

SUMMARY OF MEETING HELD 12 September 2011

No	ITEM FOR DISCUSSION	Summary
1	Minutes from 11/07/11 meeting	The minutes of the meeting were formally approved and signed by the Chair.
2	Matters Arising	<p>Coffee Offer: An update will be provided to the Board meeting in October.</p> <p>Code of Conduct: A legal view should be sought on the matter and feedback to the Board in October.</p>
3	Declarations of Interest	<p>Two Declarations of Interest were declared</p> <p>No other interests were declared.</p>
4a	Minutes from R & HR Committee 23/06/2011	<p>The VPW highlighted a summary report of the R & HR Committee.</p> <p>The minutes were referred back to the R&HR Committee</p>
5a 5b	<p>2010/11 Research Presentation</p> <p>2011-14 Research & Comms Strategy</p>	<p>The Marketing & Communications Manager introduced the findings of the recent Market Research.</p> <p>The 2011-14 Research & Comms Strategy was approved.</p> <p>The Board approved the paper.</p>
6	IT Strategy	<p>The Marketing & Communications Manager introduced the IT Strategy. Project Group and Project Board meetings were now in place with plans being formulated.</p> <p>The Board approved the paper.</p>
7	Student Voice Report	<p>The President and Director of Membership updated the Board. The paper was for information only with a summary of findings and outcomes.</p> <p>It was agreed to review the future contents of this report.</p> <p>The Board approved the paper.</p>
8a 8b	<p>Good Governance Project &</p> <p>Trustee Board Openness & Better Reporting</p>	<p>Good Governance Project: The VPDR introduced the paper. A small Project Group was approved to be created.</p> <p>The Board approved the paper.</p> <p>Trustee Board – Openness & Better Reporting: The VPE and VPAD introduced the paper. The Board agreed the following:</p> <ul style="list-style-type: none"> Trustee Board summary minutes would be placed online following approval. The Agenda for Trustee Board would be made available online once papers had been circulated. An email address for the Trustee Board would be made available online <p>It was noted that Article 86 states that Board meetings are to be in a closed session.</p> <p>The Board approved the creation of Trustee Board email address and Agenda</p>

		circulation.
9	Good Campus Relations	The VPAD introduced the paper. The paper was for information only. It was noted that the Guild and University operate a best practice model with other similar establishments. The Board noted the paper.
10	Review of Committees	The CEO introduced the paper. It was agreed to set up a task and finish project group to review sub committees of the Board. The project group membership was approved. The Board approved the paper with the amendment.
11	Attendance Record	The CEO introduced the paper. The Board were asked to note its contents and provide feedback. A discussion was had around whether sub-committee attendance should be included in attendance The Board approved the Attendance Record to return annually.
12	CEO's Report	The CEO submitted a report to provide the Board with an update of key developments and activities within the Guild. The report was received and noted.
13	Guild Officer Group Report	This is provided to inform the Board of key developments and activities of the Guild Officer Group. The report was received and noted.
14	Any other business	There were no other items of Business discussed.