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| Meeting: | Postgraduate Committee Meeting |
| Date: | 7th April 2022 |
| Time: | 12:00 –13:00 |
| Location: | Bookable Room 7&8 |
| Code: | 709 |
| Author: | Tanne Heathershaw |

**MINUTES:**

**Attendance:**

**Ayane Hida (AH)-** Postgraduate Officer

**Jewel Ike-Obioha (JIO)-** PG Committee Member

**Olivia Adekunle (OA)-** Head of Academic Engagement, Student Voice and Equality

**Tanne Heathershaw (TH)-** Student Voice and Communities Co-ordinator

**Chisom Ibebunjoh (CI)–** PG Committee member

**Lizzie Payne (LP)** - Activities and Opportunities Officer

**Aaron Campbell (AC)**- Welfare, Community, and Diversity Officer

**709 Statement from the Chair[s]**

**JIO** greeted everyone and is glad that everyone came here during the Easter break.

**710 Committee members check-in**

**JIO** has had a bad cold for the last few days, now she is taking medication and hopes that everything will be fine soon.

**AH** has 80 days left in her current position as a Postgraduate Officer, so she tries to make the most of it.

**TW** after working for a whole month as a coordinator, hopes that she is doing well.

**CI** is glad that there is a holiday right now.

**OA** is doing well. She is looking forward to the Easter break.

**711 Minutes & action points from last meeting**

* **Funds Survey**

*There was supposed to be a refund of £2500 for PG sports.*

**AH** is going to meet with Adam (Head of opportunities) on this issue. She reassured me that there was nothing to worry about. Everyone may think that money is there. They can use them.

* **Cooperation in organising an accommodation workshop**

*1-on-1 online sessions on the accommodation questions.*

**AH** had a chat with several people. She noted that they can only support students who are members of the university. However, PG students will not be registered as students until September. That's why the only thing the staff can do is give them housing recommendations before that time. She also stressed that the student information zone is open to everyone to find answers to their questions. She will conduct as many promotions of the Student Information Zone on social media as possible.

**CI** said she wanted the advice sessions or workshops to start before September so that PG students would have more time to sort out the problems with the Council Tax and get settled.

**Action: AH to work on the promotion of the Student Information Zone through social media.**

* **PG Assembly invite to be sent out**

**AH** has already done that.

**SECTION B: POINTS FOR DISCUSSION**

**712 Postgraduate Assembly**

**JIO** mentioned that although the results of the PG Meeting were not extravagant, they still managed to attract some people and ask their opinions regarding the PG community.

**TH** informed that they had about 40 people who bought a ticket online, then about 20 people who actually came, which, from her point of view, is a good result. They wanted it to be social, and she thinks that it was. It was interesting to talk to people and it was surprising to find out that many students did not know about the existence of the PG committee. She believes that in the future they should do more work to inform the students about the existence of the PG committee and what they do. Another thing is to try to make the next Assembly more like an “Assembly” than a social with pizza.

To achieve that **LP** suggested having a more formalized agenda for the next Assembly. And invite the Student Officers of the next academic year to the Assembly.

**TH** suggested promoting the PG Assemblies via the ueasu website, as well as perhaps having a board in the scholars area with pictures of members, “meet you PG committee”.

**Action: TH and AH to create a formalized agenda for the next PG Assembly.**

**JIO** proposed to hold the next Assembly on 8th of June between 5-7pm.

**Action: TH to book the space and begin planning for June 8th.**

**713 PG Dissertation Retreat**

**AH** suggested the idea of dissertation retreat. This is working together, taking breaks at the same time, lunch at same time, working alongside other people for motiviation.

**TH** proposed to have lunch club over the duration of a week instead as logistically might be hard to coordinate.

**CI** highlighted that having the same schedule might not be convenient for everybody.

**CI** suggested that they could do both: one day they would have work together, and the rest of the week they would have a lunch club.

**Action: AH and TH to arrange a schedule for the PG Dissertation Retreat and Lunch Club.**

**715 PG Bye-Laws**

**TH** sent them to the chat. She added that they are confusing. They were rewritten a couple of times by different officers, so in some places they are random and unclear. She encourages everyone to take a look at them and write their change request if they want.

**716 Update on PG Funds**

*There was a request for reimbursement.*

**TH** reported that people were reimbursed, so everyone is happy.

**717 PG Events and Activities**

**JIO** mentioned upcoming events such as workshops, PG Assembly, quiz on Tuesday and Coffee&Cake.

**LP** suggested organizing a picnic or barbecue when it is warm.

**SECTION C: OTHER BUSINESS**

**718 AOB**

**AH** said that she would like to have dinner with the postgraduate committee members, so if they can find funding for this, she would be grateful.

**OA** thinks it could be done.

**Action: OA to find funding for the postgraduate committee dinner.**

**CI** suggested planning a video with the PG committee members to encourage people to join the committee for the next academic year.

**Action: to plan a video in which PG Committee members share their experiences and journeys during this academic year.**

**719 Time and Date of the next Meeting**

The same Thursday next month – 5th May.