

Meeting:	Postgraduate Committee
Date:	03/12/19
Time:	5.15
Location:	Bookable Room 7 and 8
Author:	Josh Melling
Attending:	Martin Marko, Sophie Atherton, Alicia Perez, Amelia Trew, Megan Pay, Gina Kim, Benjamin Pinsent, Lewis Martin, Matthew Gallagher, Subeer Sakar
Staff Support:	Josh Melling
Apologies:	

503 Statements from the Chair [s]

Opening statement(s) from the Chair of Committee.

504 Minutes of the Last Meeting [s]

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

505 Action Log [s]

Chair to review the progress of any actions from the previous meeting.

506 Update from Assembly [s]

Chair to provide an update on the last assembly meeting and committee to discuss and key issues raised.

507 UCU Strike working group update

An update from the Chair of this working group.

508 Martin's Attendance at UCU Picket Lines

Item brought by the Chair of committee.

509 Sky House working group update

An update from the Chair of this working group.

510 Winter Events

Committee to decide on the budget for winter events, and what events they would like to see.

511 Doctoral College Annual Report

Item brought by M Marko. Introduction and discussion of Doctoral College Annual Report for 2018-2019.

512 NUS Postgraduate Report

Item brought by M Marko. Introduction and discussion of National Union of Students Postgraduate Report.

513 Supervisor CPD

Item brought by M Marko.

514 Any other business

A chance for anything not raised in the main agenda to be discussed.

515 Time date and place of next meeting

22nd of January at 5:15pm in Bookable Rooms 7/8.

Agenda explanations:

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

504 – Committee should review the minutes of each meeting before starting new debates to check for any inaccuracies, omissions or points of contention. Minutes can and will be provided in person and digitally.

505 – During Committee meetings an action log is taken including the Committee member who has been actioned. This is to assist committee members in being aware of their responsibilities, and any points they need to follow up on in further meetings.

506 – Verbal update of the main issues raised at the last meeting of the postgraduate assembly for discussion at committee.

507 – UCU strikes continue until Wednesday the 3rd. This item will see that committee are up to date on any issues raised and discussed by the working group.

508 – Chair would like to discuss Martin's attendance at the UCU picket line during the current industrial action.

509 – A verbal update from the Sky House working group on any issues that may concern the members of this committee.

510 – Each year part of the pg(su) budget goes towards ensuring postgrads don't feel isolated on campus, one way we do this is to provide events at times across the year which see mainly just postgrads left on campus.

Last winter committee decided to host these events, the total cost of which was around £1300:

- PG Winter Party
- Ale Trail
- Decorations, Baubles, Ceramics
- Ice Skating
- Carols at the Cathedral
- Biscuit Decorating
- Christmas Tea & Cake

Committee should attend as many events as possible to promote committee and assembly.

Remaining Budget as of 2/12/19:

- Conference Fund: £4692/£5450 (including pending payments, i.e. student who have not yet been reimbursed)
- Social Grant: £2740/£3250 (including pending payments)
- Activities: £3521/£6000 (essentially £750 more due to summer roll over)
- Campaigns: £300

511 - The Doctoral College Executive is the group previously named the 'Postgraduate Research Executive.' This group meets 5 times a year and supports PGR Students. They have compiled a report of their actions from the 2018 – 19 Academic Year, so it is appropriate to consider the contents of the report.

512 – Martin to give an update on the NUS postgraduate report, and for committee to provide feedback for the officer to then relay to NUS.

513 – No explanation provided.

514 – A chance for members of committee to raise any issues they feel committee need to discuss which could not be tackled in the main agenda.

515 - 22nd of January, 5.15pm, BR 7/8.