



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 11<sup>th</sup> January 2021  
Via Microsoft Teams

Agenda

Present:

Name	Job Title
Georgia Petts (GP)	VP Education (Chair)
Abi Brown (AB)	VP Activities
Lucy Krogdahl (LK)	VP Wellbeing & Community
Amina Akugri (AA)	VP International
Bailey Marchant (BM)	VP Campaigns & Environment ( <i>present until Any Other Business</i> )
Talia Adams (TA)	College of Social Science Officer ( <i>present until point 18</i> )
Katie Smith (KS),	College of Arts Officer ( <i>present until point 18</i> )
James Brooks (JB)	Chief Executive ( <i>present until Any Other Business</i> )
Hannah Coleman (HC)	Deputy Chief Executive
Shanna Limm (SL)	Union Administrator (note taking)

Action

Part A

1. Welcome & Opening Business

- Apologies for Absence
  - Jack Eames (JE), College of Science Officer
  - Ginevra Pucciarini (GPu), LIBS Officer (no apologies received)
- Declarations of Interest
  - GP noted that her declarations required a minor amendment.
- Health & Safety
  - No items were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 14<sup>th</sup> December

- LK noted that a minor amendment was required within the minutes; it was agreed that following the necessary amendment, the minutes were an accurate record of the previous meeting.

3. Matters Arising

- It was noted that SLs had promoted SUGgestions, which had resulted in a direct increase of submissions; AB requested that going forwards marketing materials included reference to the assigned SL, it was agreed that JB would raise the matter with Gemma Smart (GS) (Marketing and Communications Manager).
- GP noted that the action regarding BAME feedback was to be discussed as per agenda point 12.
- GP noted that feedback raised by JE regarding assessment concerns had been raised at the most recent Digital Education Sub Group, as well as to Liz Mossop (LM) (Deputy Vice Chancellor). It was requested that should students (particularly international) raise further concerns on assessments then these should be forwarded to GP in the first instance. It was added that discussions had taken

JB



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 11<sup>th</sup> January 2021  
Via Microsoft Teams

Agenda

place regarding assessment timings for the 2021/22 academic year, following this feedback.

4. **Weekly Report**

- JB noted that the Students' Union's email addresses were under review in order to make contact more accessible and facilitated through one large account; the group agreed that this was appropriate; it was added that this process would assist with assessing key trends.

5. **Weekly Events**

- No items were raised for discussion.

6. **SUGgestions**

- **Newly passed SUGgestions**
- GP and LK noted that no update was available in relation to their assigned SUGgestions.
- AB noted that online first aid training had been planned for the following academic year; it was agreed that AB would therefore mark the submission as 'future'. **AB**
- Following the passing of two SUGgestions through the voting process, it was agreed that the submissions would be assigned as follows:
  - Course Rep identifications – GP
  - Names on online classes – BM
- JB suggested that BM's newly assigned SUGgestion be raised with Judith Carey (JC) (Academic Registrar) during the next catch-up with JB and GP; this was agreed, with the feedback to be disseminated to BM. **JB/GP**
- It was noted that an SUGgestion in relation to Bye-Law alterations did not hit the required threshold to pass, however the recommendations were acknowledged to positively impact governance overall; the group discussed the matter and it was agreed that as the alterations were unsubstantial they would be discussed with the Board of Trustees. **GP**
- In the meantime, it was agreed that GP would arrange a meeting alongside the SUGgestion author to discuss the matter further.

7. **GOATing Report**

- **10<sup>th</sup> December 2020 – 6<sup>th</sup> January 2021**
- It was noted that feedback received was predominantly in relation to academic concerns, with the highlighted themes of higher quality online resources, confusion regarding assessment periods and lack of communication over the Christmas period from academic staff. Accommodation had also been raised as a key concern.
- GP noted that several issues had been raised at the most recent Digital Education Sub-Group, with accommodation matters to be raised as part of agenda point 8.

8. **COVID Impacts – Rent/Tuition fees**



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 11<sup>th</sup> January 2021  
Via Microsoft Teams

Agenda

- LK provided the group with an overview of the letter drafted for private landlords, which contained listed the preferred options for students under the circumstances. It was added that a draft letter had been created for students wishing to directly contact their landlords.
- LK noted that a meeting had been arranged alongside JB, Simon Parkes (SP) (Deputy Vice Chancellor) and Chris Spendlove (CS) (University Registrar).
- JB presented the group with the most recent social media reported which contained feedback obtained from social media platforms.
- The group agreed that further promotion was required for national campaigns focussing predominantly on the government erasing debts.
- GP added that a list of University accommodation resolutions had been posted online and could be referred to for reference.
- TA noted that further support was required regarding online resources, as well as accommodation costs, following consistent feedback received from students.
- LK noted that she had been contacted regarding a collaborative piece with Bishop Grosseteste Students' Union, this was agreed to be an appropriate course of action, following the creation of a written agreement. It was agreed that the matter would be discussed following the aforementioned meeting.

JB/LK

**9. All Student Members' Meeting**

- GP noted that the proposed discussion topics for a potential ASM had been resolved through other avenues; as a result of this, it was suggested that a Town Hall meeting be arranged as an alternative to gain student feedback and answer queries. It was agreed that the SLs would discuss the arrangement of this at a later date.

SLs

**10. NSS/ Module Evaluations**

- GP provided the group with an overview of the upcoming NSS survey, with the matter to be promoted through the Rep structure.
- It was noted that the University's LALT team were due to attend the next Senior Rep Group to discuss NSS, as well as Module Evaluations which in some Schools had already commenced.

**11. Accreditation Scheme – Membership Referral Process**

- HC provided the group with an overview of the document; this was approved (5-0).

