



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 1<sup>st</sup> July 2019  
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Cassie Coakley (CC)	Students' Union President (Chair)
Georgia Petts (GP)	Vice President Education
Mohit Bulchandani (MB)	Vice President International
Emma Blackburn (EB)	Vice President Welfare and Community
Abi Brown (ABb)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
Jenny Barnes (JBa)	Head of Student Voice and Insight ( <i>present for agenda point 11 only</i> )
Emily Stow (ES)	Insight and Research Co-ordinator ( <i>present for agenda point 11 only</i> )

Item

Action

Part A

1. Apologies for absence

- James Bayliss (JaBa), College of Science Officer
- Sophia Liu (SLi), LIBS Officer

Declarations of Interest

- JB noted that his declaration in relation to Hope for Tomorrow was no longer required; it was agreed that this would be amended adequately.

Health and Safety

- JB noted that further to the monthly Health and Safety meeting which had taken place during the previous week, Commercial Managers were due to complete a licensed life-saving programme to highlight the risks of water safety.

2. Minutes of the last Executive Committee meeting held on 20<sup>th</sup> May 2019

- GP queried TG's meeting with an Officer in relation to their conduct; it was noted that this had been appropriately resolved in line with Bye Laws with a formal warning issued.
- JB noted that it was crucial for Volunteer Officers to be held to account in line with governance.

3. Minutes of the last SMT meeting held on 24<sup>th</sup> June 2019

- Document taken as read.

4. Matters Arising

- In reference to the proposed Santander EDI grant, JB proposed that the group make suggestions for the use of the funds. GP proposed that the grant be incorporated

JB/CC

### Minutes

into the SLs potential finance campaign. It was agreed that CC and JB would discuss the project at a later date.

- It was noted that the proposed changes to the Academic Misconduct document had been submitted to Lisa Baker (LB) (Deputy University Secretary and Head of Governance) and included within the amended procedure.

#### 5. Weekly Report

- With issues raised regarding the SLs receiving the Weekly SUMS report, it was agreed that a would be submitted to the support desk.
- The group noted that the figures recorded for The Barge were extremely positive.

#### 6. Week's Events

- Document taken as read.

#### 7. SUGgestions

- CC provided the group with an overview of how SUGgestions would be discussed in each Executive Committee. It was agreed that CC would review all ongoing submissions and appropriately assign or archive each.

CC

#### 8. Disciplinaries

- With no ongoing disciplinaries were raised for discussion, it was agreed that the matter would be removed as a standing item within the Executive Committee agenda going forwards.

#### 9. GOATing Hours

- It was noted that GOATing hours would be low outside of term-time, with the group to relay feedback received in each Executive Committee.

#### 10. Annual Leave Requests:

- VPE - 12<sup>th</sup>-13<sup>th</sup> September
- VPW&C – 5<sup>th</sup>-6<sup>th</sup> September, 3<sup>rd</sup> April
- VPA – 16<sup>th</sup> July, 21<sup>st</sup>-23<sup>rd</sup> August, 27<sup>th</sup>- 30<sup>th</sup> August, 2<sup>nd</sup>-6<sup>th</sup> September, 12<sup>th</sup>-13<sup>th</sup> September, 6<sup>th</sup>-10<sup>th</sup> January
- The group discussed all annual leave requests received; these were approved by the group (4-0).

#### 11. Accommodation Survey Review

- ES provided the group with an overview of the review conducted including recommendations.
- JBa noted that further work was required in order to highlight the accreditation scheme and what this entails.
- CC commended both ES and JBa on the work completed in relation to the Accommodation survey, with the areas of improvement to be appropriately tackled.

#### 12. Student Impact Awards



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- The group discussed the University areas that they felt should be put towards the Student Impact Award. It was agreed that CC would write a statement as to why the chosen department had been put forward, with the statement to be forwarded to JB.

CC

**13. Code of Conduct 19/20**

- The document was approved by the group (5-0).

**14. Alive Church Society**

- CC provided the group with the proposed application and an overview as to why the discussion had been brought to the Executive Committee.
- It was agreed that there were several risks and implications should the group choose to approve the society. As a result, the group agreed to raise the matter in the next Board of Trustees meeting to mitigate any potential risk.

**15. Connect Sport – Mental Health**

- It was agreed that due to time restraints, this agenda point would be rolled over to the following Executive Committee.

**16. Student Leader Verbal Updates:**

- **President**

CC submitted the following:

- She had attended her first Board of Governors meeting which was positive overall.
- The University PG Research event had been useful, with contacts made amongst the group.
- A Jon Day training session had taken place during the previous week.
- Handover week followed by the SMT/SL Residential had been well-received.
- President to VPA Handover had gone well.

