

SECRETARY'S BOARD

Tuesday 2 December 2014, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item	Ref	Paper Ref	Status
1. FORMAL MATTERS			
1.1 Apologies			
1.2 Minutes of the meeting of 4 November 2014		-	Encl.
1.3 Matters Arising Report from the meeting of 4 November 2014		-	Encl.
1.4 Policies under development Report		-	Encl.
1.5 Projects Register		SB/14/240	Encl.
1.6 Business reported by the chair		Oral	-
2. OPERATIONAL UPDATE			
2.1 SSU Quarterly Report	MG	SB/14/241	Encl.
2.2 Action Plans from the Directorates/Schools following the Student Barometer Survey			
- Borders Campus/TEX	VW	SB/14/242	Encl.
- Campus Services	MD	SB/14/243	Encl.
- Dubai Campus	SW	SB/14/244	Encl.
- EGIS	PB	SB/14/245	Encl.
- SLS	MD	SB/14/246	Encl.
- SML	CP	SB/14/247	Encl.
- EPS	DP	SB/14/248	Encl.
- MACS	DC	SB/14/249	Encl.
- Information Services	MR	SB/14/250	Encl.
- Registry Services	PT	SB/14/251	Encl.
- Student Recruitment	MB	SB/14/252	Encl.
2.3 Reports from the Professional Services			
- Borders Campus	VW	SB/14/253	Encl.
- Campus Services	MD	SB/14/254	Encl.
- Dubai Campus	SW	SB/14/255	Encl.
- Edinburgh Schools	CP	SB/14/256	Encl.
- Governance & Legal Services	SC	SB/14/257	Encl.
- HR & Development	MA	SB/14/258	Encl.
- Information Services	MR	SB/14/259	Encl.
- Malaysia Campus	JY	SB/14/260	Encl.
- Marketing & Communications	AMD	SB/14/261	Encl.
- Registry Services	PT	SB/14/262	Encl.
- Research & Enterprise	AMM	SB/14/263	Encl.
- Student Recruitment	MB	SB/14/264	Encl.
3. MANAGEMENT/ PROJECT			
3.1 Group Financial Dashboard and update from the Finance Directorate	AMM	SB/14/265	Tabled
4. POLICIES/PROCEDURES			
4.1 Digital Preservation Policy	SC	SB/14/266	Encl.
5. GOVERNANCE			
5.1 Quarterly Complaints Report	PT	SB/14/267	Encl.
5.2 Mock Audit of Tier 4 Compliance	SC	SB/14/268	Encl.
6. ANY OTHER BUSINESS			

Date of Next Meeting – Tuesday 13 January 2015 (NO PAPERS MEETING)