

Minutes

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| Subject: | Management Committee Minutes: 29 January 2019 |
| Produced by: | Tony Moore |
| To: | Management Committee |
| Action: | To approve |
| Status | For publication |
| Paper: | MC 18.19 17 |

Present: Georgina Burchell (GB), Jenna Chapman (JC), Toby Cunningham (TCU)

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

Chair: Sophie Atherton (SA)

Apologies: Oli Gray, Martin Marko

Executive Summary

- Asked for appointment of new Director of Commercial Services be approved by the Trustee Board
- Approved the creation of new posts: PA to SMT and Assistant Director of Charitable Services
- Asked for the Bye-Law on Budget Estimates to be updated

Action Points: Immediate

| Required | Assigned |
|---|----------|
| Confirmation of availability to attend Secret Life of Students | JC |
| Job description for Commercial Services Director to be circulated to and approval for the appointment to be made sought from Trustees | GB |
| Figures for Waterfront's financial contribution to be re-checked | TCU/TCA |
| Procedure on exam question errors to be raised at Academic Catch-Up | JC/MM |
| Disjointed nature of the University's Wellbeing Strategy should be raised at SEC | GB |

Action Points: Long Term

| Required | Assigned |
|--|----------|
| Fitness of Budget Estimates Bye-Law to be investigated | SA/OG |
| Other Universities' approach to campus catering to be investigated | TCU |
| Possibility of Refreshers' Ball type of event to be investigated | TCU |
| New policy proposal on Sport to go to Union Council | OG |

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| MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login | TCU |
| International students not having UK bank accounts for Freshers | TCU |
| Events to be asked about working of extra capacity at Freshers | TCU |
| Push for representation at all Faculty Executives | All |
| Wristband/ticket interface and Waterfront capacity at Freshers to be looked at | TCU |
| Report on Lessons from Auschwitz to go to Council | SA |
| Response to forensic audits to go to December Boards | TCU/TM |
| Catering price changes/significant product changes to be reported to Management Committee | TCU |

MC 148 Minutes, Apologies, Matters Arising

SA noted OG's and MM' apologies.

The minutes of the meeting held on 15 January were agreed.

SA noted completed Action Points and others were in hand.

MC 149 Operational & Key Relationship Updates

TCA:

- Met Harry Bowen on Estimates for SOC
- Working on UEA finance piece next week
- Building second half of the year forecasts

GB:

- Advice and housing appointments: (Alex De Ritis appointed Housing Manager and Mike Hill Advice Manager)
- Brew Monday
- Wellbeing academic group meeting – provided fresh perspective from that given by University Management. TCU advised that this illustrated the disjointed nature of the University's Wellbeing Strategy and should be raised at SEC **AP**
- Interview for a Wellbeing Adviser on Thursday
- Edge Conference next Saturday

TCU:

- Charity Director recruitment
- CEO network event
- Will be attending Southern SUs next week

SA:

- Wanted to know the responses to student staff from December had been sent out. TCU confirmed that they had been sent to HR who would send them shortly
- Charity Director Recruitment
- Building 0 consultation – University to make more use of leasing for equipment – SA had welcomed this as it could provide more reliable service to students
- Sustainability Board -

- University Council
- NUS Skype consultation
- Meeting with NUA as to working together on promotion of local elections
- Met with ENV students on the Consultancy Project: the University will forward the names of interested students. TCU confirmed that there will be staff support available

JC:

- Met with Helena Gillespie as to inclusivity teaching policies: inclusive environment aspect will be discussed at SEC
- HUM LTQC – discussed process for handling errors in exam questions – students will be asked to fill in a form and not, necessarily, be informed when an error has occurred - the idea being that the completed form would be used to moderate the marking in case of an error without provision of feedback to students. JC noted that academics had raised a valid point as to how disruptive the situation could be when errors were raised in the exam room particularly when the Module Organiser was not available. TCU advised that the University appeared to be shifting resolution of the problem away from academics and laying its burden on to students; TCU advised that the matter should be raised at Academic Catch-Up **AP**
- Student Room app meeting – pilot in AMA – will be working with ARM to focus on NSS Question 26
- TEF feedback meeting
- Decolonising UEA working group
- LTC
- University Council
- University meeting on mental health first aid training for academics. TCU noted that Jo Caulfield, in the proposal to go to SEC, would push for funding in the particular area
- Education Committee

CW:

- Recruitment of Charity Director
- Meeting on development training
- Looking at gap in support for staff in contrast to students in wellbeing and mental health – investigating costs of helplines
- Probations/121s
- Disciplinary case preparations
- Investigating provision of benefits and whether the Union is inconsistent in its provision across different groups of staff

MC 150 Social Enterprise Updates

TCU drew the Committee's attention to the written report.

TCU noted the following highlights:

- ENTS – big drop in number of events but no significant effects on financial contribution as some of the discontinued events had been loss making. However, there would be some knock-on effect on Bars. Some queries over booking fees received.

- Coffee provision lease in the Library is not working well – to be discussed with the University
- Unio doing very well
- Retail. £250K down because of closure for refurbishment. Supply problem as to fresh vegetables and salads – this is problematic as there appears to be an ongoing trend of more students making their own lunches and sandwiches
- Bars/Catering – satisfactory
- Waterfront – extremely successful – TCA spotted what they thought there was an error in the figures for the Waterfront’s contribution and will check and report back **AP**

MC 151 Staffing (Closed business)

*The Committee agreed that an appointment to the Director of Commercial Services post would be a decision for the full Board: GB, as Chair of Trustees, will circulate the job description to Trustees and ask for their agreement via email. **AP***

The Committee agreed to the creation of an Assistant Director of Charity Services post and to the creation of a part-time post of PA to SMT .

MC 152 NUS White Paper Update

SA noted that an emergency meeting of the Committee had been scheduled to finalise the Union’s response to the White Paper.

MC 153 Projectors on the Hive Doors

SA noted these had been installed.

MC 154 SOC Budget Estimates

TCA advised they had prepared a more accessible approach on briefing SOC and how to present the Estimates to Council. TCA noted that they had divided the Budget into four parts: three of which represented fixed spending and one of which represented discretionary spending which would be subject to change if the political arm wished.

TCA advised that the question underlying the Estimates presentation to Council was whether it was for approval or for challenge and debate.

TCU advised that there was a wider debate for Union Council to have as to which parts of the Estimates should be treated as fixed and which should be treated as discretionary

TCA advised that the Bye-Law regarding the Estimates could be looked at to see if it was up to date.

SA asked that examination of the Budget Estimates Bye-Law be made a long-term action point. **AP**

MC 155 Bars Proposal

To come to a future meeting

MC 156 The Secret Life of Students

SA noted they had emailed the Committee as to interest in attending. TCU advised that this would be possibly more accessible and relevant to Officers than the WONKHE sessions and the Committee might look at which Officer remits it would fit.

JC was unsure whether they would attend and will confirm outside of the meeting. **AP**

MC 157 AOB

TCA asked that the signing off by the FTOs of the Annual Report and Accounts be minuted.

MC 158 Time,

Date and Place of next meeting

4.00 p.m., Thursday, 7 February, venue to be confirmed. (Extraordinary Meeting)