



Meeting Minutes

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

Meeting Date	1 st October 2024
Meeting Time	13.00-14.00
Attendance	
Present	William Campbell, Students' Association President (Chair) Shannon MacCullum, Vice President Education Siobhan Moore, Argyll Depute President Elizabeth Keegan, Inverness President Holly Pearce, Inverness Depute President Nicolas Kowalczyk, North, West & Hebrides Depute President (West) Mila Tabone, Orkney Depute President Xander McDade, Perth President Harley Green, Shetland Depute President Kian McDonald, Scottish Association for Marine Science (SAMS) Depute President
Apologies	Sarah Marshall, Moray Depute President Andi Garrity, Perth Depute President
Absent	N/A
Attended	Simon Varwell, Director of Student Engagement & Representation Paul Stalker, Insight & Democracy Co-ordinator (Clerk)

Section	Minutes
1	Meeting Management
1.2 Minutes from 15 th August 2024	The Chair made reference to the minutes of the Executive Committee meeting held on Wednesday 15 th August 2024 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 Inverness Depute President noted that they had email Executive Committee members the link to the Student Networks Project Survey as well as a copy of the draft blurb for Digital Student Networks website page and copies of the draft Digital Student Networks promotional posters.

	<p>The Students' Association President noted that they were waiting for the Communications and Commercial Development Senior Manager to return from Annual Leave to discuss setting up a virtual suggestion box on the HISA website to collect ideas and suggestions from students.</p>
<p>2</p>	<p>Student Engagement and Representation</p>
<p>2.1 Executive Training 2024: Reflections & Next Steps</p>	<p>The Director of Student Engagement & Representation highlighted that they ran an online feedback form on July's and August's Executive Training between the 29th August and 8th September.</p> <p>The Director of Student Engagement & Representation explained that the feedback received via the feedback form contained great reflections on worked well and what could have worked a little bit better.</p> <p>The Director of Student Engagement & Representation noted that a number of respondents had indicated that they thought the Student Voice Rep (SVR) simulation worked well and that there was real value in recording the online sessions. The Director of Student Engagement & Representation also noted that a number of respondents had suggested some improvements around the timing and structure of the Executive Training.</p> <p>The Director of Student Engagement & Representation highlighted that although the feedback received via the feedback form contained some great reflections, there hadn't been as many respondents as had been hoped for.</p> <p>The Director of Student Engagement & Representation asked members if they had ideas on how to improve the response rate for future Executive Training feedback form; whether they felt more time or support to complete the form was needed. The Director of Student Engagement & Representation also asked members if they had any comments about the headline results from the Executive Training feedback form, in particular around suggested changes to the timeline/ timeframe for Executive Training.</p> <p>The Perth President highlighted that although they had not been able to complete the feedback form by the deadline, they had passed on some feedback about the Executive Training to the Perth & Moray Development Manager.</p> <p>The Perth President noted that they felt that the Executive Training need to take place over a shorter timeframe; that it needed to be more condensed. The Perth President also noted that they felt that the Executive Training should take place at the beginning of August instead of at the beginning of July if the term of office for first term Local Officers remained ten months long.</p> <p>The Director of Student Engagement & Representation noted that the time frame for this year's Executive Training was partly a result of both HISA and UHI staff member availability over August.</p> <p>The Students' Association President highlighted that they felt that this year's Executive Training had been good and better than last year's Executive Training.</p> <p>The Students' Association President noted that they like how UHI had been more involved in this year's Executive Training. The Students' Association President also noted that they felt that it would be helpful and useful to include the involvement of staff members from the academic partners in future Executive Training; that involving staff members from the academic partners would ensure that academic partner perspective was included. The Director of Student Engagement & Representation noted that they were happy to look at</p>

