

Management Committee notes
26th January 2016

1. Minutes, Apologies, Matters Arising

- Apologies: Connor Rand (attended from halfway through)
- Matters Arising: to discuss list of points from SMT January residential at next Management Committee particularly around part time officer support from staff.

2. Operational Updates

- Yinbo: we are individually meeting the chair of Council in March
- Chris: with regard to News|SU, we now have a review report and we have a series of actions in place to act on the review. Chris is working with the relevant staff to improve the content and distribution.
- Jo: new monthly catch ups with Jane Amos and DOS have started and seem to be going well.

3. Key Relationship Updates

- Chris: estates restructure isn't as large and wide reaching as we thought
- Jim: concern is that there is still no Estates forum
- Yinbo/Jim: SPG next week – the ball is in the University's court. We have suggested adding an agenda item about progressing the partnership but the agenda has yet to come out.
- Connor: meeting arranged with the VC on Thursday to discuss student members of ET groups and SPG

4. Social Enterprises Updates

- Toby: verbal update based on most recent management accounts and ahead of written report due to go to finance committee next week. Main headlines are:
 - Bars are fine
 - Ents is up on budget but down on last year (however there are some anomalies in the accounts with regard to show files and wages and overheads). Needs some more work with Finance Team ahead of Finance Committee
 - Unio had a bad month due to opening over Christmas. There was also some overspend on consumables which highlighted some errors in processes for purchasing these. Therefore GP isn't where we thought it was
 - Retail has also had a bad month (£40k adjustment for stock) at the moment unclear of the reason but it might be because of deliveries being accepted twice accidentally. Therefore the previous GP reported, isn't accurate. Needs further investigation and may need help from an external stock taker.
 - Ratios up due to opening at Christmas with little custom.
 - Lettings are fine and reported accurately
 - Waterfront ticking along nicely; slightly behind of last year but more or less on budget.
- We're working with the Council and Estates to establish whether the Waterfront lease renewal should be recommended.
- We're also recruiting a new Coffee Shop Manager for Unio.

5. AOB:

Reviewing Officer Roles

- Liam asked for an update on the SOC roles review
- Jim: Not sure it has gone anywhere
- Chris: Josh was going to look at this after the Annual Student Survey analysis
- Connor: surely we can't amend the jobs now that we've opened nominations
- Jim: revisit after elections

Toilet Frames

- Jo asked if we could put some poster frames up on the back of toilet doors
- Jim: Toby will speak to Marketing and Business Development Team about putting A4 frames on the back of toilet doors

GSA Update

- Liam asked where the GSA negotiations had got to with the University
- Jim: the University should be sending out a statement of intent to interested parties. Jim will chase this.

Caucuses

- Liam: How are caucuses being actioned?
- Jim: from the find and fixes we need to make sure things are channelled in the right way i.e. through the complaints procedure or reporting to the appropriate officer and copying in relevant SMT.
- Also a discussion around how caucuses spend allocated budgets and the process by which the spend is signed off.

Talking to the media

- Jim: reminder to FTO's of the rules around speaking to the media. Refer media enquiries to Chloe first, and if Chloe isn't in or it's out of hours direct to Jim. Officers not to talk direct to the media

BME attendance stats

- Jim: had a request to look at the stats of attendance by BME students at our events.
- This is difficult and time consuming to do using the current cloud system. The website asks for self-disclosure, we only have data on who actually purchases the ticket, we don't measure how long people stay in the venue or how much they liked it and we only have data on club nights. The majority of UEA's BME students are in PG/Int courses. We know our club nights are predominantly attended by home UG students.
- We don't receive ethnicity data from UEA. Our self-collated data differs from that of UEA's profile.
- This is why we deliberately set up separate engagement strategies for PG/Int students and a separate PG bar.
- We get between 12.5 -14.5% BME attendance across the term whereas Home UG BME number is less than 10%. Therefore suggests the A-list is disproportionately diverse.
- Information for Damn Good hasn't been calculated yet.
- Liam: good discussion to have at SOC.
- Jim also presented some data around E&D figures for sport engagement

6. Staffing

- Closed session