

# SECRETARY'S BOARD

Tuesday 3 May 2016, 9.15am

Conference Lounge, Leonard Horner Hall



## AGENDA

Item	Ref
<b>1. FORMAL MATTERS</b>	
1.1 Apologies	
1.2 Minutes of the meeting of 5 April 2016	
1.3 Matters Arising Report from the meeting of 5 April 2016	
1.4 Policies under development Report	
1.5 Business reported by the Chair	
<b>2. OPERATIONAL UPDATE</b>	
2.1 Reports from the Professional Services	
– Borders Campus	VW
– Campus Services	MD
– Dubai Campus	SW
– Edinburgh Schools	CP/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
2.2 Face-to-Face Briefing Feedback	AMD
<b>3. MANAGEMENT/ PROJECT</b>	
3.1 Group Financial Dashboard	AMM
3.2 SARP Update	PT
3.3 Youth Employment at Heriot-Watt	MA
3.4 University Clearing Strategy	AMD / MB
3.5 Scholarships Strategy	PT / SWatson
3.6 Cyber Security Review and Project	MR
3.7 Updated Study Abroad Process	MB
<b>4. POLICIES/PROCEDURES</b>	
4.1 Social Media Policy	AJ
4.2 Secondment Policy	MA
<b>5. GOVERNANCE</b>	
5.1 Annual report from the Students' Union	PT
<b>6. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD</b>	
6.1 Report from the Student Visa Committee: meeting held on 21 January 2016	SC
6.2 Borders Campus Management Committee Annual Report and Terms of Reference	MR

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**7. ANY OTHER BUSINESS**

7.1 Projects Register AMD

7.2 Secretary's Board Forward Agenda AMD

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**Date of Next Meeting – Tuesday 7 June 2016**