	<p>ways in which staff members from the academic partners could be involved in the Executive Training.</p> <p>The North, West & Hebrides (West) Depute President highlighted that they had found the Executive Training helpful and useful. The North, West & Hebrides (West) Depute President also highlighted that they really liked that all of the online sessions had been recorded as the recordings were a useful resource that Officers could use throughout their term of office</p> <p>The North, West & Hebrides (West) Depute President noted that they felt that the handover documents they received didn't contain enough local level information. The North, West & Hebrides (West) Depute President also noted that they felt that Executive Training and the local level induction activities could be better integrated.</p> <p>The Director of Student Engagement & Representation noted that they were happy to look at how the Executive Training and the local level induction activities could be better integrated.</p> <p>The Director of Student Engagement & Representation thanked members for their feedback of the Executive Training and explained that it would be used to inform the development of the induction and training process for the 2025-26 academic year.</p> <p>The Director of Student Engagement & Representation noted that they were happy for members to email them with any further feedback about the Executive Training following today's meeting.</p> <p>ACTION: Executive Committee members to provide the Director of Student Engagement & Representation any additional feedback about the Executive Training via email (simon.varwell@uhi.ac.uk) by noon (12:00) Wednesday 9th October 2024.</p>
<p>2.2 National Student Survey (NSS) Incentive</p>	<p>The Vice President Education explained that the National Student Survey (NSS) was an independent survey of all final year undergraduate students in England, Scotland, Wales and Northern Ireland that aimed to gather students' opinions of the quality of their degree programmes.</p> <p>The Vice President Education highlighted that in order to help maximise engagement with the National Student Survey (NSS) many universities run an incentive scheme to encourage their final year students to complete the survey. The Vice President Education also highlighted that for the 2024 National Student Survey the University of the Highlands & Islands (UHI) entered every student who completed the survey into a £200 prize draw.</p> <p>The Vice President Education noted that the University of the Highlands & Islands (UHI) was currently in the process of reviewing their incentive for the National Student Survey (NSS) as they are unsure as to whether a £200 prize draw is an effective incentive. The Vice President Education also noted that UHI's Dean of Student Experience wanted to know whether Executive Members felt that a £200 prize draw enough to incentive students to complete the National Student Survey (NSS) and whether increasing the prize draw to £300 would make a difference.</p> <p>The Vice President Education asked members if they felt a £200 prize draw was enough to incentive students to complete the National Student Survey (NSS) and whether they felt increasing the prize draw to £300 would make a difference.</p>

The Inverness President and the Scottish Association for Marine Science (SAMS) Depute President noted that they felt that a larger cash incentive would be more effective.

The North, West & Hebrides Depute President (West) noted they felt that financial incentives for surveys worked despite personally disliking their use. The North, West & Hebrides Depute President (West) also noted that they felt that the prize draw would be more effective if there was more than one cash prize on offer; that it would be better to use the additional £100 to fund another prize(s) rather than just increasing the existing prize to £300.

The Students' Association President noted that UHI Inverness used a charity incentive approach to encourage student engagement in Student Satisfaction & Engagement Surveys (SSES). The Students' Association President explained that this charity incentive approach involved UHI Inverness giving a response rate linked financial donation to a student chosen charity; that the higher the response rate, the larger the financial donation made.

The Inverness President, the North, West & Hebrides Depute President (West), and the Scottish Association for Marine Science (SAMS) Depute President noted that they liked the charity incentive approach to encourage student engagement in surveys.

The Inverness Depute President noted that they felt engagement in the National Student Survey (NSS) would be much lower if there wasn't a financial incentive on offer.

The Inverness President questioned whether it would be possible to offer non-cash prizes such as vouchers or discount codes instead of a cash prize. The Inverness President also questioned whether it would be possible to offer instead of a cash prize free training course places or vouchers that could be used for training courses.

The Perth President noted that they felt the biggest barrier to engagement in surveys like the National Student Survey (NSS) was survey fatigue; that students were being asked to take part in too many surveys each academic year. The Perth President questioned whether a single £300 cash prize draw was enough to counter the effects of survey fatigue.

The Vice President Education noted that they also felt that survey fatigue was a big issue and that they had previously raised the issue with UHI.

The Shetland Depute President questioned whether it was a good idea to increase the prize draw to £300 given the budget cuts being imposed across the UHI partnership. The Shetland Depute President also noted that they felt UHI should be spending money on the student experience rather than on survey incentives.

The Inverness President and the Scottish Association for Marine Science (SAMS) Depute President questioned whether it would be possible to use the money budgeted for the National Student Survey (NSS) incentive scheme to run some 'thank you' activities/ events on campus instead at towards the end of the academic year; events similar to those run during Freshers.

The Students' Association President noted that they would be happy to ask UHI's Dean of Student Experience for additional information on the funding arrangements for the National Student Survey (NSS) incentive to find out if there were any limitations on how it could be used and to ensure that wasn't being funded by budget cuts to student activities and events.

