



## KPA Annual General Meeting (AGM)

Date: Tuesday 8th May 2018 17:00 – 18:00

### Committee in attendance:

**President – Ieuan Smith**

**Vice President – George**

**Association Secretary – John Wootton**

**Student Trustee – Liam Searle**

**International Officer - Kristine Vu**

**Equality & Diversity Officer - Sophia Hayat Taha**

**Activities Officer – Christopher Murphy**

### 1. Apologies

None

### 2. Minutes for Last meeting

Approved

### 3. Election Update

The KPA held its most recent elections in term time to avoid a clash with the SU elections. Initially there were ten candidates but with one drop out which constitutes the highest number of candidates standing for election within recent history. Also, with a total of 173 postgraduate voters, the KPA has for the first time in its history had better voter turnout than the Students' Union.

There was an issue with the electronic ballot due to the nature of the contact information given to us from the University. This resulted in 100 people not receiving their electronic ballot. A meeting with the head of records has been setup in order to address this issue.

### 4. Organisation and Accounts Update

#### 4.1. Organisational structure

Using the flow chart (attached in powerpoint) leuan explained the nature of the KPA as a membership lead charity, the individual functions of each aspect to the charity and how they relate to each other.

The membership elects the committee which deals with the day to day activities including event organisation and the representative duties. The committee feeds to the members through monthly reports, the KPA Digest and other various other means. The ultimate governing body is the trustee board; they have personal liability for the charity and can overrule the membership if a decision is deemed not to be in the best interests of the charity. The paid officers are also trustees and so serve a dual function. The clubhouse and the services that it provides students are held to account through a range of different mechanisms including the trustee board, the FAMC (Finance & Asset Management Committee) and in certain cases through direct line management. The President/Chair role, is central to the organisation as it chairs various committees such as FAMC and the trustee board. The role also line manages the bar manager, administrative coordinator and the rest of the committee.

#### **4.2 Approval of accounts**

IS explained that the accounts to be approved are for the previous financial year. These are the combined accounts of both the committee and clubhouse (which operationally are split).

Vote to approve the 2016-17 accounts:

Clearly passes with 11 votes.

0 against 0 abstentions

#### **4.3 budget update**

The charity KPA holds two separate accounts - one held by the Clubhouse, through which all the business of the Clubhouse is conducted. The second is called the "KPA Activity Account" which covers all the costs involved in the day-to-day running of the KPA overall.

Using the KPA Activity Account budget for 2017-18, IS explained how we spend our money as a committee.

To give some examples of key points of expenditure, IS highlighted the following:

- The Bob Beattie Award ceremony - This is partly funded by ILAS (costs of venue, food for the ceremony) whilst the cost of trophies and the prize money for both Winner and Runner-Up are covered by the KPA.
- The KPA Clubhouse – Within the KPA Activity Account, a portion is allocated to funding events run by the Clubhouse, such as themed nights, brunches, writing retreats etc.
- The KPA Activity Account also has its own budget for events that the Committee arrange, such as KPA goes to..., KPA in the town, coffee morning and everything else non-Clubhouse related. There can be some overlap here if but this is generally how it is split.

ST: Suggesting that we set a budget to try and improve on the lack of spending year on year.  
Reminder for the next committee to look at this.

KC: Is there anything we can do to give more time to officers to do events?

GB: we can review the roles especially the VP. There are also opportunities to hire people to do events. There are issues with this though and need to be thought about carefully.

IS: The reserves policy could solve some of these issues.

#### **Clubhouse accounts:**

Clubhouse has a £5000 surplus so far but this could change before the end of the financial year (July 31st 2018). We could reinvest this but we need to be careful and make sure we can be sustainable in the longer term. See the associated PowerPoint presentation for details.

#### **5. Officer Reports:**

Association Secretary: JW explained that his focus has been and will continue to be in his next role the revamping of communication from the committee level to the membership. The organisation has grown and its communication practices need to reflect that. The KPA is doing more than it has ever done and it is important that communication runs clearly, regularly and in both directions.

The success of the postgraduate wellbeing week was also touched upon. The successes of this event are in both the number of people who attended it throughout the week which was (at minimum) 130 people. Beyond this, it also brought communities of postgrads together that had not interacted before. Off the back of this success, there will be an even bigger and better postgraduate wellbeing week next year. JW was sure to credit Roxy Birdsall as the leader of the project and Kristine Vu for substantial contributions to the brainstorming, planning and delivery of the week as a whole.