- **VP Education**

GP submitted the following:

- Academic Board had gone well, with Mary Stuart (MS) (Vice Chancellor) commending herself and CC for the delivery of the SU Report.
- She was looking forward to attending the WonkHE Conference in London alongside JB and CC, with the event focussing upon the Augar's report and its implications for students.
- Further to her introductory meeting with the Student Voice department, she felt well informed and more confident in her ability to uphold democracy amongst the student body.
- She and the Student Voice department had discussed the next Senior Rep training day and what it would entail.

- **VP International**

MB submitted the following:

- He had visited the Study Group in order to understand the process and how the group works, with a meeting with Amy O' Sullivan (AOS) (Student Insight Co-ordinator) taking place afterwards regarding the feedback received.



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- During the previous weekend he had assisted with the move in process following International Arrivals pick-up, with international students moving into Lincoln Courts.
- He had been working on his Ops Plans and KPIs throughout the week.
- A Welcome Talk with PEASS students was due to take place on 3<sup>rd</sup> July, with MB to provide an SU welcome talk.

- **VP Welfare and Community**

EB submitted the following:

- She had met with the Student Wellbeing team during the previous week in order to discuss LGBTQ+ Transition materials.
- A new date had been confirmed on 2<sup>nd</sup> September for NHS blood donations in The Engine Shed.
- Two environmental focussed meetings had been arranged with CC.
- She had met with Garry Wilson (GW) (Principal Lecturer/ Senior Tutor School of Psychology) to discuss the welfare aspect of tutorial provisions.

- **VP Activities**

ABb submitted the following:

- She had been working through her manifesto in order to put together her KPIs and Ops Plans for the following academic year.
- The training session with the Activities department had gone well.
- Throughout the week, she had been updating the VPA social media pages in order to include all incoming committee members in the relevant HUBS pages.
- She had met with the Pole Fitness society in order to resolve a communication issue.

**17. Chief Executive Verbal Update**

JB noted the following:

- No item was raised for discussion.

**18. Any Other Business**

- It was agreed that CC would directly contact both College Officers in order to remind them of the apologies procedure in relation to the Executive Committee. CC
- GP presented the group with a PGR co-opt within LIBS; this was approved (5-0).
- MB noted that he had been asked to participate in an interview which would be marketed to prospective Indian students. As he would not be acting within his role as VPI, it was agreed that MB could participate but would need to discuss the matter further with the Marketing department. MB
- The group discussed the current veto list in place with the Marketing department and it was agreed that no additions would be made to the document.
- JB presented with the group with the proposed Quack themes for the year; these were approved by the group subject to a minor amendment.
- JB noted that the current ULSU email signature had been updated by the Marketing department; the group agreed that the design was an improvement in comparison to the previous.



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- The group approved the signature (5-0) subject to the addition of an environmental message in relation to printing. JB to relay the feedback to Yvonne Thompson (YT) (Marketing and Communications Manager).

**JB**

**Part B**

**19. Student Leader Time Analysis:**

- 19th – 25th June
- Document taken as read.

**20. Former Student Leader Annual Leave Requests**

- These were ratified by the group (5-0).

**21. Black History (Future) Month**

- Document taken as read.

**22. Governing Committee Standing Order**

- The group approved the document (5-0).

**23. Campaigns Network Standing Orders**

- The documents were approved by the group (5-0).

**24. Campaigns Network Review**

- Document taken as read.

**25. Advice Centre Review**

- Document taken as read.

**26. New Society Applications:**

- First Love
- The application was approved by the group (5-0).

**27. New Society Applications (Chair's powers):**

- I'm Bored Society
- Spoken Word Society
- School of Sport and Exercise Science Society
- The group discussed the proposed I'm Bored Society and how this would operate in the long-term; HC noted that this would be monitored by herself and the Activities department.
- The applications were approved by the group (5-0).

**28. Sailing Affiliation (Chair's Powers)**

- Former Chair's Powers were ratified by the group (5-0).

**29. MAPS Foreign Trip Application**

- The application was approved by the group (5-0).



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30. Overseas Funding (Chair's Powers)

- Chair's Powers were approved (5-0).

31. Carer's Rep/ Mature Students Campaign Group (Chair's Powers)

- The group discussed the implemented changes, with HC noting that the Advice Centre would be supporting student carers through their services.

32. Student Researcher Proposal

- MB queried the results received as part of the research conducted and how this would be implemented. JB suggested that MB discuss the matter further with AOS.

MB

33. Date of Next Meeting: 9.30am, 15<sup>th</sup> July 2019

Chair

*C. Coakley*

Signed

DRAFT