

Minutes

Subject:	Management Committee Minutes: 18 February 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 19.20.20

Present: Ali Perez (ALP), (TCU), Amelia Trew (AT), Callum Perry (CP), Martin Marko (MM)

Chair: Sophie Atherton (SA)

In attendance: Tony Moore (TM), Tim Cave (TCA)

Apologies: Wendy Storey (WS), Toby Cunningham (TCU), Caroline Wilson (CW)

Executive Summary

- Rejected Army request to distribute publicity material in Union House
- Compiled list of FTO comms requirements

Action Points from meeting

Required	Assigned
Management Plan and Risk Assessment to come to next meeting	TCU
Business Plan to be re-submitted to next meeting	TM
Detailed report on Comms capacity to come to future meeting	TCU
Chair to meet Comms staff to discuss FTO requirements	SA/TCU

MC 380 Minutes, Apologies, Matters Arising

Minutes of the meetings held on 5 February were approved.

On immediate action points:

University to be reminded to use Welcome Week rather than Freshers – completed

ALP will discuss University’s work on international students’ arrival experience

FTOs Comms requirements and PMB to be discussed later in the meeting

AT to discuss availability for UEA on tour with ALP outside of the meeting.

On long-term action points:

SA noted that because they were assigned to TCU many of the points could not be reported on due to TCU's absence; as to the others:
Redrafting of the Procurement – will be a summer project for the new AD Charity and MM
The redraft to the Bye-Law on major office holders will be discussed by MM with TCU and will be taken off the action log.

MC 381 Operational & Key Relationship Updates

MM

- Graduate Student-Staff Forums (SSF & HUM)
- UCU strike meetings (VC, FTOs, strike steering group, UCU)
- Sustainability network meeting
- Officer catch-up
- Elections filming
- Postgraduate Committee
- Head of Marketing introduction
- SSF LTQC
- Decolonise UEA society meeting
- Union Council
- Sustainability Big Shift Day

SA

- UCU strike
- University rents discussions
- Union Council
- Gave presentation at Sustainability Big Shift Day
- Southern SUs
- Reclaim the Night planning (asked for input of other FTOs on the night)
- Sustainability Board

AT

- Liaising with UCU on student support for the strike action
- Cleaning the bookcases and making the building look more friendly for University Mental Health Day
- Women's+ History Month – making a giant tampon
- Toilet Door campaign

ALP

- Focusing on PMP, Derby Day and University Mental Health Day
- Residential follow up with the CEO
- SEC, SAG, meeting with the VC
- PG Committee
- Visited Essex and London

TCA

- January accounts finalised - no great change – trading trend continues downward but around budget due to an input of a £30K tranche of University funding
- NUS has released a collective defence of the VAT exemption which was a positive development – TCA noted there would be a need for a conversation as to confirmation of its approval for the pizza operation
- The Chief Resource Officer would like to undertake a joint visit to Kent as a direct comparator university/SU – this would be in March

CP

- Adobe Creative Campus meeting
- Attended IT Forum with Convenors to discuss IT Charter within the Student Charter
- Inclusive Education Committee – AT raised the Kathleen Stock visit
- Technology and Enhanced Learning Committee – personally in charge of the comms around Lecture Capture
- Met with Becky Price on the Sense of Belonging work on feedback from marginalised groups
- Upcoming – meeting with Neil Ward, Rep Forum, HUM SEC, presenting to LTS on student experience and the role of social media, meeting on exam provision in particular Tea and Toast which has been problematic, and educational policy mapping to help reps.

MC 382 Pimp My Barrow: Management Plan and Risk Assessment

SA noted their frustration that these had not been produced for the meeting.

ALP reported that it had only been possible to convene a meeting of the Venues team the previous day and there had not been time to produce a plan and assessment for Management Committee. ALP reported that the result of the working group discussion had been an agreement to row back from a big vision event similar to the Exit Ball to a more stripped back venture nearer to the original PMBs with the focus on costumes, barrows and music. ALP noted the group's aspiration was to build on the stripped down version to something bigger in future years.

SA believed the Committee needed a full risk assessment in order to agree the event and then to decide on publicity. SA noted that without the risk assessment there would be a danger that the event would not take place.

ALP noted that the fact that a PMB was being planned had been leaked to social media and if it did not go ahead it would be deeply frustrating to students.