**12. BAME Student Survey**

- BM noted that following the previous Executive Committee, she and the BAME Officer had created a draft BAME student survey, with the Marketing department also submitting alterations; this was approved by the group (5-0).
- AB noted that the survey was due to be discussed at the next BAME focus group on 12<sup>th</sup> January.

**13. Campaigns Network – Sex workers letter**



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 11<sup>th</sup> January 2021  
Via Microsoft Teams

Agenda

- BM noted that the document had been created by the LGBT+ group in anticipation of safety concerns surrounding recent measures.
- GP added that there had been a notable increase in students participation in the sex industry, with additional support measures therefore required.
- The document was approved, with the implementation of format changes also to be taken into consideration (5-0).

**14. Student Leader verbal updates/wins:**

- VP Education
- VP Activities
- VP International
- VP Wellbeing and Community
- VP Campaigns and Environment

GP noted the following:

- She had attended a VPE catch-up in order to discuss safety net policies and share best practice.
- Planning was underway for updates at the next round of rep meetings, in order to make students aware of regulatory changes, as well as an update on the safety net.

AB noted the following:

- Communications were being created in relation to BUCS following their recent announcement.
- She had been preparing for the LFSM Industry Week, Hubs, the BAME Focus Group and unconscious bias training which were due to take place this week.
- Officers and Cluster Reps had been consulted regarding feedback on student concerns.
- Elections discussions were continuing.
- A drop in had taken place at The Gateway in order for students to collect deliveries.

AA noted the following:

- A collaborative project was taking place alongside the Multi-Faith Chaplaincy, University HR, Jewish Society and ISA to organise Holocaust memorial events this month.
- ISA drop ins were under review to gauge more engagement.
- International students had fed back on the support required from the University, with recommendations also received by these students.
- Work was taking place alongside LIBS International to create a new isolation Whatsapp group for the February cohort.
- A meeting had taken place following the Education and Student Life Committee, with the Global Opportunities team, in order to discuss creating content to capture student experience.

LK noted the following:

- A meeting had taken place with students and Student Wellbeing regarding the sexual misconduct reporting procedure.
- She had been working on housing and lobbying for rent reductions during the pandemic, with a meeting due to take place with the relevant Senior staff.



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 11<sup>th</sup> January 2021  
Via Microsoft Teams

### Agenda

- The first Wellbeing Network meeting of the year had taken place, with catch-ups arranged for volunteers.
- Website content for the health and wellbeing areas was due to be updated.
- She had agreed to participate in filming for an instructional video on testing on campus.
- A Student Minds catch-up was due to taken place on 15<sup>th</sup> January.

BM noted the following:

- As of 11<sup>th</sup> January, the Eco Award had been officially launched.
- The Enviro-Fayre had been planned for the end of February and was due to be virtual.
- She had been planning an Easter egg hunt to showcase green spaces on campus in April.
- Student feedback received for the Sustainability Strategy had been collated and sent to Estates for reference.
- She had been working alongside the BAME Officer and Marketing on a survey to BAME students.

#### 15. Chief Executive Verbal Update

- Work had commenced for arts council funding, with evidence to be collated alongside additional budgetary forecasts.
- Insurance funding was also being reviewed.
- Recruitment was due to take place for a HR Manager position, in order to support the Senior Management Team when return to work measures were required.

#### 16. College Officer Updates

- TA noted that she had been meeting with Mark F Smith (MFS) (College Director of Education, Social Science) on a weekly basis, with the safety net under discussion.
- Reps in the Social Science area had been working well, with a Social Science Rep catch-up proposed for early February.
- TA suggested that further drop-in sessions be arranged, with cross-collaboration with other senior rep areas, it was agreed that GP and TA would discuss the matter further in the next College Officer catch-up.
- KS noted that students had been directed to the support systems as best possible, with reps noting that they had been struggling with their stance from a student and representative position.

GP/TA

#### 17. Any Other Business

\*JB and BM left the meeting.

- GP noted that the splash page integrated on the SU website had received positive feedback, however should representatives have suggestions on additional areas to be highlighted they were able to put these forwards. It was added that Coursemate had also received a considerable increase of submissions.
- JB provided the group with an overview of the OfS consultation and how feedback was directed to alternate bodies, with government developments

HC



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 11<sup>th</sup> January 2021  
Via Microsoft Teams

Agenda

highlighted within a recent article; it was noted that as a result of this further work was required as part of the overall submission; it was agreed that HC would arrange meetings with the relevant staff members to discuss the matter further.

- It was noted that a letter had been received on behalf of Hull Students' Union which requested backing from the SL team; this was approved (4-0).
- Following discussions and suggestions from TA, it was agreed that GP and HC would put forward a proposal on town hall meetings/drop-ins for the next Executive Committee.
- LK provided the group with the 'Lockdown Buddies' proposal following student requests for a befriending opportunity; this was approved (4-0).
- AB noted that the Match of the Day society had requested a Social Media Lead position; this was approved by the group (4-0).

GP/HC

Part B

18. Rep Co-opts

- The co-opt list was approved (4-0).

19. Chair's Power – Officer Reports

- Due to the conflict of interest, it was agreed that TA and KS would not be present throughout discussion.
- It was noted that one senior rep had not submitted their Officer Report for December and had also failed to submit formal apologies to the Executive Committee in line with governance; it was agreed that the rep would receive an informal warning in line with the Bye-Laws.
- GP agreed to contact the relevant senior rep outlining the details of the warning, whilst conducting a welfare check.
- It was added that communications had been received from the College Officer for Science, requesting a break from their role in line with the relevant procedure; this was approved by the group (4-0).

GP

20. University Committee Notes:

- LEAP
- DESG
- Documents taken as read.

Date of Next Meeting: 3pm, 25<sup>th</sup> January 2021

Chair Georgia Petts

Signed