Anniversary Working Group that the 28th of October would be the best date to celebrate HISA's tenth anniversary given that the majority of UHI students and UHI staff members were not around during July and August.</p> <p>The Students' Association President asked members whether they agreed that the 28th of October, the tenth anniversary of the passing of HISA's first Articles of Association, would be the best date to celebrate HISA's tenth anniversary.</p> <p>All members indicated that they agreed that the 28th of October, the tenth anniversary of the passing of HISA's first Articles of Association, would be the best date to celebrate HISA's tenth anniversary.</p> <p>The Students' Association President highlighted that there were differing views among 10th Anniversary Working Group on whether the focus of HISA's tenth anniversary celebrations should focus on the past ten years or the next ten years.</p> <p>The Students' Association President asked members whether they thought the focus of HISA's tenth anniversary celebrations should be on the past ten years or the next ten years.</p>

	<p>The Inverness Depute President, the Morray Depute President, the Perth Depute President, the Shetland Depute President, and the Scottish Association for Marine Science (SAMS) Depute President indicated that they felt HISA's tenth anniversary celebrations should include both a look at the past ten years as well as a look forward towards the next ten years.</p> <p>The Perth President noted that they felt that the focus of HISA's tenth anniversary celebrations should be on engaging with UHI students, UHI staff members, and HISA staff members to find out what they wanted HISA to be focusing on over the next ten years.</p> <p>The Students' Association President noted that they felt that HISA's tenth anniversary celebrations should have a greater focus on talking about the next ten years than the last ten years. The Students' Association President also noted that they felt that the tenth anniversary celebrations should focus on making things better for current and future members.</p> <p>The Students' Association President highlighted that the Anniversary Planning Working Group had identified six potential activities that could be undertaken as part of HISA's tenth anniversary celebrations. The Students Association President also highlighted that HISA only had the resources, both in terms of money and staff time, to undertake one or two main activities for HISA's tenth anniversary celebrations.</p> <p>The Students' Association President asked members whether they had any feedback about the six potential activities that the Anniversary Planning Working Group had identified for HISA's tenth anniversary celebrations. The Students' Association President asked members if they had any suggestions for activities that could be undertaken as part of HISA's tenth anniversary celebrations.</p> <p>The Shetland Depute President noted that they liked the idea of having a special edition of the <i>Hi!</i> newsletter to mark and celebrate HISA newsletter. The Shetland Depute President also noted that they didn't think asking UHI Alumni to share their stories about HISA would work.</p> <p>The Shetland Depute President suggested that creating some kind of time capsule, physical or digital, might be a nice activity to run as part of HISA's tenth anniversary celebrations.</p> <p>The Scottish Association for Marine Science (SAMS) Depute President noted that they liked the idea of hearing from previous HISA Student Officers. The Scottish Association for Marine Sciences (SAMS) also noted that they didn't think it would be a good idea to link HISA's tenth anniversary celebrations to UHI's Transformation process.</p> <p>The Students' Association President noted that they liked the idea of having a special edition of the <i>Hi!</i> newsletter to mark and celebrate HISA newsletter. The Students' Association President also noted that they felt that HISA's tenth anniversary provided an ideal opportunity to campaign for UHI to increase HISA block grant and/ or increase funding for extra-curricular/ co-curricular activities for UHI students.</p> <p>The Students' Association President asked members if they liked the idea of using HISA's tenth anniversary as opportunity to campaign for UHI to increase HISA block grant and/ or increase funding for extra-curricular/ co-curricular activities for UHI students.</p>
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	<p>The Inverness Depute President, the Perth President, the Perth Depute President indicated that they like the idea of using HISA's tenth anniversary as opportunity to campaign for UHI to increase HISA block grant and/ or increase funding for extra-curricular/ co-curricular activities for UHI students.</p> <p>The Students' Association President noted that they felt that there was a consensus among Executive Committee members that HISA's tenth anniversary celebrations should look to the future with regards to the past. The Students' Association President also noted that they felt that there was a consensus among Executive Committee members that primary focus for HISA's tenth anniversary should be an activity(s) that benefits current and future members.</p> <p>The Students' Association President highlighted that they would share members views about HISA's tenth anniversary celebrations at the next Anniversary Planning Working Group meeting taking place on Wednesday 23rd April.</p> <p>ACTION: Students' Association President to share members feedback at the next Anniversary Planning Working Group meeting due to take place on Wednesday 23rd April.</p>
4	AOCB
4.1 May Executive Committee Meeting Dates & Deadlines	<p>The Students' Association President noted that May's Executive Committee Meeting, the final Executive Committee meeting for the 2025-26 academic year, would be on Friday 9th May 2025 between 1pm and 2pm. The Students' Association President also noted that the deadline for papers and items for this meeting would be noon (12:00) Thursday 1st May 2025.</p>