

Meeting Minutes

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

Meeting Date	2 nd October 2023
Meeting Time	15:30-16:30
Attendance	
Present	William Campbell (WC) (President), Sophie-Ann Bain (SAB) (North Highland Depute President), Ahren Armstrong (AA) (Argyll Depute), Elizabeth Keegan (EK) (Inverness President), Rebecca Bond (RB) (Perth Depute President (Activities and Welfare)), Fiona Smith (FS) (Perth President, Holly Pearce Kayes (HPK) (Inverness Depute President Education), Antony Blackshaw (Interim CEO), Joseph Sweeny (JS) (Inverness Depute President (Activities and Welfare))
Apologies	Kian MacDonald (SAMS Depute President), Shannon MacCallum (West Highland Depute President).
Non-Attendance	Melissa Carr (Moray Depute President (Education))

Section	Minutes
1	Welcome and Meeting Management
1.1 Apologies	The following apologies were recorded: Kian MacDonald (SAMS Depute President), Shannon MacCallum (West Highland Depute President).
1.2 Minutes from 25 th July and 20 th September 2023	Minutes from last two Executive Committees were approved.
1.3 Action Log from 25th July 2023	WC said that there is nothing on the action log so there is nothing to approve.
2	Cost of Living Campaign
2.1 What is the Cost-of-Living Campaign?	WC explained that the Cost-of-Living campaign will be something that will be ran to support students right across the partnership and fighting for more things to live with during the crisis.
2.2 What are the aims for the campaign?	The main aims are to reduce transportation costs, eventually gaining free transport for all students, accessible mental health services, food security, student employment opportunities and collaboration with stakeholders. WC is in the process of getting a working group together to discuss the proper aims of what will be set out for the campaign. Currently, a couple of staff members are interested and three officers.

	<p>WC is looking to have a discussion on whether this matches up with manifesto points from the local officers.</p> <p>FS asked how much involvement WC was looking for from the officers and what he wants everyone else to do locally. WC explained that, in the beginning, it will be an initial discussion of where this can happen. There's already a development manager on the working group, there's going to be someone from finance and operations and there's already a local co-ordinator on the group as well. That will be the space where they decide what the expectation will be from local teams. It will depend on timings and availability. The initial working group will have staff and officer representation on it who will be able to feed in on what's feasible and what's not.</p> <p>RB said she is a part-time officer at the moment (on 10 hours but going up to 15). She would love to be on the group, and it links to her manifesto points, but the agenda is going to cover staying within hours and that was her concern about joining it. RB said that she didn't think FS has much time either. WC said he understood there were only so many hours in the week that the committee can do. WC said this is not just an officer based campaign, it's also staff that will be working on this campaign as well. RB said that it sounds excellent and she'd be keen to get involved.</p> <p>AB said that he had concerns that there is an undue demand on FS and RB's time. AB said that if time cannot be made because of university responsibilities, tough decisions will need to be made about what meetings FS and RB do not need to be at.</p> <p>FS said that they have already been discussing the number of committees and they are trying to ascertain which ones affect the student's the most and are vital for FS and RB to attend. There will be some that they have to say, 'no,' too because it's all these meetings and not actually doing things with students. FS is interested in overlapping with sections of the cost of living sections as not all of the points would match up. FS is particularly interested in transportation.</p> <p>WC said that the ways that people can help in the interim is joining the working group, if they have time, engage with students on what they would like to see from the cost of living campaign and what they would need to see from the campaign. Also, engage with the AP's about what support is already in place for students.</p>
3	<p>Officer Working Hours</p>
	<p>SM said it is important for officers to stick to working hours. She said that it was important for mental sanity but it is also unfair for fellow officers, previous officers and future officers.</p> <p>SM said that officers must not burn themselves out. SM said that officers should not be messaging people at midnight on a Saturday about a work-related question because it's not fair on them. If an officer is worried about work, they should send something on Teams or take a note so it is 'out there.'</p> <p>SAB said TOIL should be logged where officers are working over their hours.</p>

