



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

4pm, Monday 13th May 2019
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Tommy George (TG)	Vice President Education (Chair)
Sophia Liu (SLi)	Vice President International
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
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Item

Action

Part A

1. Apologies for absence

- Kudzai Muzangaza (KM), Students' Union President
- Glen Allison (GAl) College of Arts Officer
- Mikhail Belovol (MB), College of Business Officer
- Nial Francis (NF,) College of Social Science Officer

Declarations of Interest

- No additional conflicts were raised amongst the group.

Health and Safety

- JB noted that further to a Fire Risk Assessment several actions were currently being worked upon across the venue.

2. Minutes of the last Executive Committee meetings held on:

- 29th April 2019
- 3rd May 2019
- The minutes were agreed to be an accurate record of the meetings.

3. Minutes of the last SMT meetings held on:

- 29th April 2019
- 7th May 2019
- CC queried any issues regarding compulsory annual leave during the Christmas period; it was noted that the leave had been imposed to benefit staff.
- It was noted that positive feedback had been received following the Student Staff End of Year Awards.

4. Matters Arising



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- HC noted that she and several other staff members had received an automated email in relation to the UN Champions Network, despite the organisation not committing to the project. It was agreed that the opportunity would not be pursued further.
- SLi noted that she had met with Peng Isitt (PI) (Director of International) in order to discuss including Students' Union promotional material within international portfolios. The suggestion had since been agreed with SLi working alongside Gemma Smart (GS) (Assistant Marketing and Communications Manager) to compile the necessary material.
- CC noted that she had met with the authors of the Lincoln University Officer Training society, with the group happy to alter their proposed names to include reference to Army training.
- Further to the Extraordinary Committee called on 3rd May, TG noted that the feedback discussed by the group had been relayed back to Lisa Baker (LB) (Deputy University Secretary and Head of Governance), with a follow-up meeting to be arranged in due course.
- HC confirmed that the Nottingham Regulations would apply to Medical School staff in relation to conduct.
- As well as this, HC noted that she was awaiting an update from Sophie Carney (SC) (Advice Centre Manager) regarding the notification of complainants further to an investigation's outcome when under distressful circumstances.
- GC noted that an article had been drafted for the potential organisational statement to declare a climate emergency; it was noted that this would be posted to students later in the week.

HC

5. Weekly Report

- CC noted that Tower Bar had become increasingly busy due to the weather.
- It was noted that the Engine Shed figures were down due to more events taking place during the previous year.

6. Week's Events

- GC noted that the Time to Act environmental debate was due to take place on 16th May, with SLs encouraged to promote this to their networks.

7. SUGGESTIONS

- JB requested that all Student Leaders review and update their assigned SUGGESTIONS on the SUMS platform, ensuring that the unfeasible submissions are appropriately responded to.

SLs

8. Disciplinary

- It was noted that there were three ongoing Informal procedures.

9. Student Leader Verbal Updates:

- VP Education

TG noted the following:

- He had been on annual leave for several days during the week.



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- In the College of Science Academic Board meeting a productive discussion had taken place regarding support for international students, with further collaborative work proposed going forwards.
- A football match between SU and University staff had taken place, which had been an excellent opportunity to network amongst different areas; there had also been mixed genders and abilities amongst the teams with the SU team winning 5-4.
- He had attended the Programme Leader Forum where positive feedback was received in regards to the incentive behind Module Evaluations.
- Both he and JB had met in order to discuss the Access and Participation Oversight Group.
- The incoming Student Researchers had been inducted with one first year, two third years and a post-graduate student assuming the positions.

- **VP International**

SLi noted the following:

- Filming for You Are Not Alone had commenced, with the campaign to be released on social media at the end of May.
- The final International Quiz had been proposed.
- She had participated in Sponge-A-Sabb 2.0 on 10th May.
- She had attended the College of Social Science International Committee with international recruitment figures looking positive.

- **VP Welfare and Community**

GC noted the following:

- Both the We Are Lincoln Awards and SU Awards had been incredible.
- She had sat on the interview panel for the Assistant Tower Manager vacancy.
- The Carholme Community Forum and Sincil Bank Residents Meeting were back-to-back with both events utilised to promote Move-Out May where possible.
- Student lettings agents had also been actively promoting Move-Out May to their tenants.
- Filming for the RAG Conference proposal had been completed, with the first draft looking great.
- Sponge-A-Sabb 2.0 had raised £40 for the Guide Dogs Student-Led Project, bringing the collective Student-Led Project total to over £5,000.

- **VP Activities**

CC noted the following:

- The We Are Lincoln Awards had been fantastic, with commendations to the staff that had arranged and operated the event.
- Rhino had been announced as the official kit tender supplier 2019-2021 and were due to individually meet with sports teams later in the week.
- Work was ongoing for the proposed sports therapy opportunity alongside the Sports Centre with a response awaited from Cathy Thomas (CT) (Head of School of Sport & Exercise Science)



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10. Chief Executive Verbal Update

JB noted the following:

- Further to a visit to Cardiff Students' Union, it was noted that the organisation was due to join the SUMS platform in 2020.
- He would be out of office on annual leave from 15th-31st May.
- Legal action had been taken by the University following an incident involving a sports team in a University venue which was due to be discussed at the next Executive Committee; it was noted that CC had a conflict of interest in relation to the matter, which was mitigated by the group (3-0).
- Further to this, it was agreed that improvements were needed for activities training in order to highlight the responsibilities and liability of clubs during events/matches. The group also agreed that Hubs should also be utilised to be more educational.

11. Any Other Business

- The co-opts presented to the group were approved (4-0).
- It was noted that the proposed changes to the Attendance Panel regulations had been put forward to the relevant staff members. GC noted that the revised changes were a great achievement for the group, with tangible changes made on behalf of students.
- It was noted that a complaint had been received in relation to an incoming elected officer following their conduct during the Quack event on 8th May. The group discussed the complaint in line with the Bye-Law 5, which stipulates the Committee's ability to enforce an informal/formal warning or call an Accountability Forum.
- The group agreed that the alleged conduct was not acceptable and did not align with the responsibilities and values of the incoming officer's role. As a result, the group agreed (4-0) that a formal warning would be imposed under point 5.8.2, with TG to meet with the individual to discuss the matter and physically provide the warning letter.

TG

Part B

12. Student Leader Time Analysis:

- 24th-30th April
- 1st-7th May
- It was noted that KM's hours had not been logged due to the demands of the past several weeks.

13. Officer reports

- As a volunteer officer, it was noted that JaBa had a conflict of interest with the agenda point; the group discussed the matter and agreed (4-0) that he could remain present due to there being only one report received.
- The group discussed the officer report received from the Environmental Officer and it was agreed that the officer should win the Officer of the Month by default.

14. Date of Next Meeting: 10am, 20th May 2019

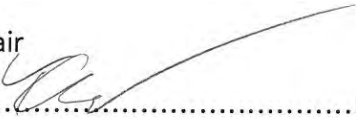


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Chair


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Signed


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