

# SECRETARY'S BOARD

Tuesday 7 October 2014, 9.15am  
Court Room, Lord Balerno Building

## AGENDA

Item

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### 1. FORMAL MATTERS

- 1.1 Apologies
  - 1.2 Minutes of the meeting of 2 September 2014
  - 1.3 Matters Arising Report from the meeting of 2 September 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 Action Plans from the Directorates/Schools following the Student Barometer Survey
    - Borders Campus
    - Campus Services
    - Dubai Campus
    - IPE
    - SBE
    - SLS
    - SML
    - EPS
    - MACS/TEX
    - Information Services
    - Registry Services
    - Student Recruitment
  - 2.2 Reports from the Professional Services\*
    - Malaysia Campus
    - Borders Campus
    - Campus Services
    - Dubai Campus
    - Edinburgh Schools/Institutes
    - Finance
    - Governance & Legal Services
    - HR & Development
    - Information Services
    - Marketing & Communications
    - Registry Services
    - Research & Enterprise Services
    - Student Recruitment
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### 3. MANAGEMENT/ PROJECT

- 3.1 Group Financial Dashboard
  - 3.2 International Recruitment Agents Review
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### 4. POLICIES/PROCEDURES

- 4.1 Learning & Teaching Strategic Summaries and Enhancement Plans
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### 5. GOVERNANCE

- 5.1 Health & Safety Committee Annual Report
- 5.2 University Health & Safety Policy
- 5.3 Complaints Annual Summary Report

### 6. ANY OTHER BUSINESS

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**Date of Next Meeting – Tuesday 4 November 2014**

\* It is not intended that there should be discussion on starred items. Should a member wish to open up discussion on one of these items they should advise the Chair prior to the scheduled meeting time.