

SECRETARY'S BOARD

Tuesday 4 November 2014, 9.15am

Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 7 October 2014
 - 1.3 Matters Arising Report from the meeting of 7 October 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Register
 - 1.6 Business reported by the chair
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2. OPERATIONAL UPDATE

- 2.1 Reports from the Professional Services
 - Borders Campus
 - Campus Services
 - Dubai Campus
 - Edinburgh Schools/Institutes
 - Finance
 - Governance & Legal Services
 - HR & Development
 - Information Services
 - Malaysia Campus
 - Marketing & Communications
 - Registry Services
 - Research & Enterprise Services
 - Student Recruitment
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3. MANAGEMENT/ PROJECT

- 3.1 Group Financial Dashboard
 - 3.2 Project Support Office Communications Plan
 - 3.3 Intranet Update
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4. POLICIES/PROCEDURES

- 4.1 Learning and Teaching Strategy Operational Plan and Timeline
 - 4.2 Gender Segregation at Meetings and Events
 - 4.3 Museum & Archive Collections Development Policy
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5. GOVERNANCE

- 5.1 Borders Campus Management Committee Terms of Reference and Annual Report
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6. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 6.1 Report from the Strategic Information Services Committee
 - 6.2 Report from the Equality and Diversity Advisory Group
 - 6.3 Report from the Tier 4 Working Group
 - 6.4 Report from the Collections Committee
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7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 2 December 2014