

Meeting Minutes



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

Meeting Date	3 rd July 2024
Meeting Time	11.30-1.00
Attendance	
Present	William Campbell (President) Andi Garrity (Perth) Harley Green (Shetland) Elizabeth Keegan (Inverness) Nicolas Kowalczyk (NWH) Shannon MacCullum (Vice President Education) Xander McDade (Perth) Kian McDonald (SAMS) Sarah Marshall (Moray) Siobhan Moore (Argyll) Holly Pearce (Inverness)
Apologies	Mila Tabone (Orkney)
Observers	Rachel Burn (Chief Executive Officer) Paul Stalker (Insight and Democracy Co-ordinator) Simon Varwell (Student Engagement and Representation)

Section	Minutes
1	Welcome and Meeting Management
1.1 Apologies	As detailed above.
1.2 Minutes from 14 th April 2024	Minutes from 15 th May 2024 were approved by those officers who were continuing in role and had attended the previous Exec meeting.
1.3 Action Log from 14 th April 2024	<p>Actions were completed and closed or left open as per the action log.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> Max Brown will be invited to the August Executive to provide further details on the UHI Transformation programme AP cuts and the impact on students will be on the Executive agenda in August Closed but conversations ongoing with NUS about our relationship with them and better engagement

	<ul style="list-style-type: none"> • Complete but conversations ongoing with the new Executive about the space available for students across UHI campuses • Complete • Complete • Complete • To join up with conversations about space for students above
2	What is Executive Committee?
2.1 How does the Executive Committee work and 2.2 Expectations	<p>William as President outlined the responsibilities, obligations, membership and voting rights of Executive. William outlined that each AP gets 1 vote but it was agreed by Executive to keep the current position for NWH – whereby they get two votes – one for the mainland and one for the Islands. It was noted that some officer posts are currently vacant and that a co-option policy will be used to deal with these vacancies. William also outline the articles and schedules of the Association which can be found at: Policies (uhi.ac.uk). William also outlined by the Executive has the power to hold the two Principal Officers to account and All Student Meetings are another place for accountability.</p> <p>William stated that Exec is where we can make change for students at UHI. It is a safe space to bounce ideas around, ask questions and develop policy, as an integral part of the Association. It is a space in which we speak respectfully to each other and respect diverse views. It also has the power to ask the HISA Senior Management Team to explain work, support projects, provide advice etc, and even go to UHI leadership when relevant.</p> <p>Members were asked to please attend Executive if they can or give apologies and comments on papers if they can't. William noted that the HISA articles state that an officer is considered to have resigned if they miss 3 meetings without providing apologies.</p> <p>HISA will do its best, via doodle polls, to organise meetings around officer timetables and work placements, once these are known. Please work with your Development Manager and PAT to discuss options if things become difficult. William outlined that the meeting had to have a certain number of Officers present in order to take decisions – this is known as quoracy – which is half of the student officers. Meetings can take place without quoracy but no decisions can be taken.</p> <p>William and Shannon both encouraged all officers to contribute to the agenda and items for discussion, bring forward projects and ideas. Executive will be asked to contribute agenda items before each meeting.</p> <p>Finally, William outlined the other channels open to Executive – please use the Teams chat and whatsapp group to keep conversations going between meetings.</p> <p>A question was raised about having local Executives in APs – it was agreed this was a good idea to explore through the Democracy Review (see below).</p>
3	Student Engagement and Representation
3.1 Engagement and Representation	<p>Simon Varwell outlined the SER team members and the key role that the Development Managers play in supporting officers on a daily basis, alongside Local Co-ordinators. A BrightSpace area is being created to hold all the training resources for officers, so one place to go to find information.</p> <p>As well as the Development Managers, the team includes Paul Stalker, who has just started in role as the Insight and Democracy Co-Ordinator, and Elena Arroyo who is on leave but a key role as the HISA Advice Service Co-ordinator.</p>

3.2 Democracy Review	Simon outlined HISA's desire to conduct a review over the next year across all aspects of our work – articles, vacancies, election turnout and related difficulties in voting – both areas to change now and in the future as UHI changes. This item will come back to future Executive meetings.
3.3 Subject Interns and Academic Forum	Simon outlined the pilot underway this year to trial the role of a paid student subject intern in one of UHI's Cognate Subject Groups, to provide a student voice at the heart of UHI's curriculum changes. Charlotte Usher had now been appointed to the role in the Business, Leisure and Creative Economy subject group on 1 day a week. The role will be trialled this year then evaluate, with the aim of rolling out across more subject groups if funding permits in the future. These roles might eventually form a part of an academic sub-committee of Executive.
4	Things to expect in 2024/2025
4.1 UHI Change Programme	<p>William outlined that UHI is about to embark on a major transformation programme and that more information would be provided to Executive soon. This builds on the UHI 2030 strategy: Strategic Plan 2030 (uhi.ac.uk). Students will be involved in consultation around the changes and we want to be directly involved in conversations including around any reviews of curriculum which take place.</p> <p>ACTION: Following a question from Xander, it was agreed that Max Brown, UHI's Director of Transformation, would be invited to an Exec meeting in August to provide an initial briefing.</p>
4.2 Academic Partner Cuts	It was agreed that this item would be postponed to the August meeting of Executive
4.3 Staff Pay Disputes	William outlined the current position across UHI and the wider sector, with unions in ongoing and/or forthcoming pay disputes. What impact does this have on students? This can lead to students not being taught on a given strike day or what is known as ASOS – Action Short of Strike – which usually involves lecturers either not marking work or marking it but not uploading it to the UHI system so that students cannot get their marks. Officers need to be aware that students may come to them with complaints or asking for support.
4.4 Student Mental Health Agreement	<p>William outlined that the Executive were currently working with the UHI mental health team on refreshing and revitalising the joint Student Mental Health Agreement (SMHA) which exists between the two organisations. It has been re-developed following consultation with students. We will make the draft wording more public around Freshers time. It was noted that funding for student mental health support has been cut by the Scottish Government recently and that this is placing a strain on the system.</p> <p>ACTION: Rachel to ask UHI for more information about how UHI can share resources across APs to ensure students who need support are seen as soon as possible.</p> <p>ACTION: Following a request from Executive, RB to ask the UHI's mental health team to deliver a session to Executive on supporting students with mental health conditions and suicide awareness.</p>
4.5 HISA Strategy 2024-2027	<p>HISA is in the process of developing a new strategy with related KPIs, as the previous one was out of date. It is being redeveloped following a survey of students and staff. A first draft has been completed, and can be shared with the new Executive in August for comment.</p> <p>ACTION: RB and WC to share with Executive in August</p>
4.6 HISA Finances	Rachel set out the HISA financial position, with a 2 nd year of flat funding from UHI and the impact that has on HISA budgets. Finances will be very tight in the next couple of years, and this might impact on HISA staffing in the long term.

	<p>ACTION: Officers asked about their local budgets for 24/25 – RB confirmed she would ask when these were likely to be released via Development Managers so that Officers can be informed.</p> <p>Officers asked about the options for diversifying income via commercial activity. Rachel stated that this was now underway – conversations ongoing with a company called Native about digital marketing revenue and conversations also took place about options for shops and bars. All ideas and discussions in this space are welcome.</p>
5	Campaigns for the academic year
5.1 Campaigns & 5.2 Objectives for 24/25	It was agreed that Executive would come back to this item in its August meeting.
6	AOB
6.1 SVR training dates	<p>A question was asked about the timing of SVR training and it being quite late in the first term</p> <p>ACTION – SV to review dates with Development Managers</p>