**Vice-President:** GB explained that his role as it currently stands is broken into duties pertaining to student welfare, educational policy and miscellaneous.

On Education: GB attends all of the faculty learning and teaching committees which is the primary way we get to see what courses look like and to discuss and scrutinize the courses. This is a good opportunity to make changes where necessary. This will be especially important next year as we improve our relationship with the PG student voice reps.

Also, GB has worked extensively by consulting for marking criteria changes, Exceptional Circumstances procedure, the phasing out of modules at level 6 being taught at level 7 and disciplinary policy.

Welfare: GB said that a lot of his time had been spent on individual case work for students. He has also spent a significant portion of his time working with various university groups and consulting on the Prevent agenda at Keele.

**Equality and Diversity:** ST explains the success of Stitch n bitch which gets around 14 regular attendees each week. ST also expressed the intention to start a book club next term.

**President:**

IS has been working on the following:

- Appropriate pay for PGRs – sessional level 1 rates for all students is the absolute minimum. £12 - £27 per hour difference between sessional and otherwise.
- PGR Governance – there is no coherent structure with which to discuss PG issues despite there being several committees but their de facto functions do not really cover PG issues. This is an issue because if you don't know where to go to represent students i.e. then the task of adequately providing student representation is not possible.
- National Politics – George has been elected to NUS PGT Officer. This body will have national oversight of postgraduate taught issues at the national level. Created our own national PG national conference – this has lead to NUS thinking about PG interests to a greater extent.
- PGT development review. The University is doing full scale review of taught provisions. What is offered in terms of courses and the overall direction of the PGT offer.
- University counsel – the University is worried about the route higher education is going, especially in terms of financial resources.
- The office for students – this is a concern going forward, looking at what they may do. They are a regulating body commissioned by the government to influence Universities.
- Handover to the next committee, external trustee advertisement, HR work and tying off loose ends.

SO: At Memphis there are dedicated officers to ensure that the students have all their information. Specifically, THLEP module has been poor at communicating with students enrolled onto the course.

Updates on previous motions:

Status change for integrated masters students. The current definition of what it means to be a postgraduate does not cover integrated masters students. This issue keeps coming up but requires constitutional change and will therefore take time.

Strike action – we supported the strike action, which was mandated by the membership, we were also there well before usual working hours (to address criticism). This highlighted the fact that the University had no backup plan for when it cannot deliver lectures. This is because the mechanism for most issues is to go to your module lead or lecturer, this does not work if they are on strike. The University would never refund the money as per their Ts and Cs. They may *consult* the SU and KPA on how to best spend the money saved through slashing wages. We will be thinking hard on how best to spend this money, should we be consulted.

Issues raised on long term impacts for psychology students. Testing is very difficult for their projects, impacting their careers. Strike action has massively disrupted progress of projects. ACTION POINT: To look at how we can help this problem.

**6. Motions:**

*She should run*

No women run for the full-time positions. This needs to change. The intention is to encourage women to take these positions and move this into permanent motion.

Actions: Regular workshops (MPs, Q & A Sessions, commitment to do this every year)

Ieuan: York GSA and Cambridge: A few full time women officers. Action point: Ensure we work in collaboration with the SU.

CM: What are the metrics for success?

ST: Simply to run the workshops, it's more about engaging with the problem than guaranteeing women officers at the end of the year. We could also look to getting this campaigns goals into the KPA constitution to ensure the issue doesn't die with this committee.

Yes: 12

Abstention: 1

***Motion Passed***

*Wait just a minute:*

Committee meetings need minutes to hold officers to account within committee meetings. Rotate minute responsibilities to ensure not too much burden.

MG: Should we record?

ST: We only need to record the action points for reference not fully-fledged minutes.

Yes: 12

Abstentions: 1

***Motion Passed***

*Let's get visible:*

Normalise live streaming to give better access to these meetings for students that cannot attend.

Yes: 13

Abstentions: 0

***Motion Passed***

## **7. Any other business:**

Thank you from Ieuan to everyone for giving him the best 2 years of his life. He's really enjoyed it, he's very pleased for the engagement and hopes that it continues.