

Précis and action points from the **Professional Development Committee** meeting held on Friday 27<sup>th</sup> October at Institute for Sport and Exercise, Dundee University.

**Present**

Osla Dougal (OD) Chair  
Jacqui Stone (JS)  
Orla Gilmore (OG)  
Lorna Picken (LP)  
Ian Lowe (IL)

**WELCOME, AND SCENE SETTING**

1. Osla welcomed everyone to the meeting. Apologies were received from Judith who unfortunately had to work. Kirsteen is still on sick leave and it is unlikely that she will be able to return to the committee so we may need to co-opt someone to fill the gap.
2. *Meeting of 1<sup>st</sup> September 2006* – the précis of the 7<sup>th</sup> Professional Development Committee meeting was reviewed and approved as an accurate record.

**ACTION**

**MATTERS ARISING**

3. *Grant Jarvie's Speech* - JS updated PDC that she had taken the time to look at Grant Jarvie's speech from the conference for action points. There were four key themes he had raised: international development through education in sport; narrowing the gap for women and girls; the high performance sports pathway through education; volunteers, education and a healthy Scotland. It was felt that SUS were not in the position at the moment to think of running an International Project as suggested by Grant but it may be something to think about for the future. Women and sport was something that SUS already tried to focus on through SUSPAC and figures from the Audit may be useful here. Scottish HE also supports a high performance pathway and this again would be evident from the Audit. Volunteering is a current focus of SUS and a sub group is being formed to work in this area.
4. *St. Andrews and FIA* – OD had discussed further with Debby from St. Andrews about her query re joining the FIA. It was felt that all institutions were different and it would therefore benefit some institutions more than others. The option of SUS joining allowing SUS members to get access through this was considered but discounted. There is a big cost involved and UCS already offers member discounts which could be pursued.

JS

**STUDENT OFFICER HANDBOOK**

5. IL had been in touch with Ed Nicholas from Edinburgh and Euan Smith at Glasgow who had indicated that Mark ?? was a more appropriate contact. It was outlined that all three of the Universities had a good resource base and the next step was to pull together their resources and others into one document that would satisfy the need. Information from Sportscotland's Help for Clubs section was useful but was not University specific. It was hoped that a student handbook could be completed by the end of the Academic Year and in time for the incoming Presidents to look over it during their induction day at the conference. The document should be designed to help Presidents and Clubs alike.

IL/  
Working  
Group

**AUDIT**

6. JS explained that she had received some responses for the Audit but not as many as were hoped. The missing returns would be chased up in the hope of achieving the 100% return desired. JS would then be working with John Taylor to input the data for analysis.

JS

**CHRISTMAS SEMINAR**

7. Debate was had over the date for the Seminar following a request by Jim Aitken to review. However it has been decided that the Seminar will take place on the 14<sup>th</sup> December at Stirling University. PDC felt that the theme should be based around a SUS Status Report following the lift off at the Summer Conference. This would mean updates

would be offered on various topics. The main session would centre around the report on the Audit offered by John Taylor and members would be invited to comment on how the data is presented and used. The format would be a 20 minute update and then break-out groups with key questions to look at to decide how the information is presented and what we do with it. Another key session could focus on an update of Sport 21 and this may be confirmed following the Exec Meeting where Francesca Osowska from the Scottish Executive was speaking. Updates would likely be offered by the various committees and it was mentioned that short sessions could be offered by BUNAC, Christians in Sport and UCS. It was reminded that the Seminar would need to include an EGM to ratify the accounts and that the Directors and Administrators may want to meet. Sponsorship would need to be looked into whether BUNAC would be offering a subsidy as last year and perhaps whether Precor would cover the lunch cost. It was felt important that the event should be free. Registration would be through a booking form loaded onto the SUS website. OD would chat with JR and OG about timings and sport/activity plans.

OD/JR/OG

## CONFERENCE

8. JS gave an update on the views for the conference. Following the last meeting Jim Aitken had asked whether PDC would consider having the conference in the same week as the UCS conference which is being held at St. Andrews at the end of June. PDC had considered this but had decided that it was more appropriate to have a stand-alone SUS conference following the format of last year. The proposition was for the 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> of June in Glasgow (11<sup>th</sup> being the President's training day). This would fit in with the date of the BUSA AGM and leave a week in between before the UCS Conference. The next step was to confirm with Julie Omner the dates for venue booking and to canvas her opinion on local Glasgow speakers. The programme would have to be carefully considered so that it was different from that of UCS. As soon as it was possible to confirm dates and keynotes this information should go up on the SUS website. PDC were actioned to think of possible themes. PDC would also make sure that Scottish representatives were encouraged to attend UCS in support of it being held locally.

All

## WEBSITE

9. JS had asked PDC to have a look at the website and was keen for feedback. Comments were really positive. It was confirmed that the website was not finished and that the database sections were still being built meaning that the events and sports pages had missing elements at this stage. The finished website will have a database of contacts which will allow site users to access key information about the sector.

JS

## VOLUNTEERING

10. Stew had attended a useful meeting in London recently with regards to volunteering. He has been having a look at the BUSA volunteering strategy and thinks it may be possible for SUS to use an altered version of that document instead of preparing a whole new strategy. Concern was raised that the BUSA strategy would be only sport related and not cover our other areas of physical activity and professional development. It was felt that we had to make sure that the strategy would be applicable to everyone. PDC were asked to contribute to a small working group on this issue. OD agreed to be part of it and it was requested that someone from SUSPAC should also be involved. Stew was to lead the group. The information gained from the Audit will offer a starting point but the group will look to find out more about volunteers in Scottish HE and will also have a look at the BUSA strategy.

OD/SF

## ADMINISTRATORS FORUM

11. IL had contacted the list of administrators via email to gauge opinion about having a forum and what the forum should include. He received no response to his efforts. However in passing he had spoken to a few administrators who felt that they could not take time out to do something like this. It appeared that administrators had a different mindset and the problem was how to get them to an event. PDC felt that administrators should be encouraged not to think of this as time off but as work and that the sell may need to come from their directors or line managers. It was proposed to still try to have the meeting on the same day as the Christmas Seminar as some may be attending anyway. JS was asked to take the issue to the forthcoming Exec Meeting.

JS

## OTHER BUSINESS

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| <p>12. JS had been asked to raise the fact that UCS were going to be holding their Sports Development meeting in Edinburgh on the 9<sup>th</sup> February. Members would be encouraged to attend where appropriate.</p> <p>13. As OD was unable to attend the forthcoming Exec Meeting an attendee was sought from PDC. Judith was nominated and JS would contact her to see if she was available.</p> <p>14. OD raised the fact that the Active Student Survey had just been received from UCS. Participation was to be encouraged from members although support may be needed.</p> <p>15. <i>Next meeting</i> – the next meeting will be at 10.30am on the 8<sup>th</sup> December in Dundee.</p> | <p>JS</p> <p>All</p> |
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## Actions List

Work on Student Officer Handbook	IL & others
Data input for Audit	JS
Work on Christmas Seminar Programme	OD/JR/OG
Conference Themes and Speakers to be thought about	All
Members to be encouraged to attend UCS conference	All
Website to be completed	JS
Volunteering Sub-Group to consider BUSA Strategy and Find out about volunteering locally	OD/SF
Issue of Administrators Forum to be raised at Exec Meeting	JS
Judith to be asked to attend Exec	JS
Participation in UCS Active Student Survey to be encouraged	All