



Meeting Minutes

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

Meeting Date	30 th July 2025
Meeting Time	10.30-11.00
Attendance	
Present	<p>Xander McDade, Students' Association President (Chair)</p> <p>Holly Pearce, Vice President Education</p> <p>Craig Ward, Argyll Depute President</p> <p>Chloe Young, Inverness President</p> <p>Emmaleigh Hay, Moray Depute President</p> <p>Alasdair Macleod, North, West & Hebrides Depute President (Island)</p> <p>Cole Garscadden, North, West & Hebrides Depute President (North)</p> <p>Andi Garrity, Perth President</p> <p>Millie Foster, Perth Depute President</p> <p>Hannah Lehmann, Scottish Association for Marine Science (SAMS) Depute President</p> <p>Harley Green, Shetland Depute President</p>
Apologies	<p>Susan Loughlin, Highland Theological College (HTC) Depute President</p> <p>Abigail Teague, North, West & Hebrides Depute President (West)</p> <p>Mila Tabone, Orkney Depute President</p>
Absent	N/A
Attended	Paul Stalker, Insight & Democracy Coordinator (Clerk)

Section	Minutes
1	Meeting Management
1.1 Apologies	<p>The Students' Association President welcomed members to the first Executive Committee meeting for the 2025-26 academic year.</p> <p>The Students' Association President noted that the HTC Depute President, the North, West & Hebrides Depute President (West), and the Orkney Depute President had sent their apologies in advance.</p>

1.2 Draft May Executive Committee Meeting Minutes	<p>The Chair made reference to the draft minutes of the Executive Committee meeting held on Friday 9th May 2025 and asked for all those who attended that meeting to approve whether this was an accurate reflection or not.</p> <p>The minutes were approved.</p>
1.3 Executive Committee Action Log Update	<p>The Students' Association President asked if any member who attended last year's Executive Committee meetings objected to closing the 2024-25 Executive Committee Meetings Action Log.</p> <p>The Students' Association President noted that they would close the 2024-25 Executive Committee Meetings Action Log. The Students' Association President also noted that a new Executive Committee Action Log would be generated for the 2025-26 academic year.</p>
2	Governance
2.1 Executive Committee Meetings Proposal	<p>The Students' Association President explained that they and the Vice President Education were proposing changes to the frequency and format of Executive Committee meetings during the 2025-26 academic year to improve their effectiveness.</p> <p>The Students' Association President highlighted that they and the Vice President Education were proposing to hold 90-minute Executive Committee meetings every other month during the 2025-26 academic year. The Students' Association President also highlighted that they and the Vice President Education were proposing to hold informal non-minuted 60-minute meetings of Executive Committee members in months where an Executive Committee meeting was not scheduled to take place.</p> <p>The Students' Association President noted that historically two-and-a-half-hour Executive Committee meetings were held every two months. The Students' Association President also noted that hour-long monthly Executive Committee meetings had been trialled during the 2024-25 academic year in order to help improve engagement between the Local Officers and the Cross-Campus Officers, as well as to help reduce workload pressures with the Students' Association.</p> <p>The Students' Association President and Vice President Education explained that the increase frequency of shorter Executive Committee meetings during the 2024-25 academic year had the unintended consequence of increasing, rather than decreasing workload pressures for Student Officers and Students' Association staff members. The Students' Association President and Vice President also explained that the feedback from last year's Student Officers was that the two informal meetings of Executive Committee members held in September 2024 and January 2025 were more useful in terms of discussion and engagement than any of the of the Executive Committee meetings held during the 2024-25 academic year.</p> <p>The Students' Association President noted that moving to 90-minute Executive Committee meetings on alternative months would allow informal 60-minute meetings of Executive Committee members to take place every other month without increasing workload pressure for Student Officers or Students' Association staff members.</p> <p>The Students' Association President highlighted that they and the Vice President Education were proposing that only papers with substantive discussion points be added to the main agenda of Executive Committee meetings during the 2025-26 academic year.</p>