Chair asked that the full management plan and risk assessment be brought to the next meeting. Chair ruled that, if the papers were not produced, the Committee would be bound to consider not proceeding with the event. **AP**

MC 383 Review of Union Council Decisions

SA noted that a written digest of the decisions had been circulated to staff and FTOs.

TM advised that they had written to the successful candidate in the Student Trustee election and would be arranging training for them, shortly.

MC 384 Broken Links on Website: Archived Board and Management Committee Documents

SA reported that, due to the failure to migrate files when the Union changed its server, all records from prior to July 2016, except Union policy, were inaccessible on the website.

TM advised that to restore access would be a long-term archiving project: in the meantime a notice would be placed on the site noting the broken links with an invitation to request specific documents.

MC 385 Staffing (Closed business)

Business Development Opportunities and Proposal to create a Business Opportunities Manager

SA noted that, due to the absence of CW, consideration of this item would be postponed to the next meeting. **AP**

MC 386 AOB

FTOs Comms Requests

SA asked FTOs to state the Comms work they had upcoming to feedforward to staff.

CP

- Continuing the current UG Dissertation Café publicity until end of March
- Lecture Capture SU-facing branding and promotion from 2 March
- Academic Helpline in April

ALP

- University Mental Health Day
- Derby Day
- PMB (live comms during the day)
- Sports Awards – some Union promotion

MM

- Use of Enlited data – CP noted that they would speak to the CEO about some light-touch engagement with the project as there were many comments in the data about the SU that should be responded to by April
- Curriculum Review Assets

- Template for promoting course reps
- Winter Graduation campaign material
- PG Dissertations Feedback Survey – planning in May
- Associate Tutor Rights campaign

SA suggested that as MM had cited a substantial list that MM meet individually with Comms to discuss requirements.

AT

- Toilet Doors
- Period Poverty

CP noted that the Committee had yet to see a more in-depth report on Comms capacity as it was hard, given the nature of the report submitted to a previous meeting, where there was flexibility to respond to FTOs' needs.

CP noted, for example, that they had been informed there was no capacity on the Instagram account at present to publish a picture of the Convenors in their hoodies and it would have to wait until April; CP noted that the delay would make the exercise pointless. CP thought that FTOs needed to know where the flexible capacity to secure quick media wins.

ALP believed that CP's comments supported the argument that ALP had failed to win earlier in the year for FTOs to have their own personal Instagram accounts.

SA asked for a detailed report on Comms capacity to be brought to a future meeting. **AP**

SA

- Local Elections
- Women's + History Month
- Reclaim the Night
- Preferenda

TM to send the list of requirements to SA: SA to meet with TCU and Zoe Phillips.
AP

Secret Life of Students

SA noted that the CEO had asked that FTO's decide whether they wished to attend this event.

SA, CP and ALP expressed an interest and noted they would get back to the CEO.

Army Recruitment Publicity in Union House

SA noted that the Union had received a request from the British Army to allow distribution of army recruitment leaflets in the building: SA noted that the Committee had turned down similar requests made in previous years.

The Committee agreed, unanimously, to turn down the request.

University Rents Discussions

SA noted they had circulated a draft response and asked FTOs to read and approve the draft before it was sent.

7 March Colour Run

ALP reported that UEA Sport needed help in recruiting for the event.

Policy proposal on Student Groups booking the LCR

ALP reported that Ballroom and Latin had booked the LCR for UEA Strictly for 13 March. There had subsequently been a problem when Events thought that they might need the date for a re-arranged commercial gig. ALP noted that the Societies were thinking of bringing a resolution to Union Council aimed at ensuring that student events were prioritised over commercial events; this tweaked to ask for adequate notice to be given to Societies when Events needed to change the date of an LCR booking.

Coronavirus

AT noted that the Union had been somewhat constrained by the need to coordinate communications with the University on the issue. AT noted, however, that a student member of staff had been spat at and the Union would need to communicate in support of its student staff. AT noted they would be publishing a fuck racism blog addressing the issue and would be meeting with the Chair of the CSSA.

ALP noted they would message the University as to provision of student groups targeted over the virus.

TMC 387 Time, Date and Place of next meeting

1 pm, Tuesday 3 March, Room 2.