

## SECRETARY'S BOARD

Tuesday 5 July 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 7 June 2016	
1.3 Matters Arising Report from the meeting of 7 June 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	MH
– 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	MS
<b>3. MANAGEMENT/ PROJECT</b>	
3.1 Group Financial Dashboard	AMM
3.2 SARP Update	PT
3.3 Quarterly Complaints Report	PT
3.4 Annual Student Survey Results	PT
3.5 Developing a website for a global university	MS
3.6 Cyber Security Review and Project	SC / SS / AEJ
3.7 Career Development for Professional Services	HH
<b>4. POLICIES/PROCEDURES</b>	
4.1 Secondment Policy	MA
4.2 Posters Policy	SC
4.3 IT and Communications Facilities Acceptable Use Policy	SC
4.4 Social Media Policy	SC / AEJ
<b>5. GOVERNANCE</b>	
5.1 Projects Register	AMD
5.2 Secretary's Board Forward Agenda	AMD
<b>6. ANY OTHER BUSINESS</b>	

**Date of Next Meeting – Tuesday 2 August 2016**