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Meeting:	PG Committee
Date:	21st May 2019
Time:	17:15pm
Location:	Bookable Room 7
Code:	PGCS 485
Author:	Josh Melling

Agenda

485   Statement from the Chair [s]

Opening statement from the Chair of Committee.

486   Minutes of the Last Meeting [s]

Committee to debate the accuracy of the minutes from the previous meeting.

487   Action Log [s]

Chair to review the status of the previous meeting's action log.

488   Update from Assembly & Assembly Review

Item brought by the Chair of Committee to review the postgraduate assembly for the upcoming year. To discuss; place, formalities, agendas, logistics, and general running (turn over for context).

489   Committee Elections & Handover 2019/20

A discussion on electing and training the PG committee from assembly members.

490   Budget Update & Conference Fund Discussion

Update on the current budget and expected expenditure until the committee handover. Chair to lead a discussion and vote on potentially allocating more money to this fund. Should more money be allocated, committee will need to decide how to allocate remaining budget as there are currently 5 applications on a waiting list.

492   Summer Events Programme

A discussion led by Chair of Committee on planning events over summer.

493   Postgraduate Yoga

An update on the status of postgraduate yoga provisions, given the current instructor leaving University.

494   Any Other Business [s]

Committee members to raise any issues that have not been raised in this meeting.

495   Time, Date, and Place of next meeting [s]

If needed chair of PG Committee can arrange another meeting before handover.

Context for Item 488 – Update from Assembly & Assembly Review

The postgraduate assembly has suffered from attendance problems in the past few years. At the last meeting, there was some deliberation around the current format and whether it is suitable for the assembly's purpose. Noting that the assembly's conductance is not bound by any bye-laws and its running is therefore left to the discretion of student leaders, it was suggested that the committee discusses the following topics:

1. What the purpose of the assembly is (especially around the types of discussion that should occur; should they pertain to passing policy, or getting postgraduate student input?). This should be clearly laid out to inform how assembly is conducted, and written in a preamble for students to understand what it does.
2. Whether the assembly should be a formally democratic or more social event with democratic elements.
   a. How would this be implemented? The committee should discuss changes to the current format, any costs associated with proposed changes, and establish how these changes will increase attendance.
3. Where the assembly should be held and at what times.
4. How assembly attendance can be increased.
   a. Also for discussion is whether any existing structures, such as course reps, should be utilised to increase assembly attendance.
5. The role and presence of the Postgraduate Education Officer in the assembly.
6. How the assembly can be used to foster a cohesive postgraduate community.

Committee Budget Update

Remaining funds and expected spending until October 2019 handover

Conference Fund: **875/6200**
- We expect this to be fully spent

Social Grant: **155/3700**
- We expect this to be fully spent

Activities: **1532/6700**
- Yoga instructor: £620 (from activities)
- Summer events (July – September): £900 (from activities)

Campaigns: **538/909**

Technically the budget will renew in August 2019. However, as was this case this academic year, this Committee will have to make financial decisions for welcome week with next year's PG committee budget.