



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

3pm, 19th October 2020
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
Talia Adams (TA)	College of Social Science Officer
Katie Smith (KS)	College of Arts Officer
Jack Eames (JE)	College of Science Officer
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Shanna Limm (SL)	Union Administrator (note taking)

Action

Part A

1. Welcome & Opening Business

- **Apologies for Absence**
- No apologies received.
- **Declarations of Interest**
- No additional declarations were raised.
- **Health & Safety**
- GP noted that there had been an issue regarding the labelling of a fire extinguisher, with the matter referred to the University's Estates team for completion by Holly Millar (HM) (Executive Assistant).

2. Minutes of the last Executive Committee meeting held on 6th October

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

3. Matters Arising

- BM noted that she was awaiting a response from Simon Walters (SW) (Director Communities and Environment) in relation to the implementation of keep left stickers on the railway bridge. **BM**
- HC noted that the virtual drop-in sessions had been presented to the group and forwarded.
- JB noted that he had discussed the expansion of The Swan's cocktail menu with Dan Stocks (DS) (Commercial Services Manager) who was going to look into the matter further.
- Following an error with the SUGgestions module, it was noted that the matter had since been resolved, with each SL to provide feedback and complete their SUGgestions accordingly. **SLs**



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- GP noted that accessible spaces in the Engine Shed had been reviewed, with the potential to utilise the Platform as a quiet area for those with accessibility requirements.
 - AA noted that her assigned GOATing regarding alternative languages within promotional materials had been reviewed, with a survey to be created for the top three countries with the highest international student cohort; it was added that this survey would allow for the implementation of direct student feedback.
4. **Weekly Report**
- JB added that recorded figures for The Line-Up and the cycle scheme were not included within the report as yet.
 - It was noted that Tower Bar had had a encouraging opening week given the circumstances, with the venue receiving positive reviews.
5. **Weekly Events**
- GP noted that the PHD in the Pub event had been cancelled.
 - AB requested that SLs receive further clarity on events and the operational aspects of these; JB noted that this had been impacted due to staffing changes.
 - It was requested that SLs arrange a Freshers' Debrief session to discuss the week from a constructive perspective. JB/SLs
6. **SUGGESTIONS**
- **Hot Water Proposal**
 - AB noted that online first aid training was under review, as well as Look After Your Mate training on a broader scale.
 - LK noted that several of her newly assigned Suggestions were similar to those being worked upon.
 - AA noted that there were two language courses available to students, one free and an accredited course at a set cost; HC added that the group were working alongside Global Exchange to offer virtual sessions.
 - LK provided the group with an overview of her Hot Water proposal which was due to be taken to the Education and Student Life Committee; JB added that this was a necessary step in order to make the student experience a strategic priority. This was approved by the group (5-0).
7. **GOATing Report**
- **1st -14th October**
 - GP provided an update regarding her assigned feedback for attendance monitoring.
 - LK noted that she had to contact her assigned students directly. LK
 - The group discussed the submission in relation to water pressure for student housing and agreed that a recommendation would be included as part of student FAQs.

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- JB noted that concerns had been raised in relation to the effectiveness of wifi within Courts; the group agreed that further feedback would be collated regarding wifi strength on campus and HMOs given the likelihood of a second lockdown and further online teaching. It was agreed that SLs would visit courts and actively seek feedback, as well as posting queries on social media. SLs
 - It was agreed that those experiencing wifi difficulties would be directed to the Engine Shed or University Library.
 - TA noted that she had experienced issues with the wifi in the Engine Shed; it was agreed that further issues be experienced then this would be directed to GP.
- 8. Monthly Accounts - August**
- GP and JB respectively provided the group with an update of August's accounts and how this related to the organisation's operations.
 - It was suggested that Finance training be arranged alongside JB, SLs and College Officers to develop the group's skills on the topic; it was agreed that a session would be arranged. JB/SLs/College Officers
- 9. Co-opt - ISA Social Secretary**
- AA presented the group with a proposed co-opt noting that an engaged student had expressed interest following a failed election; the co-opt was approved (5-0).
- 10. Academic Representation Standing Orders**
- Cover Sheet
 - 1001 - Standing Committees
 - 4001 - Senior Rep Group
 - 5013 - Postgraduate Students Association
 - 5015 - PSA Hubs
 - Standing Order Governing Rep Hubs
 - HC noted that following staffing alterations the aforementioned standing orders had been reviewed to effectively provide further support and skills development for Senior Reps; it was noted that going forwards Rep Hubs would be utilised to create an interactive environment with more focus on impact and wins.
 - The standing orders were approved (5-0).
- 11. Student Leader verbal updates/wins:**
- VP Education
 - VP Activities
 - VP International
 - VP Wellbeing and Community
 - VP Campaigns and Environment

