

SECRETARY'S BOARD

Tuesday 1 March 2016, 9.15am

Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref	
1. FORMAL MATTERS		
1.1	Apologies	
1.2	Minutes of the meeting of 2 February 2016	
1.3	Matters Arising Report from the meeting of 2 February 2016	
1.4	Policies under development Report	
1.5	Business reported by the Chair	
2. OPERATIONAL UPDATE		
2.1	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	AG
	– Student Recruitment	MB
3. MANAGEMENT/ PROJECT		
3.1	Group Financial Dashboard	AMM
3.2	SARP Update (Student Administration Revitalisation Project)	PT
3.3	Brand Refinement Implementation	MS
3.4	National Centre for Technical Development and Modernisation	DP
4. POLICIES AND PROCEDURES		
4.1	- Ethical Business: Gifts and Hospitality Policy - Travel and Expenses Policy	SC AMM
4.2	Smoke Free Policy	MA
4.3	Changes to Procurement Legislation	TN
4.4	Scholarships, Bursaries and Fee Abatements	PT/SW
5. GOVERNANCE		
5.1	Annual Report on Freedom of Information	FL
6. ANY OTHER BUSINESS		
6.1	Projects Register*	AMD

Date of Next Meeting – Tuesday 5 April 2016

* 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.