Part 1. Procedural Matters

1. Attendance:

   Dr Nadine White (Chair)
   Professor Paul Pickering
   Associate Professor Kylie Message
   Professor Jane Simpson
   Professor Howard Morphy (Special Advisor)
   Linda Addison

   Apologies:

   Professor Toni Makkai
   Suzanne Knight

2. Minutes of previous meeting

   Minutes of the 23 September meeting were confirmed (Attachment 1).

3. Matters arising and action items:

   Noted the Implementation Plan and media statement release and completion of website on 25 September.

   Noted that the working party and sub-committee membership lists have been confirmed and updated on the intranet site.

   Confirmed the meeting notes RSHA Restructure Implementation Plan- staff briefing, Thursday 26 September 2013 (Attachment 2).

   Confirmed the meeting notes RSHA Restructure Implementation Plan- student briefing, Friday 27 September 2013 (Attachment 3).

4. Confidential items

   No confidential items were discussed

Part 2. Matter for discussion

5. Updates on progress of working parties and sub-committees
It was noted that:

All committees (except the Space Management Working Party which meets next Monday, 4 November), have met and are progressing well;

The new School has reached a consensus on its name being Literature, Languages and Linguistics and that a unanimous report from that working party was expected;

Dr Ganguly had resigned as Chair of the Freilich Foundation and from the Board;

The Centre for Heritage and Museum Studies Working Party is meeting weekly and it is progressing well. It was noted that the students have not raised any issues of concern. It was further noted that the working parties are seeking clarity about the arrangements for professional staff currently working with IHuG and space issues; and

Discussions are underway to appoint a senior school administrator to the new School and that professional staff levels will need to take account of the need to reduce professional staff FTE by 10 per cent together with any other budget impacts.

**ACTION:** Ms Addison to meet with Associate Professor Message about future arrangements for professional staff associated with the School of Archaeology and Anthropology.

**ACTION:** Ms Addison to confirm arrangements for engagement of the senior school administrator for the new School.

6. Outcomes of RSHA Restructure brainstorming session, Wednesday 23 October 2013

It was noted that:

The brainstorming session was intended to capture all the administration actions required to bring into effect the RSHA restructure. The session involved professional staff from the schools, the central administration areas and CASS administration;

An outcome of the session was the creation of an action item list that would be circulated to the Steering Committee for information;

One issue that was raised was the communication strategy to be used to advise staff and students about what had been agreed. Jane O’Dwyer has suggested further CASS staff and student forums. It was noted that the new school is already planning two particular school based sessions. Concern was raised about conducting sessions during exam time. It was suggested an information session be conducted at which staff were invited to make suggestions about how they would like to get information on the changes.

It was agreed that Professor Pickering would convene an information forum in the first week of December for all staff.

**ACTION:** Ms Addison to liaise with Professor Pickering’s office about setting up an information forum.

Part 3. Other Business

7. Other business

8. Next meeting: to be agreed off line

9. The meeting closed at 8.45am