

# Board of Management Student Member Action Plan

Academic Partner

Shetland UHI

Date May 2024

<u>Key theme</u>	<u>Action</u>	<u>To be actioned by</u>	<u>Person(s) Responsible</u>	<u>Measure of success</u>	<u>Action to be completed by</u>	<u>Status</u>	<u>Comments</u>
Support	HISA Staff and UHI Shetland Board to create joint support for HISA officer/student board member to be able to participate in Board meetings	HISA UHI Shetland Board Secretary	Development Manager Shetland & Orkney UHI Shetland Board Secretary	Joint support and action plan completed	May 2024	Complete	
	Student Board Members to utilise the support relevant to their needs	Student Board Members	Student Board Members	Student Board Members attending pre-meeting support	August 2024	In progress	Keith Massey in post until student status expires and/or successor appointed. Keith regularly attends agenda run through meets with Board Secretary

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<b>Recruitment</b>	Create standardised process and promotional materials for recruiting 2 <sup>nd</sup> Student Board Members	HISA/BGPG	Local HISA staff team  HISA Comms	Process Created  Promotional materials created	Summer 2024	Yet to be started	
	Support recruitment of 2 <sup>nd</sup> Student Board members	HISA HISA Comms	Local HISA staff team  HISA Comms	2 <sup>nd</sup> student board member recruited	October 2024	Yet to be started	

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<b>Induction and Training</b>	Student Board Member (s) induction to AP and AP Board	UHI Shetland Board with support from HISA Staff	CDN, Board Secretary Local HISA staff team	Induction attended	August/September 2024	Yet To be started	
	Student Board Members to attend relevant training	HISA UHI Shetland Board Student Board Members	Development Manager Student Board Members	Training attended/undertaken by student board member	July 2024	Yet to be started	Board training for Officer should be available to student board member to ensure parity of experience
	Student Board member to have introductory meetings with Chair/Clerk/other relevant UHI Shetland Board Committees	UHI Shetland Board Secretary with support from HISA	UHI Shetland Board Secretary Student Board Members	Introductory meetings held	September 2024	Yet to be started	

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<b>Relationships, Perceptions and Expectations</b>	Boards to have awareness of HISA, including local team	UHI Shetland Board HISA	Development Manager – Shetland & Orkney	Introduction to HISA presentation circulated/delivered to new and existing board members	Summer 2024		Action to be added to UHI Shetland Board onboarding activities list
	Boards to support HISA in providing regular updates to Board	UHI Shetland Board	Board Secretary	Deadlines for updates given to student members at start of year  Regular communication with HISA and board around updates	May 2024  Ongoing	In progress	Board and HISA to collaborate to ensure HISA can give regular updates to Board. Updates to LTR; Recruitment to SNC; Elections and Annual Reports to Board.
	Boards to relay expectations of Student Board members in line with governing guidelines	UHI Shetland Board with support from HISA	UHI Shetland Board Secretary Supported by Local HISA staff team	Expectations document created  Expectations given during introductions/training	August 2024	Yet to be started	
	Local HISA team and UHI Shetland Board to have an effective and collaborative working relationship	UHI Shetland Boards HISA	UHI Shetland Board Secretary Board Chair Committee Chairs Local HISA staff team	Student Board Members have effective channels of communication with Chair/Clerk  HISA staff have effective channels of communication with Clerk	Continuous	Ongoing	Currently successful
	HISA to have regular meetings with UHI Shetland Board to discuss Board and relevant student matters	HISA and Board	Board Chair and Local HISA Staff Team	Meetings set up and attended by both HISA and Board members	May 2024	Ongoing	Code of Good Governance requirement. Clause B.2

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<b>Board Meetings</b>	HISA to provide regular reports to meetings of the Board, and regular updates for discussion to LTR Committee	HISA	Local HISA Staff Team	Regular HISA update given at each LTR meeting with formal reports issued to Board	Continuous	Ongoing	HISA officer can comment but not deliver paper
	Student Board members to actively engage and participate in Board Meetings	Student Board members with support from HISA/UHI Shetland Board	DM, Chairs and Board Secretary	Attendance at meetings by Student Board members; minuted contributions	Continuous	Ongoing	
	UHI Shetland Board to ensure student board members can attend and fully participate in meetings	UHI Shetland Board with support from HISA	Board Secretary, Chairs and Local HISA Staff team	Chair and Clerk offering support to student board members  Student board member contributions minuted	Continuous	Ongoing	

**Signed by**

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On behalf of \_\_\_\_\_ Board of Management

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On behalf of HISA Team based at \_\_\_\_\_

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On behalf of HISA