

SECRETARY'S BOARD

Tuesday 5 April 2016, 9.15am

Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref
1. FORMAL MATTERS	
1.1 Apologies	
1.2 Minutes of the meeting of 1 March 2016	
1.3 Matters Arising Report from the meeting of 1 March 2016	
- M16/15 Research Grants and Contracts Income Targets	
1.4 Policies under development Report	
1.5 Business reported by the Chair	
2. OPERATIONAL UPDATE	
2.1 Student Retention	RMcG / PT
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	AG
- Student Recruitment	MB
2.3 Feedback from Face-to-Face Briefings	AMD
3. MANAGEMENT/ PROJECT	
3.1 Group Financial Dashboard August 2015 - February 2016	AMM
3.2 Quarterly Complaints Report December 2015 - February 2016	PT
3.3 SARP Update	PT
4. ANY OTHER BUSINESS	
4.1 Forward Agenda Plan	AMD
4.2 Projects Register*	AMD

Date of Next Meeting – Tuesday 3 May 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.