

# Faculty Guidance for School Boards Chairs

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## Part 2 Faculty of Humanities

Version: 2024/25

This guidance should be read in conjunction with Part 1 Central Governance.

## Induction and handover

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### Induction:

The following should be provided/take place to support incoming School Board Chairs by way of an induction:

- A hand-over meeting should take place with the current School Board Chair;
- A copy of this guidance should be provided (shared via the School Board Secretary);
- Meetings should be set up with key individuals across Schools and Faculty. This should include:
  - Head of School,
  - Head of School Operations,
  - Hannah Rundle, Executive Director of Faculty Operations, Humanities
  - Victoria Roberts, Business Support Manager, Humanities
  - Mark Rollinson, Deputy Secretary, or John Marsh, Senior Governance Manager, Governance Office
  - School representatives for Senate and Faculty Committees (see membership in **appendix 1**)

As a School Board Chair, you will also be invited to attend the **School Board Forum**. This is a group for all Chairs and Directors of Operations across all three faculties to network, share ideas, concerns and raise questions with others. To nominate an item for discussion at the School Board Forum, please email [deputysecretary@manchester.ac.uk](mailto:deputysecretary@manchester.ac.uk). As an elected member of Senate, an incoming School Board Chair will be invited to the annual Senate induction session.

All School Board Chairs are expected to attend formal meetings of Senate (normally four in each academic year, plus a joint meeting with the Board of Governors).

## Handover:

It is the responsibility of the incumbent School Board Chair to ensure there is sufficient handover in place for the incoming School Board Chair. This handover should include, at a minimum, a face-to-face meeting in which the following matters should be covered:

- Upcoming School Board meetings and an overview of the administration process (as outlined in this guidance);
- An update on any outstanding actions, and required next steps the School Board Chair must take (including timelines and reporting lines). Where possible, the current School Board Chair should close off as many outstanding actions as possible before stepping down;
- Details of where to find previous agenda and meeting minutes;
- Other key information required for the incoming School Board Chair – as outlined above under induction.

In instances where a handover meeting cannot take place between the current and incoming School Board Chair, the current School Board Chair should meet with a nominated alternate who will be able to provide this update.

## Useful Faculty contacts

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The [Faculty of Humanities Staffnet](#) site contains helpful information about all parts of the Faculty, including key contacts, policy, guidance and other resources. Below is a summary of key contacts throughout the Faculty and University that may provide helpful guidance and support to School Board Chairs in the delivery of their duties.

### School Boards Chairs and support *(updated August 2024)*

School	Chair	Term of Office
School of Social Sciences	<a href="#">Professor Carolyn Abbot</a>	01-09-2023 to 31-08-2026
School of Arts, Languages and Cultures	<a href="#">Dr Anna Strowe</a>	01-09-2022 to 31-08-2025
School of Environment, Education and Development	<a href="#">Dr Miriam Firth</a>	01-12-2022 to 30-11-2025
Alliance Manchester Business School	<a href="#">Professor Naomi Chambers</a>	01-09-2023 to 31-08-2026

### School Operations Managers:

<b>School of Social Sciences</b>	Georgina Lewis-Vasco	<a href="mailto:Georgina.Lewis@manchester.ac.uk">Georgina.Lewis@manchester.ac.uk</a>
<b>School of Environment, Education and Development</b>	Lucy Adams	<a href="mailto:lucy.adams@manchester.ac.uk">lucy.adams@manchester.ac.uk</a>
<b>School of Arts, Languages and Cultures</b>	Kim Hunter	<a href="mailto:Kim.hunter@manchester.ac.uk">Kim.hunter@manchester.ac.uk</a>
<b>Alliance Manchester Business School</b>	Michelle Kipling	<a href="mailto:michelle.kipling@manchester.ac.uk">michelle.kipling@manchester.ac.uk</a>

**People and OD Partners:**

<b>School</b>	<b>Name</b>
<b>School of Social Sciences</b>	Jenny Knights
<b>School of Arts, Languages and Cultures</b>	Christopher Ford
<b>School of Environment, Education and Development</b>	Martin Banks
<b>Alliance Manchester Business School</b>	Sarah Lindop

