



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

10am, 18th November 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 (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Emma Calvert (EC)	College of Social Science Officer (<i>present until agenda point 14</i>)
James Bayliss (JaBa)	College of Science Officer

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- Samantha Brinded (SB), College of Arts Officer
- Sophia Liu (SLi), LIBS Officer

Declarations of Interest

- Document taken as read.

Health and Safety

- CC noted that there had been an incident regarding Rugby, with an individual reportedly breaking their leg.

2. Minutes of the last Executive Committee meeting held on 6th November 2019

- GP noted that there had be a typing error under the agenda point 10 of the previous minutes; the minutes were approved subject to this amendment.

3. Minutes of the last SMT meeting held on 11th November 2019

- Document taken as read.

4. Matters Arising

- EB noted that she was due to meet Julian Free (JF) (Deputy Vice Chancellor) within the upcoming week, following which she could provide an update on the following matter:
 - 'EB noted that she had discussed the implementation of hot water in the University Library with Ian Snowley (IS) (Dean of Student Learning Development and University Librarian), who had noted that the submission was not feasible as a result of available space. JB suggested that EB discuss

EB

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the matter with Julian Free (JF) (Deputy Vice Chancellor) in their next mentor meeting.'

- GP noted that EC had made the necessary arrangements for the proposed College of Social Science introductory session.
- It was noted that Emily Baldwin (EB) (Activities Manager) had discussed amendments to the proposed American Society's application form, with the matter since being resolved.
- MB noted that he had discussed the SUGgestions platform once again with the individual querying more halal food on campus; it was added that the student was yet to submit to the module.
- CC noted that she and EB had discussed the ongoing matter regarding both the BAME and LGBT+ Officers, with the pair making the necessary arrangements for the next stage of the process.
- It was noted that the Executive Committee had updated their areas in relation to Volunteer Officer reports, with emphasis on the importance of the monthly deadline.
- CC noted that she had met with the student who had raised concerns to MB regarding a Volunteer Officer; the group discussed the matter and agreed that there were no grounds for a formal complaint with a lack of substantiated information. However, the group agreed that further action would be enacted should more concerns be raised.
- The group noted that they had met to discuss filming for Plastic Free Lincoln, with SLs having formed a storyline for the project. It was added that filming would commence over the following weeks.
- AB noted that EB had contacted the Powerlifting Society, with the assigned committee since altered.

CC/EB

5. Weekly Report

- It was noted that The Barge had been closed due to weather conditions.
- JB noted that the recorded figures were positive in comparison to the previous year, with the team ethos within the Commercial department particularly brilliant to see.

6. Week's Events

- JB noted that the Engine Shed had a large variety of events on over the next two weeks.
- It was agreed that SLs would attend student bookings where possible throughout the next two weeks.

7. SUGgestions

- Further to a recent influx in SUGgestions, it was noted that several had hit the necessary threshold; as a result, these submissions were assigned to the following SLs:
 - A Recycling centre on campus – EB
 - Overhead nets on Sports Centre 5-a-side pitches – AB
 - Free sexual health testing at the University/Quack - EB

8. Activities Charity Fundraising - RAG

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- EB queried the current procedure in place for activities to highlight their charitable fundraising and suggested that further recognition was needed.
- It was agreed that AB would highlight the matter during the next Hubs meetings.
- HC agreed to discuss the matter with Jane Kilby (JK) (Employability and Campaigns Manager) who could appropriately review the procedure.

AB
HC

9. Annual Leave Request:

- VPE – 8th December (linked to previous leave of 6th December)
- The group discussed GP's submitted annual leave request; this was approved (5-0).

10. University Committees – Course Rep Attendance

- GP provided a group with a proposal for more Course Reps to attend Committee meetings which lacked student representation, adding that School Reps were struggling to balance committee meetings alongside their course.
- The group discussed the matter and it was suggested that the terms of reference for each of the committees be reviewed to check the number of positions available. It was also agreed that further to this, suggestions for attendees would be forwarded to GP by the group.

SLs

11. Rep Co-opts

- GP provided the group with an overview of the co-opts and noted that she would look into each co-opt in further detail.
- These were approved (5-0), subject to GP reviewing each position.
- JB noted that the rep process was due to be reviewed following feedback from Schools.

