

SECRETARY'S BOARD

Tuesday 7 July 2015, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item	Ref
1. FORMAL MATTERS	
1.1 Apologies	
1.2 Minutes of the meeting of 2 June 2015	
1.3 Matters Arising Report from the meeting of 2 June 2015	
1.4 Policies under development Report	
1.5 Secretary's Board Projects Register	
1.6 Business reported by the Chair	
2. OPERATIONAL UPDATE	
2.1 Action Plans from the Directorates/Schools following the Student Barometer Survey	
- Borders Campus/TEX	VW
- Campus Services	MD
- Dubai Campus	SW
- EGIS	PB
- SLS	MDunn
- SML	CP
- MACS	DC
- Information Services	MR
- Registry Services	PT
- Student Recruitment	MB
2.2 Reports from the Professional Services	
- Borders Campus	VW
- Campus Services	MD
- Dubai Campus	SW
- Edinburgh Schools	DP
- 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 Professional Services Self-Assessment Team (Athena SWAN) Terms of Reference	SC
3.3 Universities UK statement regarding academic boycotts	AMD
3.4 Quarterly Complaints Report	PT
4. POLICIES/PROCEDURES	
4.1 Child Student Policy	SC
5. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD	
5.1 Report from the Strategic Information Services Committee	MR
6. ANY OTHER BUSINESS	
Date of Next Meeting – <u>Tuesday 4 August 2015</u>	