	<p>The Vice President Education noted that they would pass on members feedback about the National Student Survey (NSS) incentive to UHI's Dean of Student Experience.</p> <p>ACTION: Vice President Education to send a summary of member's feedback about UHI's National Student Survey (NSS) incentive scheme to UHI's Dean of Student Experience.</p> <p>ACTION: Students' Association President to ask UHI's Dean of Student Experience for additional information on the funding National Student Survey (NSS) incentive.</p>
3	<p>Campaigns</p>
3.1 Mental Health & Wellbeing Campaign (Update)	<p>The Students' Association President thanked those members who completed the Mental Health & Wellbeing Campaign Padlet with ideas for activities that could be run as part of HISA's Mental Health & Wellbeing Campaign.</p> <p>The Students' Association President highlighted that staff members within the Students' Association's Student Engagement & Representation Directorate had been asked to complete a similar Padlet feedback activity with any ideas or suggestions they had for activities that could be run as part of HISA's cross-campus mental health and wellbeing campaign.</p> <p>The Students' Association President noted that total fifty-one posts from over fifteen individuals had been posted on the Mental Health & Wellbeing Campaign Padlets by the advertised deadlines.</p> <p>Students' Association President explained that 17 different ideas and suggestions for activities that could be run as part of a cross-campus mental health & wellbeing campaign were submitted via the Padlet. The Students' Association President also explained that three awareness days/ weeks and three suggested social media hashtags had been submitted via the Padlet.</p> <p>The Students' Association President highlighted that they and the Vice President Education wanted to know what activities from the list of ideas and suggestions Local Officers thought would work well at on their campus(s). The Students' Association President also highlighted that they and the Vice President Education wanted to know what in-person activities from the list of ideas and suggestions Local Officers would be interested in helping to develop and/ or deliver for their students.</p> <p>The Students' Association President noted that the Insight & Democracy Co-ordinator had created a Microsoft Excel document for Local Officers to indicate what in-person activities from the list of ideas and suggestions they thought would work well at on their campus(s) and would be interested in helping to develop and/ or deliver for their students.</p> <p>The Students' Association President asked members to indicate on the Mental Health & Wellbeing Activity Interest Grids what in-person activities from the list of ideas and suggestions they would be interested in helping to develop and/ or deliver for their students? The Students' Association President also asked members to indicated on the Mental Health & Wellbeing Activity Interest Grids what activities from the list of ideas and suggestions thought that would work well as an online activity for UHI students.</p> <p>The Students' Association President noted that the Health & Wellbeing Activity Interest Grids would be available to complete until noon (12:00) Wednesday 16th October 2024.</p>

The Inverness Depute President questioned how the cross-campus activities for the Mental Health & Wellbeing campaign would be funded given that each local team had separate budgets. The Inverness Depute President also questioned what funding would be available to run in-person activities for the Mental Health & Wellbeing campaign; would additional funding be available or would any activities need to be funded within existing local budgets for activities and events. The Students' Association President and the Insight & Democracy Co-ordinator explained that all the activities listed on the Mental Health & Wellbeing Activity Interest Grids could be delivered either free or cheaply. The Students' Association President and the Insight & Democracy Co-ordinator also explained that they were currently working to establish a cross-campus campaigns budget to help ensure that cross-campus campaigns didn't cut into the local budgets.

The Scottish Association for Marine Science (SAMS) Depute President asked if the response collected from the Mental Health & Wellbeing Activity Interest Grids could be shared with members once everyone had completed it. The Students' Association President confirmed that the responses from the Mental Health & Wellbeing Activity Interest Grids would be shared with members ahead of November's Executive Committee meeting.

The Students' Association President highlighted that they and the Vice President Education wanted to know if any Local Officers would be interested in taking an active part in helping to develop and/ or deliver online activities for the cross-campus Mental Health & Wellbeing campaign.

The Students' Association President asked members to indicate if they would be interested in taking an active part in helping to develop and/ or deliver online activities for the cross-campus Mental Health & Wellbeing campaign.

The Inverness President, Inverness Depute President, and Orkney Depute President noted that they would be willing to take an active part in helping to develop and deliver online activities for the cross-campus Mental Health & Wellbeing campaign. The Inverness Depute President also noted that they would be happy to incorporate any online activities for the Mental Health & Wellbeing Campaign into their Student Networks Project.

The Students' Association President highlighted that they and the Vice President Education wanted to know whether Local Officers thought HISA's cross-campus Mental Health & Wellbeing Campaign should run over the course of one day, one week, or one fortnight/ month.

The Students' Association President asked members whether they thought HISA's cross-campus Mental Health & Wellbeing Campaign should be run over the course of one day, one week or one fortnight/ month.

