

# Minutes

Subject:	Management Committee Minutes: 4 August 2020
Produced by:	Tony Moore
To:	Management Committee
Action:	To approve
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Paper:	MC 470

Present: Em Anderson (EA), Elizabeth Payne (EP), Ayane Hida (AH), and Callum Perry (CP)

Chair: Em Anderson

In attendance: T Cave (TCA), T Moore (TM)

Apologies: Hamish Williams (HW), Wendy Storey (WS), Toby Cunningham (TCU), Claire Boothby-Barnbrook (CBB), and Caroline Wilson (CW)

## Immediate Action Points

Action Requested	Assigned
Treatment of Union assets involved in transfer to the University be an agenda item at next meeting	TCA
Final version of 20-21 Budget to come to next meeting	TCA
Re-opening of Union House and of Campus to be an agenda item at each meeting	TM
Mental Health First Aid Training for FTOs to be followed up	CBB
Support for international students opening UK bank accounts to be followed up	CBB
Meeting with Armed Forces Society to be held and reported on	EA/LP
Make-up of FTO Bubble to be raised at Re-opening meeting	EA

## Carried over Action Points

Action Requested	Date	Assigned
Report on progress as to the data from the BIU survey to come to a future meeting	20/07/20	CBB

## **MC 462 Minutes, Apologies & Matters Arising**

Chair noted the audio recording had failed so the last part of the meeting had not been minuted. The extent minutes from the rest of the meeting were approved.

Chair noted as to the action points:

- CBB was on leave and the report on progress as to the data from the BIU survey would come to a future meeting **AP**
- Other requested actions completed: AH attended Staff Forum and EA ascertained that the Gateway to Growth internships were remunerated.

There were no other matters arising from previous minutes.

## **MC 463 Operational & Key Relationship Updates**

CP reported:

- Attended Digital Transformation meeting as to online tools –Blackboard Ultra making progress but will not be fully operational in time for September – importance of students knowing how to access online training on how to use IT programmes
- Met with External Trustees – focused on what information they needed and how it should be communicated – discussed future of online meetings
- Upcoming meeting of the Student Partnership Group which will be looking at revisions to the Student Charter
- Upcoming Aurora work – induction and training
- Upcoming meeting with group consisting of UEA comparator institutions – interested in its learning and teaching forum

AH reported:

- Met with Associate Dean for SSF on Associate Tutor employment – may be some hopeful signs but still dependent on hard to predict student numbers
- Met with Jeremy Schildt from Learning Enhancement Team as to specific needs of international students
- Courage Project

TCA reported:

- Sending off the detailed figures for the profits from the Shop and catering to Phil Steele and Ian Callaghan – University might be somewhat disappointed with the figures because, although these were an average over three years, they were an average of a decline in profitability
- Upcoming interim audit – entirely online, this will be challenging for the auditors
- ENTS staff working hard to prepare the ground for bidding for government Covid- recovery money. The deadline for the bid to be 24 August and the money to be channelled through the Arts Council England. The intent of the scheme to be keeping afloat cultural assets through October to March.

TCA noted there would be a good chance that both the Waterfront and the LCR, as significant live music venues, would qualify for grants. TCA noted, if the application were to be successful, it would ameliorate the position as to the statement of going concern and might even allow some recovery of reserves. LP wondered what would be the situation with regard to the grant being possibly paid back if live music were to re-start in January. TCA noted being unsure of whether an earlier opening would require some of the grant to be repaid and noted this would be investigated during the application process

- Upcoming meeting with Ian Callaghan and Jason Brown on 24 August – TCA noted SMT would need a steer from FTOs as to how the assets from the Shop and catering should be accounted for at the end of the transfer of the businesses to the University. TCA noted that the University would presumably not expect to be gifted the £60K of goods in stock at the Shop but there were greyer areas such as the relatively new coffee machines in Unio on which a decision would need to be made. TCA noted, as this would be decision on possibly giving away what belonged to the membership, it would be, in essence, a political decision. TCA asked that the accounting of assets involved in the transfer be an agenda item for the next meeting. **AP**

EA reported:

- Attended meeting on the University's Covid-testing trial – progress is being made – team looking to expand the trial to reach the whole of Norwich
- Attended with AH meeting on the Guarantor Scheme for international and other groups of students needing support to secure rented accommodation – good progress – a pilot scheme with twenty students taking part to be launched
- Attended Student Finance Group – very productive – looking at initiatives such as recipe cards and budgetary advice

LP reported:

- Attended Welcome Week and re-starting campus meetings – app coming out which will introduce students to campus and to the city
- Buddy Scheme now integrated into Sports
- Met with AH on sports provision for PGs

### **MC 464 Budget Update**

TCA reported there was some temporary good news as to the balance sheet with cash £300K more than projected in June, due to:

- No huge immediate demand for refunds on ticket sales – due to, as yet, re-schedulings rather than cancellations
- Timing of the government's furlough scheme payments.

TCA reported two uncertainties as to funding from the University:

- Rental on Union House during lockdown and whether this would be gifted or need to be repaid

- The status of the payment from the University to make up the shortfall between the new Block Grant and the Union's running costs – TCA noted that the University had taken external legal advice on the terms of the loan so it appeared the intention would be not to treat the money as a soft loan or gift.

TCA noted on the budget for 20-21; this had not been finalised or approved. TCA reported that currently staff were working on a budget for Bars.

TCA noted two items that would impact on the budget figures for Social Enterprise:

- the inability of the Waterfront to have a partial opening as hoped for in June
- No indication from Adrian Flux Insurance that the tranche of payment for the naming rights to the Waterfront would not be paid: this would be extremely helpful to the budget numbers.

TCA noted that there were so many unknowables that setting the budget for the coming year would be an extremely difficult exercise. TCA emphasised the importance of having a budget in place due to the need for budget holders to firm up their spending plans. TCA noted they would be tabling a budget for approval to the next meeting of the Committee for approval before it was sent to September Board. **AP**

### **MC 465 Cycle of Business**

The Committee agreed that updates on the re-opening of Union House and of campus would be added to the Cycle of Business, initially to be reported fortnightly.

With this addition, the Committee adopted the Cycle of Business as used in 19-20. **AP**

### **MC 466 Reporting on Actions requested by the Committee**

Chair noted the summer action points carried over from 19-20. Chair asked that Mental Health First Aid Training for FTOs and help for international students to open UK bank accounts be followed up. **AP**

The Committee adopted the Action Log system used in 19-20.

### **MC 467 Staffing Matters**

Held over until CW returns from leave.

### **MC 468 Any Other Business**

#### ***Armed Forces Society***

Chair noted that they had been contacted by a Committee member from the Society who had asked to meet with the SU to explore how to build a better relationship between the Union and the Society. Chair noted that earlier in the year the previous Management Committee had rejected a request from the

Society to hand out recruitment flyers in Union House. Chair noted they and LP would meet with the Society Committee member and report back. **AP**

### **MC 469 Time, Date and Place of next meeting**

CP noted they were happy with the time and day but FTOs might wish to think about having the meeting on the day when they were physically back in the office. CP noted they had concerns as to the relevance of the staff assigned to the FTO Bubble and this might need to be looked at. Chair noted they would raise the matter at the next Re-opening meeting. **AP**

TCA noted the recent email from the University which had told University staff they could work from home until January; TCA cautioned there might be some concerns from SU staff that they were be directed to come into the office whilst their University colleagues were not required to come on to campus.

Chair noted, they would check with HW, but provisionally the Committee would next meet at 2 pm, Tuesday, 18 August.