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Southeast Asian Art Academic Programme Project Board

Minutes: 4th October 2016 (Meeting 20)

Present: Dr Tamsyn Barton (TB)
Professor Anna Contadini (AC)
Dr Heather Elgood (HE)
Matt Gorman (MG)
Dr Ben Murtagh (BM)

Simone Green (SG) (Secretary)

In attendance: Baroness Valerie Amos

Purpose: To manage and oversee the delivery of the Southeast Asian Art Academic Programme (SAAAP) funded by the Alphawood Foundation.

Agenda item.	Agenda Item and Notes
1.	<i>Apologies for Absence:</i> None.
2.	<i>Actions and Minutes of the last meeting:</i> The minutes of the meeting held 28 th June 2016 were agreed as accurate.

3. *SAAAP Structure; sub-groups and membership:*

The Chair welcomed all members and gave thanks for all their help prior to the first meeting of the newly constituted Board.

MG updated the Board that the relationship with Alphawood remained positive and weekly calls continued. The Deed of Gift has now been circulated to the Board. The Chair noted that there would be an extraordinary meeting of the Board in November to discuss next steps for the Banteay Chhmar (BC) project.

MG also noted that the Annual Impact Report for 2015/16 was currently being produced and would provide a starting point for discussions on the next phase of the SAAAP. VA asked members to think about what the next phase of the Programme might look like.

The Board agreed that improving SAAAP's links to the rest of the School was critical for the success of the Programme and that this could be done partly through membership of the newly constituted sub-groups.

The Chair noted that membership of the sub-groups was currently being discussed with the Chairs and would be approved by TB as Chair of the Board before the next meeting. Any unresolved issues could come back to the November meeting. The ToRs for the groups were being revised and would be circulated to the Chairs for comment.

It was agreed that Dr Peter Sharrock would remain on the Scholarships sub-group. The Board agreed that the group would benefit from someone outside the area of Southeast Asian art as an independent voice; this could be in the Department of History of Art and Archaeology, or in a different Department. It was expected that the Scholarships Awarding Panel would involve the same people as the sub-group.

It was agreed in principle that the Alphawood-endowed posts should join the Research and Publications group, subject to the agreement of the group's Chair.

It was agreed that Professor Elizabeth Moore should be invited to join the Outreach sub-group.

ACTION 113: MG to speak to Jim McDonough from the Alphawood Foundation regarding their expectations of the scope and limitations of the Banteay Chhmar project.

ACTION 114: members to consider the next phase of the Programme and bring suggestions to the next ordinary meeting of the Board.

ACTION 115: SG to circulate redrafted ToRs of sub groups for comment once approved by the SAAAP Board Chair.

ACTION 116: Chair to agree membership of the SAAAP sub-groups with the relevant sub-group Chairs as soon as possible.

ACTION 117: Chair of the Board to write to those staff who are no longer SAAAP sub-group members to acknowledge their contribution and thank them for their involvement

<p>4.</p>	<p><i>Update on Scholarships (standing item):</i></p> <p>a. ██████████: It was agreed that funding for ██████████ to return in 2017 for the 4 week Pre-sessional course plus MA would be approved by the Board based on IFCELS' assessment of his reaching the required level.</p> <p>It was also noted that the Board would agree in principle financial support for In-sessional English language classes for Alphawood students provided by IFCELS.</p> <p>b. ██████████: AC updated the Board that ██████████ is waiting for a visa to travel. The Board agreed that no special dispensation could be made to admit her late; guidance from the Doctoral School should be followed.</p> <p>c. Allocation of PhDs: the Board agreed to advertise a third PhD. This is in line with the allocation in the Deed of Gift, given that ██████████ PhD is no longer funded by Alphawood.</p> <p>ACTION 118: HE to continue conversation on In-sessional English classes for Alphawood students with IFCELS and update at next ordinary meeting of the Board.</p> <p>ACTION 119: Outreach group to consider whether SAAAP should offer English in-country through partnership with an in-country organisation.</p> <p>ACTION 120: SG to clarify whether IFCELS would accept ██████████ for the 4 week Pre-sessional course in 2017 and confirm this approach with the student.</p>
<p>5.</p>	<p><i>Update on Outreach (standing item):</i></p> <p>a. EHM In-Region T3 Report and review of post and contract: the Board agreed the increase in hourly rate from £20 to £25 per hour. The Board approved the plan for the 2016/17 activity at 317 hours across the year.</p> <p>ACTION 121: SG to revise contract based on the proposal and seek approval from Chair.</p>
<p>6.</p>	<p><i>SAAAP Funding Applications and Activity Reports:</i></p> <p>a. Proposed revision to fund application process: the process was agreed (V6). It was noted that Funded Activity Reports should come to the Board for note only, and the relevant sub-group for their information and to take any actions forward.</p> <p>b. Funding proposal: Elizabeth Moore: Bagan Buddhist Metropolis Conference (SAAAP021): this proposal was APPROVED. The Board noted positively the involvement of Alphawood alumni in the project.</p> <p>c. Funding proposal: SAAAP019 Farouk Yahya: SEA Collections Catalogue (for sign-off): it was noted that the previous conditions had been met and this proposal is now APPROVED.</p> <p>d. Activity Report: Pamela Corey: the report was noted with thanks.</p> <p>e. Activity Report: Ben Wreyford: the report was noted with thanks.</p>