GP

12. Academic Cluster Rep Breakdown

- AB presented the group with the category breakdown proposed by the Academic Societies Officer. It was agreed that further amendments were required, however the foundation proposed was in the correct direction.
- It was agreed that HC, GP and AB would discuss the matter during their next catch-up, with the potential integrate a programme before the next academic year.

13. Student Leader Verbal Updates:

- **President**

CC noted the following:

- Promotion was ongoing for the NUS Referendum, with a lot of queries posted on social media.
- The debate for the NUS Referendum had gone well.
- She had attended the RAG Lipsynch Battle which was fun.
- She had dressed as Swanny as part of Children in Need.
- The Inclusion Committee had taken place with reference to the work towards One Community.

- **VP Education**

GP noted the following:

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- Academic Board had gone well, with College and School Officers also in attendance.
- SRG had been useful in gaining feedback, in particular for Speak Week.
- She had met with many School Reps in a one-to-one capacity.
- Both SROG and POG had been useful meetings.

- **VP International**

MB noted the following:

- The trip to Manchester had been well received.
- He had participated in various RAG Week activities and performed in the LipSynch Battle to positive feedback.
- The ISA drop-in had 15-17 attendees, with queries received in relation to Visas in particular.

- **VP Welfare and Community**

EB noted the following:

- RAG Week had now concluded with £450 raised overall; EB noted her commendations and thanks for all involved.
- She had attended the Accredited Landlord Forum with discussions taking place alongside Ben Ball (BB) (Manager Residential Services).
- She and Jacqueline Mayer (JM) (Head of Student Services and Deputy Director of Student Affairs) had met and were due to meet regularly to catch-up on a monthly basis.
- PG Forum had gone well with discussions taking place regarding welfare and housing.
- Ready to Rent was due to commence in the week.

- **VP Activities**

AB noted the following:

- She had discussed mental health during the most recent Hubs, with feedback received on committee positions and further support.
- Speak Week GOATing had taken place throughout the week.
- She had attended the Lincolnshire Sports Awards.
- Promotion for the referendum was taking place.
- University Challenge tryouts had been fun.

14. Chief Executive Verbal Update

- A meeting had taken place with staff members from Computer Science in order to discuss negativity within the School. It was requested that going forwards SLs visit the Isaac Newton Building to speak to students more often.
- The potential for a placement experience for Computer Science students had also been noted.
- He had attended the City Centre Management Group in which the group discussed rough sleepers in the Lincoln area and the potential for voluntary opportunities.
- The turnout for the Inclusion Committee had been disappointing.
- General Elections Hustings had been confirmed for the Engine Shed with all local candidates confirming their attendance.

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- He, HC and AB had met with the Fetish Society to discuss ongoing issues.
- He and HC had presented an overview of the SU to the Student Wellbeing team with the presentation being well received. It was noted that going forwards further sessions would be arranged with University departments.
- Work on the referendum was ongoing.
- Issues had been raised regarding attendance panels, with SLs encouraged to raise any concerns in a timely manner.

15. College Officer Verbal Updates

- JaBa noted that he had attended the College of Science Academic Board with further interest raised for Academic Societies.

16. Any Other Business

- GP noted that she had been requested to sit on a panel during the Talis Insight Conference; the group agreed that they were happy for GP to attend this.
- The group discussed MB's proposed Christmas trip to Cambridge. It was suggested that the trip be altered to a larger city with the group agreeing upon London with the SL budget used. It was agreed that the programme for the trip as well as costings be forwarded to SLs.

MB

Part B

17. Student Leader Time Analysis:

- 30th October – 5th November
- 6th– 12th November
- Documents taken as read.

18. New Society Applications:

- Cosplay
- Health and Social Care
- Business Psychology
- The group discussed the proposed Business Psychology society and it was noted that the group may be too similar to the largely established Business and Psychology societies respectively. On this basis, the group agreed to refuse the application. With EB requested to contact the societies in question.
- Both the Cosplay and Health and Social Care Societies were approved by the group (5-0).

HC

19. Trampoline Society Trip

- This was approved (5-0).

20. Date of Next Meeting: 9.30am, 2nd December 2019



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Chair

Signed

Cassie Coakley

C. Coakley

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