

SECRETARY'S BOARD

Tuesday 6 September 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 August 2016	
1.3 Matters Arising Report from the meeting of 2 August 2016	
1.6 Business reported by the Chair	
2. TRANSFORMATIONAL INITIATIVES	
2.1 SARP	PT
2.2 Research and Innovation Support and Research Finances	AMDP
2.3 Marketing and Communications	AMDP
3. MANAGEMENT/ PROJECT	
3.1 Learning and Teaching Strategy: Update	JWS / MK PT
3.2 Global Student Representation Structures	PT
3.3 EIMS Pilot Update	MD
3.4 Internal Audit Plan	SC
4. GOVERNANCE	
4.1 Health and Safety Committee Annual Report	SC
5. ANY OTHER BUSINESS	
5.1 Secretary's Board: Change of Name / Future Operation	AMDP
5.2 Secretary's Board Forward Agenda Plan	AMDP
5.3 Policies under development Report	AMDP
5.4 Projects Register	AMDP
6. OPERATIONAL UPDATE	
6.1 Reports from the Professional Services	
– Borders Campus	VW
– Campus Services	MD
– Dubai Campus	SW
– Edinburgh Schools	CP
– 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
7. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD	
7.1 Report from the Strategic Information Services Committee	MR

Date of Next Meeting – Thursday 3 November 2016