

# Meeting Minutes

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

Meeting Date	28 <sup>th</sup> November 2023
Meeting Time	During Staff Development Day
<b>Attendance</b>	
Present	<p>William Campbell (President)</p> <p>Sophie Ann Bain (North Highland College Depute President)</p> <p>Joseph Sweeney (Inverness Depute President (Activities and Welfare))</p> <p>Holly Pearce Kayes (Inverness Depute President (Education))</p> <p>Rebecca Bond (Perth Depute President (Activities and Welfare))</p> <p>Kian MacDonald (SAMS Depute President)</p> <p>Gary Souter (Vice President Education)</p> <p>Shannon MacCallum (West Highland Depute President)</p> <p>Elizabeth Keegan (Inverness President)</p> <p>Ahren Armstrong (Argyll Depute)</p> <p>Rachel Burn (Chief Executive Officer)</p> <p>Simon Varwell (Director of Student Engagement and Representation)</p>
Apologies	
Non-Attendance	

Section	Minutes
<b>1</b>	<b>Welcome and Meeting Management</b>
1.1 Apologies	<p>WC welcomed everyone to the meeting.</p> <p>No apologies were received.</p>
1.2 Minutes from 2 <sup>nd</sup> October 2023	<p>It was noted that the date for the meeting was incorrect, and that Fiona Smith and Elizabeth Keegan were not present.</p>
1.3 Action Log from 2 <sup>nd</sup> October 2023	<p>The item around gender-neutral bathroom policy and existing examples was discussed and is ongoing. This item will be extended and raised with students at the All Student Meeting.</p> <p>It was noted that no committee members had provided questions on the proposed constitutional amendments. This has been provisionally approved and will be taken to the All Student Meeting. It was confirmed that any</p>

	<p>comments about the proposed amendments and articles could be made at the All Student Meeting on Friday, and that students receive a full paper list and proposed changes before the meeting. It will also be sent to student representatives. It was suggested that any concerns about the amendments and articles could be raised, but an alternative should be provided, taking parity across institutions into account. Those who could not attend Friday's meeting were invited to express their opinions in writing and share them in advance.</p> <p>The items around networked students have been extended.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• All members to continue to investigate gender-neutral bathrooms at their campuses.</li> <li>• All members to investigate how many networked students are at their campus and to let HPK know.</li> <li>• WC to contact Mark regarding data numbers related to networked students.</li> </ul>
2	<p><b>Introduction of Rachel and Simon</b></p>
	<p>WC introduced Rachel and Simon to the Committee. Both Rachel and Simon introduced themselves and set out their purpose within their roles. Rachel requested feedback on what the Committee felt she should be doing as CEO. Simon noted that his priorities included supporting the course representative system and working with the development managers. Both will be visiting all academic partners soon. EK discussed a new policy of mandatory mental health training for all student-facing staff. A recent student suicide was also discussed. Rachel indicated that she has joined the working party related to this and noted the difficulty of these situations. Increasing staff support in this area was also suggested, and the MHFA training would also support their mental health. It was proposed that this could be extended to student-facing association staff and the Executive Committee. A question was raised regarding ownership of policies, and it was noted that a better mechanism for accountability was needed. It was suggested that as the policies are student-led, the students must determine who is responsible for it.</p> <p>Policy procedure at NUS Scotland was discussed, and how the policy is then implemented through a trickle-down effect. A question was raised regarding who takes ownership once the policy is in place with the academic partner. It was suggested that this then becomes the stance of the institution and the Student's Association should hold them to account for this. A question was raised about why some staff training is voluntary instead of compulsory, and it was suggested that MHFA training should be part of the core training offer moving forward.</p>

	<p>Support was requested to get more traction around the quiet rooms project.</p> <p>SM noted the issues working with AP staff, and that there had been work on a memorandum of understanding previously. SM requested support with pushing this through. It was noted that this had been discussed recently and potentially had wide-ranging impacts, including officer training and staff development. Difficulties working with the AP staff were discussed. Rachel noted previous difficulties for the student association and that work was needed to publicise the work being done. The importance of dignity, politeness and respect between people was also discussed. An understanding of student services funding was also suggested as part of a service-level agreement.</p> <p>Difficulties around submitting tickets to Comms for events were discussed, and it was suggested that the system needed a refresh. A newer Asana system was discussed. It was confirmed that all members had had invitations to the new Asana briefing sessions. It was suggested that a training session be run just for officers.</p> <p>A point was raised regarding tenure in an officer position, and that local officers were not part of the articles preventing them from continuing for more than two years. It was noted that the new proposed amendments would not change this, as local officers do not count as major office holders. It was confirmed that an officer could complete two years at one campus and then a further two years at a different campus.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• All members to email Rachel with any items they wish to raise.</li> <li>• Rachel will investigate the quiet rooms project and ask for progress from the relevant institutions.</li> </ul>
3	<b>Officer Objectives</b>
	<p>WC asked how members were progressing with their election objectives. JS noted that his role was more about engagement than expected and that this has improved this year. JS indicated that events and activities have both been growing and that plans are underway for a big end-of-year event. The support JS receives was also noted and appreciated, and the progress at Inverness has been positive.</p> <p>RB shared work around sports inclusivity at Perth, including training to lead boccia clubs, and additional work with the nursery to support student parents. The difficulty of being involved in Fresher's Week when the officer role begins a few weeks before the start of term was noted, and the plan to be heavily involved in the Re-Freshers event was described. The student voice councils were discussed with 60 attendees and 37 issues were raised, which have been</p>

	<p>passed on to the relevant parties. Plans to target specific classes around gaining more student voice representatives in STEM were discussed. It was confirmed that Perth do not offer a free soup and roll to students, but Inverness do. It was suggested that this be extended across campuses. A document that has been produced regarding how student voice representatives can operate was shared.</p> <p>EK discussed work around student mental health and training, and how this will be cascaded to students. It was suggested this could be passed on to members of the Committee also. EK's manifesto also linked to the cost-of-living crisis and noted that free breakfasts no longer were offered, but they now offered free tea and coffee. EK shared information about work on gender-based violence and noted that a lot of her time is spent dealing with small student issues and signposting.</p> <p>WC shared an update and has contacted NUS and Co-Op regarding student discounts, and Stagecoach about reduced bus prices and sustainable travel. WC intends to send a letter to all MPs regarding the new Housing Bill. WC shared that Melissa resigned due to personal reasons and the role will be backfilled. WC has completed some work with the nursing students and matching event funding for them. An app by HITRANS which helps with joined-up travel was discussed.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>• EK to share a document regarding student voice representatives to all members.</li> <li>• EK to share her contact for mental health training with Rachel.</li> </ul>
4	<p><b>Any Other Business</b></p>
	<p><b>Policies</b></p> <p>Rachel noted that there may not currently be policies in place and suggested that the Committee needed to push this forward. It was noted that the All-Student Meeting is now a combination of the regional student council and the All-Student Meeting, but that it would not include accounts due to the timing. Officers were reminded that they will need to present an overview of the work they've completed so far at the All-Student Meeting. It was confirmed that the meeting is hybrid. The in-person event being in Inverness had been raised by students in Perth. It was suggested more could be held in future.</p> <p><b>Next Executive Committee Meeting</b></p> <p>The next meeting will be a drop-in session, and the email invite will be amended to reflect this.</p>

	<p><b>Photograph for Committee's social media</b></p> <p>A photograph for the committee's social media channels was taken and will be shared.</p> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"><li>• WC to re-share previous meeting minutes and arrange for these to be approved.</li></ul> <p>WC to share photographs of the meeting to social media channels.</p>
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