

SECRETARY'S BOARD

Tuesday 7 June 2016, 9.15am

Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref
1. FORMAL MATTERS	
1.1 Apologies	
1.2 Minutes of the meeting of 3 May 2016	
1.3 Matters Arising Report from the meeting of 3 May 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	PB
– 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 Feedback	MS
3. MANAGEMENT/ PROJECT	
3.1 Cyber Security Review and Project	MR
3.2 Group Financial Dashboard	AMM
3.3 Staff Induction Plus: Review Report	MA
3.4 SARP Update	PT
3.5 Flexible Working Audit	MA
4. POLICIES/PROCEDURES	
4.1 External Speakers and Events Policy	SC
4.2 Management of Change Policy	MA
5. GOVERNANCE	
5.1 Borders Campus Management Committee Annual Report and Terms of Reference	MR
6. ANY OTHER BUSINESS	
6.1 Projects Register	AMD
6.2 Secretary's Board Forward Agenda	AMD
Date of Next Meeting – <u>Tuesday 5 July 2016</u>	
7. PROFESSIONAL SERVICES SELF-ASSESSMENT TEAM MEETING (1 HOUR)	