

THE UNIVERSITY OF MANCHESTER
SCHOOL OF CHEMISTRY

**Minutes of the Management Team Meeting held on
Monday 13 December at 12.00 noon in room 4.20**

Present: Professor J C Whitehead (Chair), Dr E M Armstrong, Professor E J L McInnes, Professor J Micklefield, Professor G Procter, Ms N Snook, Mrs C R Taylor (Secretary) and Professor S Yeates.

1. Apologies for absence.

Professor Flitsch, Professor Thomas.

2. Report from Health and Safety Committee and Estates Issues.

Received:

Verbal report from Dr Armstrong.

Noted:

2.1 The draft policy for Visitors to the School was circulated for comments but none were received. Professor Whitehead took this as read and said that he would circulate this policy and updated Visitors Form to all staff within the School with an accompanying note.

Action: Professor J C Whitehead.

2.2 The Health and Safety Committee discussed introducing a compliance procedure to deal with individuals who repeatedly fail to follow Health and Safety procedures in the School. The new draft policy has the backing of the Management Team and will be implemented forthwith.

Action: Dr Armstrong to circulate the new policy to all staff and students.

2.3 Dr Armstrong reported that there had been a number of minor accidents in the teaching laboratories since her last report to Management Team. There was no serious injury to any of the individuals involved. A closer look at the student demonstrator training will be examined to see if any changes need to be made to the training schedule.

Elsewhere in the building there was a minor fire on the seventh floor, which was contained, and no one was in any danger or hurt.

The temperature variations within the building have been reported to Estates.

Staff are reminded of the work to be carried out on the wooden concourse flooring. This work should not cause too much disruption to staff and students.

3. Minutes of the previous meeting.

The minutes were approved and Mrs Taylor was asked to make them available on the School intranet.

4. Matters arising from the previous minutes

Noted:

4.1 *Actum* 4.1

The EPR contract has not yet been signed off but tenders for equipment are now underway.

4.2 *Actum* 4.4

EPSRC are to discontinue offering project studentships in 2011.

5. Report from the Head of School.

Received:

Verbal report from Professor Whitehead.

Noted:

5.1 The periodic review went well and the Head of School is very appreciative of people's time.

5.2 On examining the Management Accounts, overall we are ahead of our contribution by £369k, which is due in part to being ahead on core pay and overhead recovery.

We are behind on tuition fees by £150k. This is due to non-payment of fees by overseas undergraduate and postgraduate students. Miss Charters has been chasing these defaulters to get these individuals to pay before the December census deadline.

Faculty needs to save £2M. This saving is to come from the Schools, which will have to be raised by some method.

5.3 Workload allocations have been circulated to Heads of Sections. Any comments should be sent to Ms Snook. In addition to the Dean wanting this information, he has also asked for work information on Professional Support Staff as well.

- 5.4 A call for nominations for the various University awards have been announced. Nominations and a case should be sent to the Head of School for sign off.

6. Report from Head of School Administration.

Received:

Verbal report from Ms Snook.

Noted:

- 6.1 The HERA process has finally concluded pending appeals. The School has approximately eight appeals to deal with.
- 6.2 The stores bar coding project is moving forward. It is hoped that this will be in operation before Stephen Dalton leaves in March 2011.
- 6.3 Since the departure of Mr Robinson, Ms Snook has been working on a new technical structure. A meeting with members of the trade union will take place before Christmas with a view to a full consultation with technical staff in the New Year.

7. Report from Director of Teaching.

Received:

Report received from Professor Procter.

Noted:

- 7.1 Two main issues that came out of the Teaching Committee meeting were how to improve communication with students and the draft discussion document from the Curriculum Review Working Group. This group was established to discuss possible changes to the second year curriculum. The resulting discussion document will be circulated to sections for comments by early January. In addition, we need to produce a School action plan to improve communication with students.
- 7.2 Professor Procter continues to meet with student representatives and a number of problems have been addressed and resolved. The student representatives are very sensible group. They would like to know more about School news such as highlights from research, outcome of curriculum review, prizes and awards, etc. Perhaps the introduction of an electronic newsletter would be the best way to convey this news.
- 7.3 Dr Coe will meet with the student representatives to discuss his role as liaison with the careers service.

- 7.4 The Head of School and Professor Procter continue to meet with each year group of students but these meetings are not well attended even though they are arranged straight after a lecture.
- 7.5 Discussions with Pharmacy staff have started up again with regard to the Medicinal Chemistry programme. Professor David Procter is currently developing the details of the revised programme.
- 7.6 The Dean has provided the School with funds necessary to purchase equipment and software for the preparation of online materials to enhance teaching and learning in the School. Dr Tim Wallace has been put in charge of ordering this equipment.

9. **Report from Director of Research.**

Received:

Report received from Professor Micklefield.

Noted:

- 9.1 The Research Profiling Exercise is underway with a deadline of 31 January 2011. All academic staff are encouraged to complete this exercise.
- 9.2 Staff are reminded that the closing date for applications to the Dean's strategic fund is 20 December 2010.
- 9.3 Details of awards and prizes have been circulated. Staff are encouraged to suggest individuals for nominations, including self-nominations.
- 9.4 Professor Rodney Townend will visit the School of Chemistry to discuss EU funding on Tuesday 18 January at 2.00 pm. All academic staff are encouraged to attend this beneficial talk.

10. **Any other business.**

- 10.1 There has been a request from third students for more tutorial work and workshop exercises to help with revision.
- 10.2 Course content for Blackboard can be sent to Dr Wallace or the IT Faculty Team who will put the information on Blackboard.

11. **Date of next meeting.**

Monday 17 January 2011.

