

Minutes

Subject:	Management Committee 27 th October 2020
Produced by:	Angie Bunting
To:	Management
Action:	To approve
Status:	Closed
Paper:	MC 523

Present: Em Anderson (EA) Chair
Callum Perry (CP), Lizzie Payne (LP), Ayane Hida (AH), Hamish Williams (HW)

In attendance: Toby Cunningham (TC), Claire Boothby-Barnbrook (CBB),
Angie Bunting (note taker)

MC 514 Minutes, Apologies

Apologies received from Caroline Wilson and Wendy Storey.

MC 515 Action Log

(Please see pages 2-3)

Training Budget – there was a question whether there was money available for Conferences. TCA thought this referred to the careful use of bonus money available from furlough scheme. There is an amount of approximately £50K held for SMT discretionary spend. Proposals to be decided in light of other training provision from this budget. CBB had discussions with CW around in-house training – it was thought that some of the modules delivered to the Officers may be appropriate for other staff and perhaps some of this money should be used to upskill staff on train the trainer training.

Officers Working from Union House – there had been mention of possibility of Officers returning to the main office. TCU confirmed that Alun Minifey would be reviewing bubbles in light of people who were actually coming in. AM to come back to see if this would work for officers.

MC 516 Any other matters arising

There were no matters arising so the minutes were approved

MC 517 Operational & Key Relationship Updates

CBB

- Student Wellbeing – ongoing work with Emma Sutton

- Alcohol Impact – confirmation from UEA to go ahead with Alcohol and Drug Impact with Student Services being more involved.

TCA

- External auditors are in this week

CP

- Catch up with Neil Ward about disciplinary of students in accommodation. Advised him of letter going out.
- Meeting with UCU about blended learning and delivery
- Faculty forum have started, keeping up to date with Deans
- Meeting with NW and Emma Sutton – Safetnet policy and Student
- IT forum in the Library
- Aurora bi-annual next week
- Meeting with Wesley Group

HW

- Successfully worked with Estates on new one way systems to make movement across campus more efficient
- Sustainability – to be discussed later

EP

- Meeting with Gavin Yuill around use of Campus Kitchen for Societies who want to hire it. £25 was agreed.
- November planning
- Working with UEA sport
- SPAC this week – anything to do with physical activity at UEA
- Sports Op on Friday

TCU

- Wellbeing work with Em and Claire and Emma
- Silver COVID
- CEO events – concern over student wellbeing and lots of discussion around Christmas
- Planning for Board cycle

AH

- Attending SPAC from PG perspective
- Meeting with UEA sport around PG sport
- Meeting with Enterprise Dev Officer – Career Central – around training
- Held anti-Semitism training (Jewish Society) – well received from both sides
- Will be joining Decolonise Network
- Home Sickness Campaigns
- LTC

EA

- LTC

- Equality, Diversity and Inclusion Committee and Inclusive Education Committee
- Wellbeing work with Emma Sutton following meeting with VC who was keen to speak regularly
- Gavin Yuill had been in touch (while EA was on holiday) about a cheaper food package option for self-isolating students. Chosen price point of £8.50. She will follow up to see if this is good value for money.

MC 518 Covid Security Update (TCU)

TCU reported that systems currently in place were going well. Student cases were steady at around 60-65 and were mostly off campus. These case numbers seemed to fall in line with numbers seen in most other Southern SUs of similar size.

MC 519 Finance Update (TCA)

TCA reported that files were available to view in the MC folder. He highlighted the following:

- There were no adverse indications in the Flash weekly update, which almost matched budget.
- Adrian Flux money had been received early and was shown in the Waterfront numbers.
- Catering and UEA funded HR and Finance posts were still showing. No money had been received from UEA against these costs.
- Some Money from UEA had been received and this would be detailed in October accounts.
- Cash was positive (in line with restarting of trading)
- Discussion with Bank revealed that they have a backlog so the delay in hearing about our loan application is more likely to be because of that. It was indicated we probably had a supportable application, it was being accelerated but would have to go to credit committee.

MC 520 Sustainability Awards (HW)

HW reported that he had missed the first meeting with the University on this and had yet to receive the minutes. As he understood it, UEA were not able to run the Green Impact Awards (as it was difficult to make them COVID secure) but wanted to run online Sustainability Awards instead with the SU hosting (in collaboration with them). CBB asked if there was a cost implication for us. HW and EA to shape as things move forward.

MC 521 AOB

Regarding the letter to students about behaviour, the following was highlighted.

- Provide details on what students CAN DO, rather than a list of what they can't

- Change the language of the letter to reflect “our” tone. Make messaging consistent. (There was a feeling that UEA patience was wearing thin around behaviour)
- TCU advised that the letter was a starting point and should be used as a starting point only. It would need to be revised and returned as soon as possible. TC would advise Jenny Baxter when it would be ready.

MC 522 Date of Next Meeting

2:00-4:00pm Tuesday 3rd November 2020