

SECRETARY'S BOARD

Tuesday 2 June 2015, 9.15am

Conference Lounge, Leonard Horner Hall

AGENDA

| Item | | Ref |
|-------------------------------|--|-------|
| 1. FORMAL MATTERS | | |
| 1.1 | Apologies | |
| 1.2 | Minutes of the meeting of 12 May 2015 | |
| 1.3 | Matters Arising Report from the meeting of 12 May 2015 | |
| 1.4 | Policies under development Report | |
| 1.5 | Projects Register | |
| 1.6 | Business reported by the Chair | |
| 2. OPERATIONAL UPDATE | | |
| 2.1 | SSU Quarterly Update | MG |
| 2.2 | Reports from the Professional Services | |
| | – Borders Campus | VW |
| | – Campus Services | MD |
| | – Dubai Campus | SW |
| | – Edinburgh Schools | MDunn |
| | – Governance & Legal Services | SC |
| | – Human Resource Development | MA |
| | – Information Services | MR |
| | – Malaysia Campus | JY |
| | – Marketing & Communications | MS |
| | – Registry Services | PT |
| | – Research & Enterprise Services | LF |
| | – Student Recruitment | MB |
| 3. MANAGEMENT/ PROJECT | | |
| 3.1 | Group Financial Dashboard | AMM |
| 3.2 | Stage 2 Space Optimisation and Edinburgh Campus Strategic Masterplan | MD |
| 3.3 | Enhancing the Current Website | MS |
| 4. POLICIES/PROCEDURES | | |
| 4.1 | Careers Progression Procedures | MA |
| 5. GOVERNANCE | | |
| 5.1 | Secretary's Board meeting dates: 2015/16 and 2016/17 | AMD |
| 6. ANY OTHER BUSINESS | | |

Date of Next Meeting – Tuesday 7 July 2015