

Meeting:	PG Committee
Date:	10 th October 2018
Time:	17:15pm
Location:	Union House Bookable Rooms 7&8
Code:	PGCA 100
Author:	Josh Melling

As this is the first Committee meeting of the year, there is an explanation of how the agenda works, and each agenda item from page 3 onwards.

101 Elect the Chair and Deputy Chair of Committee

The 5 elected members from Assembly will elect a Chair for the year from within the Assembly Reps.

102 Statement from the Chair [s]

Opening statement from the Chair of Committee.

103 Minutes of the Last Meeting [s]

Committee to debate the accuracy of the minutes from the previous meeting. *Applicable as a reference for this meeting.*

104 Action Log [s]

Chair to review the status of the previous meetings action log. *Applicable as a reference for this meeting.*

105 Graduate Centre Management Committee (Sub-Committee of management Committee)

Chair to steer Committee to elect two, non-officer, members to the GCMC.

106 Postgraduate(su) Budget

Committee is to decide how to allocate the £17,500 budget for postgraduate(su), and discuss the process for each budget line. Debates will be taken in groups for this topic as it is quite large.

Group 1 – Continuous Committee approval:

- Activities Budget
- Social Grant

- Conference Fund
- Campaigns Budget

Group 2 – Ongoing projects needing initial approval:

- Yoga
- Assembly Pizza & Drinks
- Care Packages

107 Postgraduate(su) Inductions

Item brought by M Marko.

108 Postgraduate Democracy Elections

Item brought by M Marko.

109 Officer Accountability: Plan of Action and Overall Campaign Progress

Item brought by M Marko.

110 Inclusion of a Standing item to the Committee agenda

M Marko to propose the inclusion of a standing agenda item: 'Assembly Discussion' where points are brought from the Chair of assembly for Committee to discuss.

111 PhD Network and Bitesize Seminar Series

Item brought by M Marko.

112 Postgraduate Engagement with Sports and Societies

Item brought by M Marko.

113 Any Other Business [s]

Committee members to raise any issues that have not been

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

To be decided at this meeting.

Agenda Explanations

[s] – standing item

Each item will include who has proposed that item. For the first meeting there are lots of mandatory items, such as the budget, therefore Committee is not asked for items in this meeting in order to keep to the 2 hour window of the meeting.

101 - The Chair of Committee is to be elected by and from the members of the Assembly representatives. This role requires the elected member to facilitate fair discussion during meetings and liaise with postgraduate(su) on agenda items prior to each meeting.

102 – Statements from the Chair is a standard uea(su) agenda item which allows the Chair to set out their expectations for the meeting, amongst any other news they feel the attendees should be aware of before proceeding.

103 – Committee should review the minutes of each meeting before starting new debates to check for any inaccuracies.

104 – During Committee meetings an action log is taken including the Committee member who has been actioned.

105 – The GCMC is a Sub-Committee of Management Committee and essentially decides who best to run the graduate centre. You can find out more about the body and its makeup [here in the Bye-Laws on Page 64](#). Recent decisions from this group include surveying postgraduates and mature undergraduates on the access of Scholars bar.

106 – One of the main roles of Committee is to allocate the budget at the beginning of the year. You will learn more about this in training but it is important to understand the historical context of each fund. In 2017/18 the activities budget (£6000)(the events that postgraduate(su) hold – decided by you) was 88% spent, the conference fund (£6000) was 48% spent, the social grant (£5500) was 54% spent, and the campaigns budget (£3000) was 18% spent. It's important to know this as we have £3,000 less this year than last year. This is due to the alumni fund, which we received £3000 from, closing. The excess from these funds does not roll over to the next academic year. Moreover, the spending over the summer for such things as welcome week are decided by the previous committee, but accrued in the current Committee budget. Meaning there is already less than £17,500 to work with.

107 – Feedback on how postgraduate(su) have gone about inductions and whether the Committee feel this was relevant for those starting their degrees.

108 – A discussion on the most recent elections held. Debating the online system, and everything around improving it as this was the first time using such methods.

109 – Postgraduate Education Officer to discuss ways in which Committee can ensure the Officer(s) are accountable.

110 – An item which aims for the Chair of Assembly to bring all major points and actions from assembly to Committee for discussion and potential policy creation.

111 – A discussion as to whether postgraduate(su) should work more closely with the PhD network and their activities, and also work with/lobby the university to introduce a similar seminar series for PhD students in each faculty.

112 – PG engagement in sports and societies is always a hot topic. This discussion will aim to understand everyone's opinions on this topic and decide upon the best course of action. Moreover, a suggestion from Assembly around PG Ziggurat Challenge groups potentially being created through ueasport.

113 – This is the opportunity to raise any issues you believe Committee should know or debate that were not able to be added to the agenda.

114 – Standard item to inform members of the next meeting.