

Minutes

Subject:	Management Committee Minutes: 9 June 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 442

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

Chair: Sophie Atherton (SA)

In attendance: Tim Cave (TCA), Claire Boothby Barnbrook (CBB), Caroline Wilson (CW)

Apologies: Martin Marko (MM), Wendy Storey (WS), Callum Perry (CP)

Action Points from meeting

- Incoming FTOs to be invited to VC pre-meet before University Council SA/TCU
- SA and ALP to meet with Head of Opportunities and CBB on Department Budgets
- FTO laptops to be returned – FTOs visit to Union House to clear their desks to coincide with goodbye event FTOs/TCU
- All staff email to be sent to keep furloughed staff in the loop TCU

MC 436 Minutes, Apologies, Matters Arising

Minutes of the meetings held on 19 May 20 were agreed.

SA noted completed action points. As to not putting pressure on the incoming FTOs by inviting them to University meeting, SA asked that an exception be made and the relevant FTOs be invited to the VC's pre-meet before University Council. **AP**

MC 437 Operational & Key Relationship Updates

MM (submitted prior to the meeting)

- Non-academic complaints panels
- Senate
- Doctoral College Executive

- PVC Academic catch-up
- NUS Education Officers Covid meeting

Upcoming:

- Employability Executive
- Appointments & Human Resources Committee
- Postgraduate Committee
- VC meeting
- Decolonise SU review
- Learning & Teaching Committee

TCA

- Meeting auditors on going concern issue – setting up three-way meeting with the University
- Application for SUSS pension payment deferral completed
- Applications for government-backed business loans completed

CW

- Phase 4 furlough organisation
- Responding to large number of queries from students about work available in September

TCA

- Strategy Presentation to emergency Board meeting
- Meeting with management team as to changes to Union finances and strategy agreed by work
- Meeting with University on plans for re-opening campus
- Furloughing meetings with staff

CBB

- Black Lives Matter comms
- Changes to Modules comms
- Union has agreed with University to merge concurrent surveys- the merged survey will address both mental health/wellbeing and online learning
- Need to liaise with MM as to looking at as well as interruption of studies also issues facing ATs – especially in relation to the changes to modules
- Noted the Union would need to put a comms package together as to its new financial model
- Project 17 – two generally unproductive meetings – Union will bring its own list of recommendations to the next meeting
- Unsure what is happening with the Student Experience work-stream will check with CP

ALP

- Committee elections and Committee training
- Buddy scheme

- Hardship Fund Survey
- Starting handover

SA

- Handover planning
- Productive HUM Student Experience meeting
- ARM Executive meeting
- Finishing projects for handover
- Noted to TCU that the FTOs had already organised several office scenarios for group meeting with the incoming team

ALT

- Black Lives Matter comms and coordination
- Project 17 meeting
- Handover
- comms and coordinate project 17 handover weekly catch ups

MC 439 Black Lives Matter

SA noted it would be useful for the Union's operational response to recent events to be minuted.

CBB reported the following actions taken:

- Daily catch-up as to posts on social media – focusing on local protests
- Afro-Caribbean Society organised Zoom discussion on racism – attended by senior members of University staff
- Issued statement of the Union's position
- Published template for letters to MPs – sent letter to Norwich South MP
- Sent letter to Norwich City Council on removal of BLM street art
- Blogs on BAME speakers – student education on white privilege
- Upgrading Decolonise UEA initiative
- Internal review of Union's functioning as to any inherent racism
- BAME self-care blogs
- STS setting up workshops with input from the Afro-Caribbean Society on contributing to the wider community

MC 440 AOB

Staffing: Extension of fixed term contracts of Student and Permanent Staff

The Committee agreed to the recommendation in CW's paper that the fixed term contracts for career and student due to end shortly would not be renewed.

TCU clarified that the above would not apply to the fixed term posts funded by the University for specific activities.

Sundries

TCA asked ALP and SA to meet with the Head of Opportunities and CBB to discuss any requests for changes to Departments' internal budgets. **AP**

TCU asked FTOs return their laptops at the end of their contract and suggested that they organise a joint return to Union House to clear their desks on the last day. FTOs agreed this would combine with their goodbye event. **AP**

CBB noted that staff on furlough had felt uninformed as to what was happening in the Union and asked that an all staff email be sent to keep everyone in the loop. TCU noted they would be sending a message in the coming week. **AP**

MC 441 Time, Date and Place of next meeting

1 pm, Tuesday 23 June, online.