**Postgraduate Committee Meeting Minutes**

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| Meeting: | Postgraduate Committee |
| Date & Time: | Thurs 3rd March – 12:00pm |
| Location: | MS Teams - [**Click here to join the meeting**](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWI2ZjAxNTYtNmE1ZS00MTU4LWI4NGItMTUyM2MwY2FhNDFk%40thread.v2/0?context=%7b%22Tid%22%3a%22c65f8795-ba3d-4351-8a07-0865e5d8f090%22%2c%22Oid%22%3a%227494c3ed-02b4-427d-809a-f35f2114b0a0%22%7d) |
| Author: | Olivia Adekunle |

**Attendance:**

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

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

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

**Patrycja Poplawska (PP)-** LAW student

**Kevin Hyde (KH)** – PG Committee member

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

**700** **Statements from the Chair [s]**

JIO: noted that this is the first meeting they have held since the resumption of this semester. She expresses her gratitude to everyone who was able to attend it.

# 701 Minutes & Actions of the Last Meeting [s]

No Minutes were written of the previous meeting. OA apologies on this behalf.

1. **Committee Members check in**

KH: said that in general everything was fine with him.

CI**:** was glad that this semester she had only two modules, so she is not as overloaded as last semester. Now she is focused on finding a job. Now she is focused on looking for a placement.

AH: is tired and struggled with what she has been doing lately, but she knows that she can always turn to the team for help, and this gives her the strength to continue.

PP: busy with women's history month, as well as her degree, but she's good.

HW: noted that he returned to work full-time a little over a month ago and has been very busy since then. He is looking forward to his last three months as an officer.

OA: she has learned a lot since she has been in this role for only six months. She really sympathizes with AH because of all that has happened but hopes that starting in April, when the new coordinator starts working, everything will go easier.

JIO: has 3 modules this semester, so far she has been going well.

**PG Funds Survey**

JIO: reminded you that last semester the PG committee received funding in the amount of 15,000 pounds. The Committee has developed 4 thematic areas in which this funding can be divided. The survey was conducted for PG students to select the areas in which they are interested in developing. The survey received 13 responses. 12 votes were equally divided by *Social* *Funds* and the *Conference*, 1 vote was for *Activities*. Even though *Campaigns* do not have votes, this does not mean that there will be no distribution in cash.

AH: Suggested pushing this survey further to get more feedback.

**Action: Open the survey and promote it.**

# 704 Status of PG funds

OA: reported that there was a payment of £5000. to uea+sports in December 2021 for a postgraduate sports program.

AH: refute this data by emphasizing that other people are also allowed to do sport, so despite the fact that the price is £5,000, the postgraduate committee has to pay only £2,500.

**Action: OA and AH to sort out who needs to pay another £2,500 for uea+sport.**

OA: informed that the current PG pot is 10,000 pounds, whereas it should be 12,500 pounds.

AH: confirmed it.

JIO: suggested discussing how they can distribute the PG fund between the previously mentioned categories. She offered to allocate £5,000 for the *Conference*, £1,000 for *Activities*, and £4,000 for *Social Funds*. However, she reminded everyone that the *Campaigns* is still there as well.

AH: proposed that they can allocate around £1,000 to *Activities*, she also suggested that they could spend some money on a PG care package, as they did last year with free mugs and bags for students.

CI: suggested that they should think about PG students and students in their last year's off-campus housing, especially regarding the Council Tax.

AH: said that they can collaborate with the advice team on this.

JIO: pointed out that at UEA they already have a program called "Ready to Rent”, which is supposed to help students with accommodation problems so that they can talk to them about this issue.

**Action: Cooperation in organizing a workshop (mid-May) for PG students on off-campus accommodation.**

1. **Events and activities**

AH: said that she has a lot of vouchers for 5 and 10 pounds, coffee and coupons that they can use in the future.

CI: suggested that it could be the prices for the bingo evening that they were going to organize.

1. **PG Assembly**

JIO: noted that they did not have a PG meeting this academic year. She asked AH to give them feedback on how the previous PG meetings were conducted.

AH: has never had a personal PG Assembly, but last year they had an online drop-in meeting that only 1-2 students came to, so they used a Microsoft form instead. At the end of the semester, they had a PG Assembly party. However, at the time when AH was a student, she remembered that PG Assemblies were held every month at the graduate centre. To attract students, they offered pizza and a free drink.

JIO: asked everyone to share their thoughts on the organization of the PG assembly.

OA: shared the agenda of the PD assembly for November 2019 so that everyone could see what it looks like.

JIO: noted that they can learn from the previous experience of organizing the PG assembly and offer branded goods, drinks and food to attract students, they can use the document provided by the OA to create the agenda of the next assembly. In addition, they can make a poster to promote the assembly. They can post a link on the website to invite people to join the Teams group chat.

OA: stressed that her opportunities are very limited since she is not a coordinator of the PG committee. She suggests keeping this issue in mind for at least the next 5 weeks until the new coordinator starts working and can provide better assistance in planning the assembly.

KH: offered to hold a PG meeting before the Easter holidays without worrying about freebies, except pizza and drinks. To meet with the education officer and other relevant people to get an idea of the meeting and then the next meeting after the Easter break, they will have more experience in this and will be able to organize a proper PG meeting.

AH: agreed that it would be nice to just meet everyone with food and drinks.

OA: said that the date for this meeting can be chosen between March 21-28, which is quite feasible.

AH: suggested having this meeting on 23rd of March at 5 pm.

JIK: proposed to hold it in the Scholar bar, food will be provided from the PG fund.

**Action: OA to send out an invitation to everyone present at the meeting.**

**Action: JIO and AH to send OA a list of PG committee members.**

# 708 Time Date and Place of the Next Meeting

The meeting will take place 2 weeks after the PG Assembly, approximately in the first week of April.