



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

10am, Monday 8th April 2019
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Tommy George (TG)	Vice President Education
Sophia Liu (SLi)	Vice President International
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities (<i>present until point 12</i>)
James Brooks (JB)	Chief Executive (<i>present via Skype conversation</i>)
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer
Nial Francis (NF)	College of Social Science Officer

Also in attendance:

Shanna Limm (SLm) Office Assistant (note taking)

Item

Action

Part A

1. Apologies for absence

- Glen Allison (GAI) College of Arts Officer
- Mikhail Belovol (MB), College of Business Officer

Declarations of Interest

- No additional conflicts were raised amongst the group.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meetings held on 22nd March 2019

- The minutes were agreed to be an accurate record of the meeting.

3. Minutes of the last SMT meetings held on 1st April 2019

- Document taken as read.

4. Matters Arising

- KM noted that he had not yet received a response from the Health Centre in relation to the proposed audit; therefore, the matter was ongoing, with KM to follow-up. KM
- It was noted that the issue with the SUGgestions SUMS module had been resolved.
- With Jenny Barnes (JBa) (Head of Student Voice and Insight) due to meet Farhan Ahmed (FA) (Principal Lecturer (Teaching) / Dean of Postgraduate Education) regarding PG Week Dates, it was agreed that TG would discuss the matter with JBa and relay changes back to the group at the next Executive Committee. TG
- HC noted that the phone conversation with UN Women Champions Network was due to take place during the following week. HC



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Minutes

5. **Weekly Report**

- CC noted that the one-off Bongo's Bingo event was well-received and appeared to have a high number of attendees.
- It was noted that Sarah Whitney (SW) (Tower Bar Manager) had now started at the Students' Union.

6. **Week's Events**

- TG requested that SLs visit the Engine Shed throughout the week to view the Social Science Poster Presentations.

7. **SUGgestions**

- KM noted that three SUGgestions had achieved the threshold and would therefore need to be assigned a Student Leader; as a result, the submissions were assigned as follows:
 - Lights within the Library and other university buildings to be turned off during the evening/night-time- KM
 - Bottle banks to be available near student accommodation – GC
 - Sign Language classes for members of Society Committees - KM
- TG updated the group with the SUGgestion in relation to the availability of dictionaries for International student exams. He and SLi had attended a meeting with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian) and Alex Jones (AJ) (Head of Student Administration and Deputy Director of Student Affairs) in order to discuss the matter and it was noted that this was to be implemented going forwards, with the relevant staff members looking into the matter logistically.

8. **Disciplinaryies**

- SLM noted that there were several ongoing investigations.

9. **Annual Leave Requests:**

- President – 2nd April
- VPA – 1st April & 21st-24th May
- VPI – 16th-18th April
- VPE – 12th April
- KM noted that his annual leave request was retrospective; the matter was delegated to TG as Deputy Chair and the group approved the request (4-0).
- All requests were approved by the group (5-0).

10. **SU Carbon Target**

- GC noted that discussions had taken place with individuals from the Environmental Group in relation to the Students' Union's Carbon Target.
- JB noted that the organisation was proactively purchasing more environmentally friendly equipment in order to promote sustainability.
- It was noted that as the energy supplied to venues was arranged by the University this would be difficult to measure, with the organisation's current position unknown.

JB

Minutes

It was agreed that JB would look further into the matter with an environmental strategy also proposed going forwards.

- TG suggested that the organisation should pledge to reduce its carbon footprint as opposed to setting a carbon target.
- It was agreed that GC were respond back to the individual noting that their suggestion had been taken into consideration.

GC

11. Honorary SU Membership

- The group discussed individuals who they felt should be put forth for Honorary SU membership, due to their engagement and support for the organisation.
- It was agreed amongst the group that a procedure was necessary in terms of how individuals were nominated and approved as honorary SU members.
- KM suggested that he work alongside JB and JBa in order to create a process for this, with ByeLaws to also be reviewed; the was agreed to be the best course of action.

KM/JB

12. Student Charter

- KM presented the group with the suggested revisions as discussed in the previous Executive Committee.
- It was agreed that minor amendments would be created to the document, with the alterations as follows:
 - In relation to respect, this be explicitly reworded to "all members".
 - With the removal of Work Ready, Skillslog would be referenced.
 - Liberation groups to be referenced alongside sports and societies.

KM

13. Student Leader Verbal Updates:

- **President**

KM noted the following:

- The previous week's NUS Convention had been interesting, with the group to attend an NUS conference from 8th-11th April.
- Various attendance panes had taken place over the last two weeks, with University meetings also arranged attended to discuss the consistently and operation of panels.
- He and TG had attended their final Academic Board meeting.
- He and the other Student Leaders had attended various Academic Society Balls during the previous week.
- Interviews for Marketing and Communications Manager had gone well, with a candidate successfully recruited for the position.
- He had attended the Clash of Codes match.