	<p>The Students' Association President noted that there had been a request in place that anyone wishing to have an item on the agenda of an Executive Committee meeting submit a paper or presentation in advance that contained details of the discussion points to be raised. The Students' Association President also noted that this request for papers or presentations to be submitted was only observed less than half of the time.</p> <p>The Students' Association President explained that the lack of papers or presentations resulted in a significant number of substantial items being brought to Executive Committee Meetings, items that could have been better dealt with via emails or threads on the Executive Committee Microsoft Teams Channel. The Students' Association President also explained that inclusion of these insubstantial items led to the majority of Executive Committee meetings feeling either 'padded out' with unnecessary discussions or rushed where there was not enough time to discuss items of substance.</p> <p>The Students' Association President noted that moving from requesting to requiring papers with background points and clear discussion points for Executive Committee meetings would help ensure that only items where meaningful conversation and/ or debate is needed were added to the agenda of meetings.</p> <p>The Students' Association President highlighted that they and the Vice President Education were proposing that the deadline for submitting papers for Executive Committee meetings be at least two weeks and two days before each meeting during the 2025-26 academic year.</p> <p>The Students' Association President noted that the deadline for requesting items on the agenda for Executive Committee meetings during the 2024-25 academic year was one week and one day before each meeting. The Students' Association President also noted that the papers for Executive Committee meetings during the 2024-25 academic year were distributed less than week before meetings.</p> <p>The Students' Association President explained that last year's timeframe for the submission and distribution of papers left some Local Officers working part-time hours struggling to read all papers before meetings.</p> <p>The Students' Association President noted that moving the deadline for submitting papers for Executive Committee meeting back by a week and one day would allow papers to be distributed around two weeks in advance of each meeting, giving members far more time to read papers before meetings.</p> <p>The Students' Association President asked members if they had any feedback or questions about the proposed format and frequency for Executive Committee meetings during the 2025-26 academic year. The Students' Association President also asked members if they had any feedback or questions about the proposed timeframe for the submission and distribution of papers for Executive Committee meetings during the 2025-26 academic year.</p> <p>The Moray Depute President asked what type of items and papers were discussed at Executive Committee meetings.</p> <p>The Students' Association President and Vice President Education explained that papers for Executive Committees meetings should relate to items that were cross-campus nature, covering activities, campaigns, events, and policies that affected more than a single Academic Partner.</p>
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	<p>The Students Association President highlighted that last year the Shetland Depute President submitted a paper about HISA establishing a presence on Bluesky.</p> <p>The Vice President highlighted that last year the Orkney Depute President submitted a paper about creating International Student Guidebooks for each Academic Partner.</p> <p>The Students' Association President noted that there would be greater scope to discuss Academic Partner specific items at the informal meetings of Executive Committee members. The Students' Association President also noted that items for awareness that didn't require major discussion and/ or debate, including updates on Academic Partner specific events and issues could be discussed under Any Other Competent Business (AOCB) if there was time.</p> <p>The Moray Depute President asked what was expected in terms of format papers.</p> <p>The Students' Association President noted that papers should contain the questions that they wanted to asked members. The Students Association President also noted that papers should include background information that provided a context for the questions being asked.</p> <p>The Vice President noted that members could check out the papers discussed at last year's Executive Committee meetings via the Executive Committee Meetings Microsoft Teams channel.</p> <p>The North, West & Hebrides (Islands) Depute President asked whether Executive Committee meetings normally took place in-person or online.</p> <p>The Students' Association President and the Vice President Education noted that Executive Committee normally took place online but that they would be happy to explore whether it would be possible to hold another in-person Executive Committee meeting in person during the 2025-26 academic year.</p> <p>The Argyll Depute President and North, West & Hebrides (Islands) Depute President noted that they thought that it would be good idea to have another in-person Executive Committee meeting during the 2025-26 academic year.</p> <p>The Students' Association President asked if there was any objection to the proposed changes to the frequency and format of Executive Committee meetings during the 2025-26 academic year.</p>
3	AOCB
3.1 Future Executive Committee Meeting Dates & Deadlines	<p>The Students' Association President explained that the dates and times for the Executive Committee meetings in September, November and January would be set once all Local Officers had confirmed the details of their working hours with their Development Manager for semester one. The Students' Association President also explained that the dates and times for the informal meetings of Executive Committee members in October and December would be set once all Local Officers had confirmed the details of their working hours with their Development Manager for semester one.</p> <p>The Students' Association President highlighted that they and the Vice President Education would try to work around the availability of Local Officers when setting the dates and times of meetings.</p>

	<p>The Students' Association President noted that they needed the details of members working hours between now and the start of Semester One in August/ September in order to set a date and time for the informal meetings of Executive Committee members in August.</p> <p>The Students' Association President asked members to email the Insight & Democracy Coordinator the details of their working hours in August once they had confirmed them with their Development Manager.</p> <p>ACTION: Executive Committee members to email the Insight & Democracy Coordinator (Paul.Stalker@uhi.ac.uk) as soon as possible the details of members working hours between now and the start of Semester One in August/ September.</p>
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