GP noted the following:

- There had been a positive turnout to the most recent Senior Rep Group.



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- Her area had been invited to be involved in the preparation of Module Evaluations questions, which was a huge win for the group.

AB noted the following:

- She had been in contact with two first year students in relation to a Wheelchair Basketball Society.
- Allocation for the Sports Centre had been worked upon and was still ongoing.

AA noted the following:

- A newsletter had been sent including the previously presented FAQs, with many queries received from students.
- She had been in contact with a student directly and managed to save them £350 in travel costs.

LK noted the following:

- She had been in discussions for the Sincil Bank Community Forum in order for the SU to be more involved and promoted in the newsletter available.
- Social media for the Feel Good campaign had commenced with the inclusion of the Wellbeing and Community Networks.
- Preparations were underway for the Ready to Rent campaign.
- A meeting had been arranged with a second plastic free pad company.

BM noted the following:

- A Test and Trace video was due to be created in terms of within SU venues.
- She was due to work further with the University regarding sustainability.

12. Chief Executive Verbal Update

- The Engine Shed had been approved to receive Arts Funding which would positively impact over the upcoming months.
- Confirmation was awaited on the SU's block grant.
- Welcome Week was complete with the events receiving positive responses over social media.
- Further visibility was required of SLs and Senior Reps due to the amount of students in self isolation who would require additional support; a link was shared to the group which would be forwarded to assist with guidance for these students.
- Dominos vouchers were being compiled for student use whilst in isolation.

13. College Officer Updates

KS noted the following:

- She was due to meet with the College Director of Education the following day in order to work on a showcase project alongside the School Rep for Architecture.

TA noted the following:

- Thus far she had experienced positive engagement with academic staff and met with College Directors to discuss feedback within the College.
- Her Instagram page now had 88 followers.

JE noted the following:

- He had met with the Head of College and two College Directors in order to discuss collaborative projects.



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- An update had been received regarding student dissertation concerns.

14. Any Other Business

- HC presented the group with the Cycling Club's proposed affiliation; this was approved (5-0).
- AB noted that an application for the Wheelchair Basketball Society had been included as an AOB within the papers; the group commended the committee for their comprehensive application and this was approved (5-0).
- The group discussed the promotion of Movember and agreed that challenges and quiz links would be arranged; it was noted that the RAG Officer and Wellbeing Network would be involved in the promotion of this.

Part B

15. Chair's Powers - Executive Committee Sit Down

- Document taken as read.

16. Time Analysis

- 30th September - 6th October
- 7th-14th October
- Document taken as read.

17. New Society Applications:

- Conservation of Cultural Heritage
- Cyber Security
- Fine Art
- Surf and Skate
- LK queried membership costings, with AB noting that insurance would be required on top of membership costs in line with the requirements in place.
- These were approved (5-0).

18. Affiliation

- Climbing Society
- The affiliation was approved (5-0).

19. Committee Debrief Notes:

- ISRIC - 7th October
- Document taken as read.

Date of Next Meeting: 3pm, 2nd November 2020

Chair

Georgia Petts

Signed