- **VP Education**

TG noted the following:

- On 1st April he had attended a TEF wrap-up event in Birmingham; with the IFF reviewing the process.
- He and KM had attended their last Academic Board.
- Rep Forum had gone well, with Liz Mossop (LM) (Deputy Vice Chancellor) giving a useful presentation on gaining feedback.
- He had hosted Academic Societies Hub.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

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Chief Executive's Office, Students' Union

Minutes

- **VP International**

SLi noted the following:

- She had facilitated a trip to Cambridge with 60 students in attendance; the next trip to take place was one to Blackpool.
- The interviews for The Swan Assistant Manager had been successful.
- She and the SLs had attended several Academic Society balls which had been great.
- She had attended Rep Forum alongside TG.
- The meeting with AJ and IS in relation to dictionaries had been positive.
- Work was underway for the You Are Not Alone campaign.

- **VP Welfare and Community**

GC noted the following:

- She had attended PG Rep Forum which had gone well.
- The Environmental Act debate was in the process of being arranged with Karen Lee (KL (MP- Lincoln) invited to attend.
- Various Student-Led Projects events had taken place such as Cuddle a Fluffy.
- The final Campaigns Network had taken place with incoming Officers also in attendance.
- She had attended the Hate Crime Advisory Group which had gone well, with the group discussing the racial graffiti found upon campus.
- A meeting had taken place with Rebecca Forster (RF) (Environmental Manager) in relation to including sustainability within curriculum.
- Throughout the week 50:50 meetings had taken place with the outgoing Campaigns Network Officers and Student-Led Project Leads.

- **VP Activities**

CC noted the following:

- Throughout the past two weeks she had been out of office due to injury.
- She and KM had met with a representative from TedX in order to discuss the prospect of Ted Talks within the venue.
- Attendance panels were ongoing.
- She had attended a photoshoot with the incoming Student leader team.
- She had attended the History and Heritage, Psychology and Business ball.
- Multiple BUCS Reviews had taken place.
- Both she and KM had been invited to attend the Civic Reception in which Mary Stuart (MS) (Vice Chancellor) had received the Lincoln Civic Award 2019.
- She had hosted the Societies Showcase which was well received.

14. Officer Reports

- JaBa noted that he had attended a catch-up with Libby John (LJ) (Pro Vice Chancellor / Head of College of Science) and also discussed working spaces.

15. Chief Executive Verbal Update

JB noted the following:

Minutes

- BUCS funding reviews had been confirmed and had been proposed to be announced on 26th April (this was approved by the group 5-0).
- The meeting in relation to the block grant with Simon Parkes (SP) (Deputy Vice Chancellor) and staff members from the University's Finance department had gone well with a process now in place going forwards.
- Following a review, it had been noted that there had been an overspend of approximately £2500 in relation to the We Are Lincoln Awards. The group expressed their disappointment in the news, especially given the reductions in other budgets throughout the year that this, and also Varsity had significantly overspent their budgeted position without prior approval. JB confirmed that HC was working with the department to ensure that this cannot happen again.
- The refit of The Barge was due to commence during the week now the hull repairs had taken place.
- Interviews for the Undergraduate Trustee position had gone well, with one candidate successful for the role of Trustee, and will now be recommended to the full Board, and another asked to be a student committee member within LSUT Board.
- The interviews for Marketing and Communications Manager had also gone well.

16. Any Other Business

- In CC's absence it was agreed that the group would discuss the request for a potential tribute for Grace Millane as part of the We Are Lincoln Awards further to the meeting.
- JB noted that work on this year's Accommodation Survey was underway, with a predominant focus on how to gain effective feedback as to what students expected rather than publishing the specific results about each landlord.

SLs

Part B

17. Student Leader Time Analysis:

- 20th March - 26th March
- 27th March – 2nd April
- It was noted that KM's recorded time from 27th March- 2nd April did not reach the anticipated 37 hours; KM noted that he had missed the deadline for the completion of this.

18. Volunteer Officer Reports

- It was agreed that the Sports Officer would be awarded Officer of the Month.

19. Campaigns Network Funding Requests

- Amnesty
- Headucate
- RAG
- These were approved by the group (5-0).

20. Make a Difference Week Review

- Document was taken as read.



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Minutes

21. Move Out May Proposal

- The document was approved (5-0).

22. New Society Applications:

- Hip-Hop
- Art History
- Nursing
- In relation to the Art History application, TG noted that the proposal appeared to be more a recreational as opposed to an academic society and should the group wish to focus on the academic side this would fall under the History and Heritage Society.
- It was agreed that the individuals proposing the application would be met with in order to clarify the intention of the society.
- JB noted that the Nursing application included a reference to "Nurses Together", it was agreed that this would be looked into in order to confirm whether this was an external company or Union; the application was approved subject to this detail (5-0).
- The Hip-Hop society was approved (5-0).

TG/CC

HC

23. Date of Next Meeting: 10am, 29th April 2019

Chair

Signed