

Minutes

Subject:	Management Committee Minutes: 2 September 2019
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
Status	For publication
Paper:	MC 19.20.8

Present: Martin Marko (MM), Ali Perez (ALP), Caroline Wilson (CW), Toby Cunningham (TCU), Amelia Trew (AT), Callum Perry (CP),

Chair: Sophie Atherton (SA)

In attendance: Tony Moore (TM), Josh Clare (JCL)

Apologies: Wendy Storey (WS), Andy Watts (AW), Tim Cave (TCA),

Executive Summary

- Agreed response to VC's letter on Union funding
- Agreed SOC funding request for Academic Signposting Wallplanners
- Discussed letter received from Epic Studios
- Reviewed Welcome Week Day Programme

Action Points: Immediate

Required	Assigned
FTOs to discuss staff matter before next meeting	SA
Setting up WeChat group to be investigated	JCL
Staffing presence at Union stall in Union House to be checked	JCL
Costing on Trustee Training to be provided	JCL
Doorstaff to be instructed to allow students exit/access the LCR to use the outside cash machine	AW/TCU
Link from Welcome Fest page directly to ticket sales to be made	AW
Explanatory communication on After Midnight offer to be made	AW
Draft Arrivals Programme (including pre-arrivals) to next meeting	JCL/TM
Daytime Welcome Fest programme to come to next meeting	JCL/TM
WONK FEST – JCL to redraft proposal and bring to next meeting	JCL/TM

Action Points: Long Term

Required	Assigned
----------	----------

Welcome Programme to come to Management at early as possible during the summer break	TCU/JCL
Attendance of BMH A-List event to be monitored	AW
Possibility of facilities for banner display in the windows and on the outside of Union House to be investigated	TCU
Demographics of students attending individual event during Welcome Fest to come to late October meeting	TM/AW
Draft paper on setting a Trustee training Budget to come to 17 September meeting	JCL/TM
JCL to assist MM in drafting a revised Union Procurement Policy	MM/JCL
MM to meet JCL to discuss staff support for PGs	MM/JCL
Enquiries to be made into membership/functioning of University Committees and to be reported	JCL/TCU
Officer usage of Instagram at other SUs to be looked at	JCL
Report with recommendations on marketing in Union House to be brought to future meeting	JCL
BHM info for the Committee to note - to come to early September meeting	JCL/TM
MM to bring constitutional amendment on major post holders to Union Council	MM/TM
Other Universities' approach to campus catering to be investigated	TCU
MSL to be contacted at start of summer on website login issues; all arrivals staff to be adequately brief on guidance on login	JCL report after WW
International students not having UK bank accounts for Freshers/International Office to be lobbied to adopt INTO's practice of walking students over to bank	JCL report after WW
Events to be asked about working of extra capacity at Freshers/management of customer flow within existing capacity to be looked at	TCU report after WW
Wristband/ticket interface and Waterfront capacity at Freshers to be looked at	TCU report after WW
Use of Never OK marketing material for Change the Culture be reviewed after Welcome Week	JCL report after WW
Union Annual Student Survey to be discussed at first meeting in October	TCU/TM
Student Staff evening event– planning to come to last meeting in October	TCU/TM
Staff Day planning – to come to late October meeting	TCU/TM
Go Global event planning – to come to first meeting in November	TCU/TM
Damn Good themes and Refreshers plans – to come to mid-November meeting	TCU/TM

MC 268 Minutes, Apologies, Matters Arising

The minutes of the 19 August meeting agreed.

SA noted the completed immediate action points.

Link on website/message about After Midnight £5 top up/access from LCR to cash machine – TCU to chase up.

WonkFest – JCL to bring redrafted proposal to next meeting.

SA reported that the FTOs were happy with Project Brand New and Talking About Welcome proposals.

MC 269 Operational & Key Relationship Update

SA

- Loughborough and Leicester visits
- Trustee training
- Teamwork session
- campaign planning up
- Climate Emergency meeting with Extinction Rebellion
- Upcoming International Executive, Sky House project planning meeting

AT

- Food Recycling project meeting
- Alcohol Impact meeting

MM

- Officer Teamwork exercise
- Trustee training
- AHRC prep meeting
- Dissertation Café
- Welcome 2020 meeting
- Course Rep support meeting
- Upcoming - NETB catch-up, NBS SSLC and LTS priorities

ALP

- Working on EU document for Societies
- Working on Women's support
- Comms for Clubs and Societies
- Prep for Sports Fair and Societies Fair
- Support for Club and Society committees