**Professional Services Leadership team:**

<b>Name</b>	<b>Role</b>	<b>Support</b>
<b>Hannah Rundle</b>	Executive Director of Faculty Operations	For matters relating to Faculty wide operations and PS activity.
<b>Emma Rose</b>	Deputy Executive Director of Faculty Operations	As above, and for matters relating to Faculty Committee
<b>Jayne Hindle</b>	Head of School Operations, SALC	For School related operations and administrative matters.
<b>Alison Wilson</b>	Head of School Operations, SoSS	For School related operations and administrative matters.
<b>Kay Hodgson</b>	Head of School Operations, SEED	For School related operations and administrative matters.
<b>Sarah Featherstone</b>	Head of School Operations, AMBS	For School related operations and administrative matters.
<b>Kate McNamee</b>	Head of Communications and Marketing	For matters relating to communication, engagement and marketing.
<b>Jared Ruff</b>	Head of Research and Business Engagement	For matters relating to research support, research strategy, PGR and Business Engagement.
<b>Hannah Cousins</b>	Head of Teaching, Learning and Student experience	For matters relating to TLSE, including eLearning, student recruitment, student experience and student support.
<b>Rosie Haynes</b>	Head of Planning, Governance and Compliance	For matters relating to H&S, compliance, planning activity and Faculty governance.
<b>Vicky Skinner</b>	Head of Faculty Finance	For finance related matters.

<b>Michelle Harper</b>	Head of Faculty Estates	For matters relating to buildings and operations.
<b>John Moore</b>	Head of Technical Operations	For matters relating to technical operations.
<b>Fiona Keenan</b>	Head of Faculty HR	For matters relating to people and organisational development.

For any further questions about the **Humanities Faculty Committee**, please contact Victoria Roberts, Business Support Manager, [victoria.roberts-2@manchester.ac.uk](mailto:victoria.roberts-2@manchester.ac.uk)

### Faculty Leadership team:

Details on the Faculty Leadership Team can be found on HumNet:  
<https://www.staffnet.manchester.ac.uk/humanities/about/our-people/>

### Faculty committee management structure:



The Terms of Reference for the Faculty's committees are kept online at:  
<http://www.humanities.manchester.ac.uk/humnet/committees/>

## **Appendix 1: Members of University and Faculty Governance groups (Humanities)**

**Elected Senate membership 2024/25** (\*the year denotes the year in which the elected member's tenure ends)

- Dr Francisco Eissa-Barroso, School of Arts, Languages and Cultures (2025)
- Dr Stephen Mossman, School of Arts, Languages and Cultures (2025)
- Dr Tine Breban, School of Arts, Languages and Cultures (2026)
- Dr Ola Demkowicz, School of Environment, Education and Development (2026)
- Dr Carl Emery, School of Environment, Education and Development (2026)
- Dr Sadia Habib, School of Environment, Education and Development (2026)
- Professor David Matthews, School of Arts, Languages and Cultures (2026)
- Professor James Pattison, School of Social Sciences (2026)
- Dr Soumhya Venkatesan, School of Social Sciences (2026)
- Dr Nick Turnbull, School of Social Sciences (2027)
- Dr Umit Yildiz, School of Environment, Education and Development (2027)
- Professor Rob Ford, School of Social Sciences (2027)
- Professor Andrew James, Alliance Manchester Business School (2027)
- Professor Miguel Martinez Lucio, Alliance Manchester Business School (2027)

**Elected Faculty Committee membership 2024/25** (\*the year denotes the year in which the elected member's tenure ends)

- Rachel Walton - T&L Officer [2025]
- Claire Goulsbra - Senior Lecturer in Physical Geography [2025]
- Richard Whalley - Senior Lecturer in Composition [2025]
- Mabel Sanchez Barrioluengo - Presidential Fellow [2025]
- Patricia Perlman-Dee - Senior Lecturer in Finance [2026]
- Dr Ümit Kemal Yildiz - Lecturer in Education (MIE) [2026]
- Dr Jon Shute - Senior Lecturer in Criminology [2026]
- Dr Charles Insley – Senior Lecturer in Medieval History [2026]
- Roz Webster - Projects Officer for Social Responsibility & Environmental Sustainability [2026]
- Dr Chloe Nahum-Claudiel - Lecturer in Social Anthropology [2027]
- Georgina Lewis-Vasco - School Operations Manager [2027]
- Sofia Micklewright - Student Service, Support & Dev Manager [2027]