

SECRETARY'S BOARD

Tuesday 1 September 2015, 2.00pm
Conference Lounge, Leonard Horner Hall

AGENDA

Item		Ref
1. FORMAL MATTERS		
1.1	Apologies	
1.2	Minutes of the meeting of 2 June 2015 and 7 July 2015	
1.3	Matters Arising Report from the meeting of 7 July 2015	
1.4	Policies under development Report	
	- Supporting Family Life Overarching Policies – draft for consultation	
1.5	Projects Register	
1.6	Business reported by the Chair	
2. OPERATIONAL UPDATE		
2.1	Counter-Terrorism and Security Act 2015	SC
2.2	Results of Employee Staff Survey	MA
2.3	Draft Communications Plan	MS
2.4	Email System Update	MR
2.5	Reports from the Professional Services*	
	- Borders Campus	VW
	- Campus Services	MD
	- Dubai Campus	SW
	- Edinburgh Schools	DC
	- Governance & Legal Services	SC
	- Human Resource Development	MA
	- Information Services	MR
	- Malaysia Campus	JY
	- Marketing & Communications	MS
	- Registry Services	PT
	- Research & Enterprise Services	TW
	- Student Recruitment	MB
2.6	Annual Survey and Student Panel	PT
3. MANAGEMENT/ PROJECT		
3.1	Group Financial Dashboard	AMM
3.2	Dubai Student Survey Feedback	SW
3.3	Heriot-Watt Engage	KP
4. POLICIES/PROCEDURES		
4.1	Child Student Policy (for approval)	SC
5. ANY OTHER BUSINESS		

Date of Next Meeting – Wednesday 7 October 2015

* It is not intended that there should be discussion on starred items. Should a member wish to open up discussion on one of these items they should advise the Clerk prior to the scheduled meeting time.