7.	<p><i>Finance update:</i></p> <p>SG updated the following financial information:</p> <ul style="list-style-type: none"> I. CAL3 (Related Costs Fund): the balance of this 200k spend-down fund is £148,183.73. To-date £51,816.27 has been spent. II. CAL1 (Scholarships Fund): it was noted that the Y4 tranche for the scholarships has now been drawn down. To-date £1,357,153.69 of the fund has been spent. III. EAL4 (Academic Support Fund): to-date £91,146.24 has been spent and £140,295 of funding has been committed (this includes projects which have not yet commenced). It was noted that this endowment fund accrues approx. 60k in interest per year. <p>It was agreed that the finance update would be presented by SG in visual format and tabled with the agenda at future meetings.</p> <p>SG noted that EHM had requested the balance on ASF018 be moved to ASF012. The Board did not approve this. However they welcomed a further funding request from EHM for the proposed increased activity.</p> <p>ACTION 122: SG to circulate the ToRs for the Academic Support Fund and the Related Costs Fund to the Board for comment, once they are confirmed by the Chair.</p>
8.	<p><i>AOB:</i></p> <p>None.</p>

SAAAP Project Board Actions 2016/17

No.	Agenda Item	Added	Action Points	Deadline	Owner	Complete?
122	Finance update:	04/10/2016	SG to circulate the ToRs for the Academic Support Fund and the Related Costs Fund to the Board for comment, once they are confirmed by the Chair.	18/10/2016	SG	
121	Update on Outreach (standing item):	04/10/2016	SG to revise contract based on the proposal and seek approval from the Chair.	18/10/2016	SG	
120	Update on Scholarships (standing item):	04/10/2016	SG to clarify whether IFCELS would accept Rachna Chhay for the 4 week Preessional course in 2017 and confirm this approach with student.	ASAP	SG	
119	Update on Scholarships (standing item):	04/10/2016	Outreach group to consider whether SAAAP should offer English in-country through partnership with an in-country organisation.	23/11/2016	AC	
118	Update on Scholarships (standing item):	04/10/2016	HE to continue conversation on In-sessional English classes for Alphawood students with IFCELS and update at next meeting of the Board.	23/11/2016	HE	
117	SAAAP Structure; sub-groups and membership	04/10/2016	Chair to write to those staff who are no longer SAAAP sub-group members to acknowledge their contribution and thank them for their involvement	23/11/2016	TB	
116	SAAAP Structure; sub-groups and membership	04/10/2016	Chair to agree membership of the SAAAP sub-groups with the relevant sub-group Chairs as soon as possible.	ASAP	TB	
115	SAAAP Structure; sub-groups and membership	04/10/2016	SG to circulate redrafted ToRs for comment once approved by the SAAAP Board Chair.	18/10/2016	SG	
114	SAAAP Structure; sub-groups and membership	04/10/2016	Members to consider the next phase of the Programme and bring suggestions to the next ordinary meeting of the Board.	15/11/2016	ALL	
113	SAAAP Structure; sub-groups and membership	04/10/2016	MG to speak to Jim McDonough from the Alphawood Foundation regarding their expectations of the scope and limitations of the project, in preparation for the meeting with Prof. Thompson.	15/11/2016	MG	

117	7. SAAAP Funding Applications:	16/03/2016	AC and AT will meet to discuss how future MA workshops could fit into MA programmes.	29/09/2016	AC/AT	On-going
114	7. Banteay Chhmar Report:	28/01/2016	AT to complete Centenary MOU template to specify museum participation and circulate to BC group	16/03/2016	AT	In progress
105	8. SAAAP Activity Plans	02/12/2015	All Activity Plans to be signed off by end of December 2015	31/12/2015	ALL	In progress
102	5. Outreach update	02/12/2015	Outreach Activity Plan to be revised and submitted to the Outreach sub-group for approval	Next Outreach meeting	PDS	Moved to Outreach sub-group agenda