The Inverness Depute President and the Orkney Depute President noted that they felt it would be better to run HISA's Mental Health & Wellbeing Campaign over the course of a month rather than one day or one week. The Orkney Depute President further noted that they felt running the campaign over the course of a month would give Local Officers the flexibility to run their events at dates and times

The North, West & Hebrides Depute President (West) noted that they felt that they felt it would be better to run HISA's Mental Health & Wellbeing Campaign over a longer period; that a comprehensive Calander of activities should be run throughout the academic year. The Students' Association President noted that the Mental Health & Wellbeing Campaign needed to take place over a well-defined shorter period rather than over a longer one to ensure impact and visibility; that a programme of activities spread over the academic year would

	<p>lack the impact and visibility of a programme of activities spread over either a day, week or month.</p> <p>The Inverness President noted that they also felt that the impact and visibility of the campaign would be lost if it was spread out too much.</p> <p>The Students' Association President noted that they felt that their seemed to be a consensus among members that HISA's Mental Health & Wellbeing Campaign should be run over the course of a month rather than over a week or a day.</p> <p>ACTION: Executive Committee members to complete the Mental Health & Wellbeing Activity Interest Grid Excel Document (MH&W Activity Interest Grids 1.xlsx) by noon (12:00) Wednesday 16th October 2024.</p>
3.1 Assessment Feedback Campaign (Update)	<p>The Vice President Education highlighted that both water safety and assessment feedback had been suggested by more than one Local Officer on the Cross Campus Campaigns Padlet.</p> <p>The Vice President Education explained that they and the Students' Association President were currently investigating whether water safety could in some be included or incorporated into the Adventure Packs activity due to take place in April 2025. The Vice President Education also explained that they were keen to find out if there was a wider appetite among members to run a cross-campus Assessment Feedback Campaign this academic year.</p> <p>The Vice President Education noted that the Insight & Democracy Co-ordinator had created a Microsoft Teams Poll for Local Officers to indicate whether they would be interested in taking part in a cross-campus Assessment Feedback campaign during the 2024-25 academic year.</p> <p>The Vice President Education asked members to complete the Assessment Feedback Campaign Teams Poll by noon (12:00) Wednesday 9th October 2024.</p> <p>ACTION: Executive Committee members to complete the Assessment Feedback Campaign Teams Poll by noon (12:00) Wednesday 9th October 2024.</p>
4	Freshers
4.1 Freshers Feedback	<p>The Students' Association President highlighted that the Chief Executive would be holding a Freshers' Review meeting with Students' Association staff members on Wednesday 30th October 2024. The Students' Association President also highlighted that they wanted to ensure that Chief Executive and Development Managers had feedback from members ahead of this Fresher's Review meeting.</p> <p>The Students' Association President noted that the Insight & Democracy Co-ordinator had set-up a Padlet to collect feedback on this year's Freshers events and activities as well as suggestions for enhancing future Freshers.</p> <p>The Students' Association President asked members to complete the Freshers Feedback & Suggestions Padlet with any feedback they had on this year's Freshers events. The Students' Association President also asked members to complete the Freshers Feedback & Suggestions Padlet with any suggestions they had for enhancing future Freshers</p> <p>The Inverness Depute President asked if the Student President was looking for feedback and suggestions about online Freshers events. The Students'</p>

	<p>Association President noted that they were looking for feedback and suggestions for both in-person and online events.</p> <p>The Inverness President and the Scottish Association for Marine Science (SAMS) Depute President asked if the Student President was looking for feedback and suggestions on local events or regional events. The Students' Association President noted that they were looking for feedback and suggestions for both local and regional activities.</p> <p>The Students' Association President noted that the Padlet would remain available to complete until noon Wednesday 16th October.</p> <p>ACTION: Executive Committee members to complete the Freshers Feedback & Suggestions Padlet (https://padlet.com/paulstalker1/freshers-feedback-suggestions-64uxjews44vh14ax) with feedback on this year's Freshers events and activities and/ or suggestions for enhancing future Freshers by noon (12:00) Wednesday 16th October 2024.</p> <p>ACTION: Student President to share feedback collected from the Freshers Feedback & Suggestions Padlet with the Chief Executive and Development Managers by 5pm Wednesday 23rd October 2024.</p>
5	AOCB
5.1 November Executive Committee Meeting Dates & Deadlines	<p>The Students' Association President noted that November's Executive Committee Meeting would be on Friday 1st November 2024 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 24th October 2024.</p>