TCU

- Loughborough meeting on university/SU catering partnership
- Annual leave
- Upcoming - management team meeting on the Action Plan – Management Group meeting - JCNC – meeting with Ian Callaghan on Brexit

CP

- Upcoming Trustee Chair training
- Trustee agenda prep
- Upcoming meeting with Emma Sutton on adviser work, HUM LTQC, LTS priority setting, student life talks, appeals and grievances meetings

CW

- Ongoing case work
- Met with Alun Minifey on Health and Safety review
- Cycle to Work comms
- planning team meetings
- JCNC prep

JCL

- Priority bedding in new members of the team for Welcome delivery
- Working with Heads on departmental planning
- Upcoming visits to Keele and Wolverhampton to investigate wellbeing/advice fusion

MC 270 Finance Updates

TCU reported that Finance Committee had recommended a £50K deficit budget for approval by the Board.

ALP noted their belief that staff should be aware that just because there was money in the budget it did not, necessarily, need to be spent.

AT agreed, noting that the Union was in a hard place financially and that staff should be encouraged to look at saving money by seeking better deals when purchasing items.

JCL advised that staff possessed a charity mind-set and were conscious of the need to be flexible when making purchases.

TCU advised that £140K of spending had been taken out of the budget and staff would be prudent about spending within the budget. TCU noted that, if trading contributions were less than forecast or there were to be a need for unexpected replacement of a costly item, any changes would come to the Committee for approval. TCU advised that, as the Budget had been approved by the Committee, it was important for managers to have clarity that they had the power to spend within their departmental budget.

MC 271 Trustee Development

JCL noted their written paper and advised that the Union had made good progress on training for FTO's but there was scope for more training opportunities for External and Student Trustees.

MM suggested that an evaluation of skills would be a helpful exercise for Student Trustees.

JCL agreed and advised that one of the roles for FTOs as Trustees was to provide support for the Student Trustees.

*The Committee adopted the Trustee Development paper and asked JCL to bring a costing back to set a figure for a Trustee Training budget. **AP***

MC 272 Academic Signposting Wallplanners

CP underlined the importance of the initiative in terms of developing the relationship with the University and bringing significant direct benefit to students.

MM wondered whether there would be a possibility of the University funding the cost.

CP noted that the Wallplanners were the first phase of the project and the aim would be for the University to realise the benefits and fund the project later on. CP characterised the situation as: an initial outlay for a long-term gain.

ALP wondered whether, as the money would represent a large part of the Education Committee's budget, whether approval should wait until after the Education Committee had met.

SA noted that the Education Committee would not meet until after Welcome Week and it would be important to have the planners in place during Welcome Week. SA noted, if the Education Committee were to experience budget difficulties due to spending on the Wallplanners, money could be found elsewhere in the overall SOC budget.

The Committee voted to approve the funding request with MM voting against.

MC 273 Communication from Epic Studios

TCU advised that a letter had been received from the head of Epic Studios, a local music venue, threatening the Union with some unspecified legal action for not promoting their events. TCU noted that the Union had, in the past, sold tickets for Epic Studio events and then ended the relationship. TCU noted that the Union had trialled re-starting the relationship but had ended the trial after Epic broke the agreement by putting up an authorised banner outside the Waterfront.

Redacted due to commercial sensitivity.

MC 274 Daytime Welcome Programme

The Committee noted receipt of the programme and asked for the following actions:

In future years, the programme should come earlier to the Committee for amendment and comment. **AP**

To ensure a Union presence in Congregation Hall, it will be important to check that the Union stall will be staffed. **AP**

A WeChat group is set up to help publicise events to Chinese speaking students. **AP**

MM raised concerns as to funding for Welcome Events that had not been agreed by the PGSU Committee might come from the PG budget. MM also noted that there was no event planned for incoming PGR students.

SA asked that MM meet with JCL after the meeting to discuss: the Welcome Week budget allocation, a PGR event and the overlap between the PG and general Welcome Programme. **AP**

MC 275 Response to VC Letter

SA noted that one of the action points from Finance Committee had been for CP, as Chair of Trustees, to prepare the draft response in the agenda papers to the VC's letter on Union funding.

The Committee discussed ambiguities in the VC's original letter.

The Committee noted satisfaction with the Chair of Trustees's draft response and asked that it be sent to the University.

MC 276 Staffing (Closed business)

MC 277 AOB

No items raised.

MC 278 Time, Date and Place of next meeting

SA noted that this would be moved to 16 September, time and place tbc.