

Minutes

Subject:	Management Committee Minutes: 5 February 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	For publication
Paper:	MC 19.20.19

Present: Ali Perez (ALP), (TCU), Amelia Trew (AT), Toby Cunningham (TCU)
Callum Perry (CP),

Chair: Sophie Atherton (SA)

In attendance: Caroline Wilson (CW), Tony Moore (TM), Tim Cave (TCA), Jo Caulfield (JC) (for external speaker item)

Apologies: Wendy Storey (WS), Martin Marko (MM),

Executive Summary

- Rejected the University's request to place NSS publicity posters in Union House
- Discussed NUS drinks bulk purchase retrospective discount

Action Points from meeting

Required	Assigned
Bars Manager to meet with NUS Buying Team and ask questions as to level of retrospective discount	TCU
University to be reminded to use Welcome Week rather than Freshers Week	ALP
Jane Amos to be contacted as to whether University has done any work on the arrivals experience of international students	ALP
All FTOs to collate the upcoming communications work they need done and when they need it done and send to Comms.	ALL FTOs
PMB management plan and risk assessment be brought to the next meeting of Management Committee	TCU

MC 366 Minutes, Apologies, Matters Arising

Minutes of the meetings held on 21 January were approved.

On immediate action points:
Held over to next meeting.

On long-term action points:
Held over to next meeting.

MC 367 Operational & Key Relationship Updates

MM, when sending apologies, asked that the following updates be minuted:

- Curriculum review ideation session
- Student Officer Committee
- Animal rebellion meeting
- Student Charter review scoping meeting
- Finance Committee
- Conversation club
- Postgraduate Assembly
- Director of Doctoral College catch-up
- Library Forum
- PG Conversation club planning with Learning Enhancement
- Doctoral College Executive
- Postgraduate Committee
- Learning & Teaching Committee
- Decolonise UEA meeting
- Management Committee
- Education Committee
- Head of PGR Service catch-up
- UEA food policy catch-up
- Officer catch-up
- Equality, diversity and unconscious bias training
- Launch of Eradicate Hate
- Stigma: men's mental health session
- Student trustee recruitment

SA

- University Council
- Meeting the University on rent-setting
- Eradicate Hate
- Planning for Sustainability Big Shift Big Day
- Southern SUs
- Upcoming SEC, Sustainability Board, Reclaim the Night planning

AT

- University Council
- Toilet Door campaign
- Prioritising Women's History Month
- Scoping Week 0
- Student Charter
- World Mental Health Day

ALP

- VC Task Force
- Licensing meeting about PMB
- Welcome Week project Week
- Visit to Barnham Broom with Societies and Sports Executive
- Week 0 scoping
- Finance Committee
- Honorary Degrees and Appointments Committee

CP

- Planning TEAs
- Sense of Belong piece for the WP team
- Advanced HE Wellbeing in the Curriculum Day
- Learning and Teaching Project Group on evaluation and feedback
- Launched Advising Handbook in LDC
- Met with Andrea Blanchflower as to presentation to LTS
- Upcoming – catch up with Richard Harvey on Aurora – planning Ambassador celebration day

TCA

- Co-authoring article on Union finances
- Main focus – forecasts for the second half of the year

MC 368 Financial Updates

TCA reported that, for the year to date, the Union was £150K below budget and £200K below the previous year.

TCA advised that the £40K underspend in the Charity would, very likely, remain unspent at year end.

TCA noted the headlines were: the Waterfront was fine but Social Enterprise was down £200K and there was little chance that this would be rectified by the year end.

SA noted that TCU would be informing the University of the £200K deficit and that a driving force in widening the deficit had been the restrictions placed on music events.

TCA noted that it had been made clear to the University that the Union would need an extra £350K to operate in its current shape. TCU advised that the current structure included the two Director posts which currently remained notional.

TCA cautioned that a worst case scenario would be that the University would agree to the extra £350K funding and then the Union would be confronted with a widening deficit which would swallow up the extra money. TCA advised that whatever scenario became reality the Union should adopt an approach of 'how we do what we want to do' rather than 'what we want to do'.

TCU joined the meeting.

CP believed management should be going to every part of SE to ask staff where the problems were and how they thought sales might be increased.

TCU advised that this would form part of the forecasting process and the regular Monday morning meetings.

CW joined the meeting

MC 369 Commercial Updates

TCU noted that managers' responses to the disappointing SE figures had pointed to GP and student staff costs as the main departmental factors. TCU advised that at least £100K of the deficit could be ascribed to the restrictions on capacity in the LCR, ongoing works on safety issues and the investigation and **Redacted under the Staff Protocol**: all of which had not been budgeted for.

