

SECRETARY'S BOARD

Wednesday 7 October 2015, 9.15am
Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref	
1. FORMAL MATTERS		
1.1	Apologies	
1.2	Minutes of the meeting of 1 September 2015	
1.3	Matters Arising Report from the meeting of 1 September 2015	
1.4	Policies under development Report	
1.5	Projects Register	
1.6	Business reported by the Chair	
2. SUBSTANTIVE ITEMS		
2.1	Visit from Professor Williams	-
2.2	University Health & Safety Committee Annual Report 2015	LA
2.3	Higher Education in Malaysia	JY
2.4	Flexible Working Arrangements Audit	MA
2.5	Refining the Heriot-Watt University Brand	MS
3. OPERATIONAL / MANAGEMENT / PROJECT		
3.1	Reports from the Schools and Professional Services*	
	– Borders Campus	VW
	– Campus Services	MD
	– Dubai Campus	SW
	– Edinburgh Schools	CP
	– 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
3.2	Agenda for the Global Recruitment and Marketing Conference: 19 & 20 January 2016*	MB/MS
3.3	Global Student Programme Update*	PT
3.4	Legal Awareness Training Plan 2015*	SC
3.5	Dubai Student Survey Feedback	SW
4. GOVERNANCE		
4.1	Complaints Annual Summary Report*	PT
5. ANY OTHER BUSINESS		
5.1	Secretary's Board Forward Agenda Plan	AMD

Date of Next Meeting – Tuesday 3 November 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 Chair prior to the scheduled meeting time.