	<p>GS echoed the sentiment. He said that health and studies come first before anything else. WC reiterated the importance of sticking to a good work/life balance, even for full-time members and officers. It's a big role and there's some big responsibilities so it's good to take some time out. AB said the most important thing is that if things are getting hard, officers must talk to people. Exec officers are really important and its important that the officers are enjoying the role.</p>
3.2 Expectations for working outside your hours	<p>SAB said that there are some exceptions to officers working outside of their hours such as board meetings, open evenings or Saturday events but, again, TOIL should be logged for that.</p>
4	UHI Strike Action
	<p>WC has changed it about so that it is UHI Strike Action because that is the biggest update he has in terms of strike action within UHI.</p>
4.1 UCU Strike Action	<p>WC said that the University and Colleges Union has announced that they are striking and are proposing actions for a strike on top of that, due to the executive office restructure and redundancy programme that's currently in place. They have given a list of five or six dates and WC will send these in an e-mail after the meeting.</p> <p>WC said that the effect of the strike action is unknown because they do not know the number of members who are going to be striking. WC said that this will affect students in the areas of nursing and optometry as their lectures are executive office employees and some are part of UCU as well. The professional services will be hit more (such as the student engagement team and student records) as they are run by executive office. WC said that questions are likely to be asked about how these areas will be run or what action strike will look like.</p> <p>WC said that a student has emailed about the re-structure. The student was quite concerned. WC had responded to the email and said that they are concerned about the impact of students but until the consultation period has finished, and the scale and impact of those changes are known, a statement won't be issued. Until the consultation period is over, and this is rolling out on top of the strike action, the full scale won't be known.</p> <p>WC said the consultation period is coming to an end and they will be moving to the next stage. WC will update the exec once he has further updates.</p>
5	Student Trustees Recruitment
	<p>WC said that they currently have three applications for the student trustees role. WC stressed how important it was to get free student trustees to allow students to have a say at the top player level of the association and to give impartial voice on the trustee board, along with the external trustees. WC told the board that if they know anyone who will be really suitable for the role, there is a direct link to the application on the website.</p> <p>EK asked whether it would be worth doing direct advertising. WC said that this is being discussed at present, and targeting specific groups of children.</p>
6	Any Other Business
6.1 Quiet Spaces	<p>SAB explained that Inverness and Perth have got the mass of quiet rooms. The rest of the EPs have either got a lot of quiet places in the library. The little campus' do not</p>

	<p>have much. For North West and Hebs, it's hard because they are split across nineteen campuses.</p> <p>SAB has been speaking to the quality staff to find out more information. SAB is trying to get quiet spaces in all campus' but it's trying to find out whether all campus' have some space. SAB wanted to know whether the exec have heard of any students struggling and whether they wanted quiet rooms themselves.</p> <p>RB said that the rooms in the brand building in Perth seem to be used quite well because she goes up and uses them if she has student officer things to do before classes. She is not sure how often the quiet rooms in the Goodley Burn building gets used.</p> <p>WC asked SAB what her vision is for the quiet rooms. SAB said that she hopes that a policy can be put in place so that every EP has a quiet room but because there is a struggle with smaller centres to get the actual room, she is hoping they can consider splitting a class to make a quiet room. SAB would like a couple of couches, a radio and a chilled out space. Perhaps therapy colouring books and one computer that they could go in and study, if there is nobody else there.</p> <p>FS asked whether it was just quiet rooms or whether it was prayer rooms and multi-faith rooms as well. SAB said her project is just for quiet rooms but they could put a sign on the room so it can also be used as a prayer room.</p> <p>AB said that this should be thought about in terms of Partnership council. AB said that by the time they are in the next partnership council, SAB should get in a position where they can tell the Principals that this is what they are trying to do. AB asked SAB whether she is talking about all 45 learning centres. SAB said that is what she is hoping to get but there are not enough rooms. AB said there are different sorts of ways that they can approach and, post-pandemic, there is a lot more space available.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • WC and SAB to discuss how this can be put in to Partnership Council format and discuss it there. It also allows SAB to do some more base work to see what spaces are available so that it can be formulated in to a nice structure.
<p>6.2 Student Leadership Conference 2023</p>	<p>WC is hoping to host a conference on 27-29 November. The theme is Student Engagement and Representation. They are hoping to host this with key note speakers, workshops, accountability sessions and policy sessions. Further information will be available once they start to pencil in venues and numbers. WC just wanted to let the exec committee know that this is something that they are hoping to do.</p> <p>AB reminded everyone that everyone on the exec committee will be invited and it would be good if they could be there for the full time. The committee may need to think about what classes they will be missing and whether they need to apply for those classes. The dates are unlikely to change so the conversations on this should start fairly early. If any problems are identified, WC should be told as soon as possible. WC said that it will be in or around Inverness.</p>

	<p>AB said that the expectation is that there will be three places for each AP, on top of the executive committee, so they are also looking at SBRs. AB said that if the smaller partners can't get those numbers, those spaces will be freed up in the later stages so it will be a case of identifying interest and doing a list. AB said that no promises should be made to anybody because the way in which that selection process will be undertaken has not yet been finalised. If people have any thoughts or input on how that selection should be undertaken, particularly in Perth and Inverness, it would be helpful.</p>
6.3 Close of Meeting	<p>WC said that this is AB's last committee meeting. There will be a transition period between AB and Rachel. WC thanked AB for coming back to the committee and for all his work and support. AB thanked everybody.</p>