TCA noted that staff had raised questions as to the current NUS deal. TCU noted, at this stage in the cycle, it was too early to make a judgement as the figures for retrospective discounts were not available. TCU noted that the last two Assistant Directors for SE had investigated alternatives to the NUS deal and concluded it could not be bettered. TCU noted that the frustration with the NUS deal was that it took so long for the discounts for bulk purchase to be applied.

CW wondered if the Union had a best and worst case scenario in place for the level of discount.

TCU noted this was impossible to map ahead of NUS' calculation of the discount at the end of the year which was based on a league table of bulk purchases. TCA noted the frustration at not being able to factor the discount into the current forecasting; TCA wondered whether there was someone at NUS who could give a guide to a percentage level that the Union could reasonably expect as a discount.

TCU noted they had asked Laura Wakefield, the Bars Manager, to meet with the NUS Buying Team as part of their induction and would provide Laura with a series of questions to put to the Team regarding the discount. **AP**

MC 370 Report on University's focus group study of new students' experience

SA noted the positive comments on the Union's initiatives in Welcome Week and the Buddy Scheme. SA noted the negative comments had centred on communications problems.

The Committee noted the Report referred to 'Freshers Week' rather than 'Welcome Week' and asked that the University be reminded of the need to consistently use 'Welcome Week'. **AP**

TCU advised that the problems over accessing tickets mentioned in the Report would be addressed in a forthcoming paper to Management Committee.

CP wondered whether BIU had undertaken any work focusing on international students and whether there would be anything available as to January arrivals.

The Committee asked AT to message Jane Amos as to any reports on the arrival experience of international students. **AP**

MC 371 Work Capacity of Communications Department

CW noted that the paper did not provide time slots or a breakdown as to capacity.

The Committee agreed to CP's suggestion that all FTOs would collate the upcoming work they would need done and when they would need it done and send to Comms. **AP**

MC 372 Pimp My Barrow Update

TCU reported they had met with the licensing official who had been happy with the initial proposal as to the grassed area with separate sections where students could bring their own drinks and where they could buy drinks; subject to the submission of a management plan and risk assessment.

SA asked that the management plan and risk assessment be brought to the next meeting of Management Committee. **AP**

MC 373 Members' Complaints

TCU reported than nine complaints had been received: one as to the Concrete article on transphobia, one other and seven as to being refused entry to the LCR due to intoxication.

ALP noted they would be meeting with Concrete to discuss the transphobia complaint late in the day.

MC 374 Promotion of the National Student Survey

SA noted the Union had been asked by the University to help promote the NSS by putting up publicity posters in Union House; SA believed, by taking this action, the Union would be endorsing the NSS. SA noted that the Union did not have formal policy as to promoting or boycotting the NSS. SA noted, however, that the Union had policy against the marketisation of HE and that there was a body of opinion that viewed the NSS as a tool to promote marketisation.

TCU advised that agreement to put up NSS posters would be a political decision. TCU noted that, historically, the Union had had to take a contradictory stance on the NSS: viewing it as part of the process of marketisation of HE yet using the data provided by the survey to lobby the University to improve the student experience.

CP noted they were against marketisation but noted the need to use the data it provided to lobby on behalf of the Union's members; CP thought that the need for the use of NSS data would be obviated if and when the Union had a fit for purpose data sharing agreement with the University.

ALP agreed with CP and argued the present 'fence-sitting' stance enabled the Union to represent the divergence of views amongst students.

The Committee unanimously agreed to reject the University's request to place NSS publicity posters in Union House.

MC 375 Review of Union Council Decisions

SA reported that a digest of decisions had been circulated to Committee members and that there were no items to note or to refer to Trustees.

MC 376 Democracy Review

SA asked that FTOs stay behind to discuss the Review in greater depth outside of the meeting.

MC 377 Staffing (Closed business)

MC 378 AOB

Objection to guest speaker on grounds of transphobia

JC advised that the blog article articulating the Union's standpoint on asking the University to withdraw the invitation to the guest speaker had been written and it had been published earlier in the morning. JC advised that they and AT would be meeting the School to discuss the situation and that it was unclear whether the event had been merely postponed or cancelled entirely.

AT noted that they would rework the statement to send as a letter to the VC. AT noted the importance of the Union providing support for the two students who had made the original complaint.

Trustee Training

CP noted they had the existing Student Trustee training materials from TM and they would be looking to bring an updated version with handbook to a future meeting.

TCU advised that Southern SUs had discussed plans to produce movement-wide training materials for Officers which would include Trustee training and would keep CP informed of developments.

TMC 379 Time, Date and Place of next meeting

1 pm, Tuesday 18 February, Room 2.