



Queen Margaret University
EDINBURGH

CONFIDENTIAL

The next meeting of the Court will be held on **Wednesday, 22 June 2016 at 4.00 p.m.** in the Large Boardroom, Level 2, Queen Margaret University. Members attending are reminded to bring their security pass with them. Please contact Gerry O'Hare on 0131 474 0000 if you are unable to attend.

All agenda items and papers may be disclosed under the Freedom of Information (Scotland) Act 2002 unless specifically exempted by the legislation. Where items cannot be disclosed, the relevant section of the Act is indicated.

*The agenda is divided into starred and non-starred items. Starred items are for discussion and, where appropriate, decision. Non-starred items are for noting only and will not normally be discussed. Any member wishing to discuss a paper listed for noting should contact the Secretary no later than two days before the meeting stating the reason for the request.

Irene Hynd
University Secretary
Secretary to the Court
ihynd@gmu.ac.uk
15 June 2016

Court Members:

Dr Frances Dow CBE (Chair)
Jim Bradshaw
Professor Graham Caie CBE
Ian Calder
Craig Cathcart
Professor Bob Cormack
Colin Duffus
Cynthia Guthrie
Dr Anthony Falconer
Professor Alan Gilloran
Dr Anna Gregor CBE

Dr Lindsay Irvine
Mark Laing
Jackie Macdonald
Miller McLean
Linda McPherson
Margaret O'Connor
Robert Rae
Megan Richardson
Judith Sischy OBE
Professor Petra Wend (Principal)
Heidi Vistisen

Car Parking

Spaces will be reserved for Court Members' cars in the parking area at the main entrance.

Disposal of Court Papers

The University will dispose of confidential Court papers which are surplus to requirements. These may be handed to the Principal's PA at any meeting or left at the table after the meeting.

A G E N D A

1 *Conflicts of Interest

To NOTE any conflicts of interest and determine any required action.

2 *Determination of Other Competent Business

(a) To RECEIVE notification of Other Competent Business.

(b) To DISCUSS any business arising from Items for Information.

3 *Membership of University Court

(a) To NOTE the outcome of the Ballot for Election to the position of Vice-Chair of Court.

(b) To NOTE the outcome of the Ballot for Election as the representative of members of staff other than academic.

(c) To APPROVE recommendations from the Nominations Committee for the appointment of Lay Court members.

COURT (16) 16
to be tabled.

4 *Principal's Report

COURT (16) 17

To RECEIVE a report from the Principal.

5 *Minutes

COURT (16)
MINS 02

(a) To APPROVE the minutes of the Court meeting held on 6 April 2016.

(b) Matters arising.

Ordinary Business

6 *Staff Survey 2015

To RECEIVE a presentation from the Principal.

7 *Development Strategy

To RECEIVE a presentation from the Director of Marketing and Communications and the Development and Alumni Manager.

8 Local Land – Masterplan Development Strategy

COURT (16) 18

To RECEIVE an update from the Director of Operations and Finance.

9	*Third Quarter Review – to April 2016	
	(a) To RECEIVE Management accounts for nine months to 30 April 2016.	COURT (16) 19
	(b) To RECEIVE an update report on KPIs.	COURT (16) 20
10	*Financial forecasts and budget for 2016/17	COURT (16) 21
	To CONSIDER and APPROVE financial forecasts and the proposed budget for 2016/17.	
11	*Governance – Court Effectiveness Review	
	(a) To RECEIVE an update on implementation of the Review Action Plan.	COURT (16) 22
	(b) To CONSIDER and APPROVE an updated Statement of Primary Responsibilities.	COURT (16) 23
	(c) To CONSIDER and APPROVE an updated Scheme of Delegation.	COURT (16) 24
12	*Freedom of Information and Data Protection	COURT (16) 25
	To NOTE a compliance report on Freedom of Information, Environmental Information Regulations, Data Protection and Records Management activity in 2015.	
	Reports from Committees	
13	*Senate	SEN (16) MINS 03
	To RECEIVE the minutes of the Senate meeting held on 18 May 2016.	
14	*Finance and Estates Committee	
	(a) To RECEIVE the minutes of the Finance and Estates Committee meeting held on 10 May 2016.	FEC (16) MINS 03
	(b) To RECEIVE the minutes of the Finance and Estates Committee meeting held on 1 June 2016.	FEC (16) MINS 04
	(c) Matters arising.	
15	*Audit Committee	
	(a) To RECEIVE the minutes of the Audit Committee meeting held on 25 May 2016.	AUDIT (16) MINS 02 (to follow)
	(b) Matters arising.	

- 16 *Nominations Committee**
- (a) To RECEIVE the minutes of the Nominations Committee meeting held on 6 April 2016. NOM (16)
MINS 03
- (b) To RECEIVE the minutes of the Nominations Committee meeting held on 25 May 2016. NOM (16)
MINS 04
- (c) Matters arising.
- 17 *Health and Safety Committee**
- (a) To RECEIVE the minutes of the Health & Safety Committee meeting held on 16 June 2016. HSC (16)
MINS 02
(to follow)
- (b) Matters arising.
- 18 *Equality and Diversity Committee**
- a) To RECEIVE the minutes of the Equality and Diversity Committee meeting held on 10 May 2016. EDC (16)
MINS 03
- (b) Matters arising.
- 19 *Members' retiral**
- To RECORD the appreciation of the Court for the contribution of members due to demit office.
- 20 Dates of future meetings**
- The Court will meet on the following dates in 2016-17
- 5 October 2016
7 December 2016
8-9 February 2017 (Court Away Days)
5 April 2017
28 June 2017
- Meetings commence at 4.00pm.
- 21 Items for Information**
- Press Cuttings and Press Releases (tabled).