

# Minutes

Subject:	Management Committee Minutes: 7 April 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	<b>For publication</b>
Paper:	MC 19.20.23

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

Chair: Callum Perry (CP),

In attendance: Tony Moore (TM), Tim Cave (TCA), Claire Boothby Barnbrook (CBB)

Apologies: Wendy Storey (WS), Sophie Atherton (SA), Caroline Wilson (CW), Martin Marko (MM)

## Action Points from meeting

Required	Assigned
Use of Restricted Funds to be considered by Finance Committee	TM
Charity Commission report on solvency to be considered by Finance Committee	CW/TCU

## MC 403 Minutes, Apologies, Matters Arising

Minutes of the meetings held on 31 March were approved.

TCU advised that SA and CW were on annual leave. TCU advised that MM was not on annual leave. TCU advised that WS was part of the first wave in the furloughed scheme.

In SA's absence CP took the Chair.

## MC 404 Covid Response

### 1 Financial (TCA)

TCA noted the briefing paper. TCA reported that the cash situation was stabilising and that, with the assumption that restricted funds would be used, the Union would remain solvent until September or, possibly October. TCA advised that the forecast, did not factor in any emergency funding from the

University that might be made available. TCA advised that, if pandemic restrictions reached beyond September, the Union's solvency would depend on University emergency funding.

Chair wondered what action needed to be taken on the use of restricted funds. TCA advised that without access to the restricted funds the Union would become insolvent by July and a clear decision on their use was needed from the Board or Management Committee.

TCU advised that ALP had deep concerns over the use of the money and suggested that ALP meet with TCA and prepare a paper to be considered at Finance Committee.

TCA doubted whether an extra paper would be useful and noted the stark fact that without their use the Union would be insolvent by July.

ALP believed that students would not care at all about justifications and the imperatives for using the funds: they would be extremely angry that their money had disappeared.

Chair suggested that a timeline document detailing how the money would be used should also go to Finance Committee.

ALP noted that Clubs, particularly, kept very tight budgets and all expenditure had to be made known to UEA Sport: ALP believed that UEA Sport should be informed of the Union's use of the money.

TCU advised that by September there was a high probability that the Union would have access to other cash sources to replace the money.

ALP argued that the Union would find it hard to generate additional revenue to pay back the money and would, in any event, not make its repayment a high priority.

Chair ruled that the use of restricted funds would be an item on the Finance Committee agenda for the meeting on 15<sup>th</sup> April and the Committee's deliberations and recommendations would be sent to the Trustee Board. **AP**

## **2 Business Continuity Plan (CW)**

TCU noted the briefing paper.

ALP wondered whether student staff had been informed of the government's confirmation of arrangements for furloughing casual workers.

TCU confirmed they had: an email had been sent to all student staff outlining their entitlements under the scheme.

Chair wondered as to when the Committee would receive trading figures for the Shop.

TCU advised that the Shop situation was constantly under review with the possibility there might be an increase in the number of people on campus with incoming NHS staff. **Redacted under the Staff Protocol**

### **3 Governance (TM)**

TM noted the briefing paper.

TM reported that:

- An extension had been granted for filing of the annual accounts
- Tampon Tax funding applications had closed due to the high grant uptake
- Kemi had been contacted about the County Council food hub request

### **4 Academic and Impact on Students (CBB)**

CBB noted the briefing paper.

CBB highlighted the progress on engagement with the needs of international students through a dedicated Facebook group.

AT updated the meeting that they had personal clearance to come on to campus and distribute the Food Bank parcels. AT noted deep concern as to what would happen to students when the current parcels ran out: AT believed it should not be the Union catering for the basic needs of students, it should be the University's responsibility.

CBB reported continued uncertainty as to the University's stance on graduation.

CBB noted the huge number of changes to assessment. CBB noted that there had been a lot of student queries to the FTOs as to the changes and it had been decided that these should all be routed to the Advice Team.

CBB advised that a recent report from STS had provided a glimpse of Enlighted app data with low scores on the clarity of changes to assessment and on motivation to study remotely.

ALP noted frustration that, although they had been pushing the University to set up a Covid Hardship fund, the University, when it had establish one to solicit donations from alumni, had neglected to inform ALP personally.

Chair suggested that ALP take the matter up with the Head of STS.

CBB reported the success of the Get Connected hub with its online activities. CBB noted the increase in the proportion of employment, student finance and academic related matters dealt with by the advice team.

### **5 Overall Covid Update (TCU)**

TCU noted an update briefing paper would be sent to Trustees along with the meeting's minutes.

### **MC 405 Charity Commission Letter on Serious Incident Report**

Chair asked that this matter be considered by Finance Committee at its next meeting. **AP**

**MC 406 AOB**

None.

**TMC 407 Time, Date and Place of next meeting**

2 pm, Tuesday 14 April, online.