



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

3pm, 6<sup>th</sup> October 2020  
Via Microsoft Teams

Agenda

Present:

Name	Job Title
Georgia Petts (GP)	VP Education (Chair)
Abi Brown (AB)	VP Activities ( <i>present until agenda point 14</i> )
Lucy Krogdahl (LK)	VP Wellbeing & Community
Amina Akugri (AA)	VP International
Bailey Marchant (BM)	VP Campaigns & Environment
Talia Adams (TA)	College of Social Sciences Officer
James Brooks (JB)	Chief Executive ( <i>present until agenda point 14</i> )
Shanna Limm (SL)	Union Administrator (note taking)

Action

Part A

1. Welcome & Opening Business

- Apologies for Absence
- Jack Eames (JE), College of Science Officer
- Hannah Coleman (HC), Deputy Chief Executive
  
- Declarations of Interest
- TA and KS provided the group with an overview of their updated declarations.
  
- Health & Safety
- GP noted that within the GOATING report, concerns had been raised regarding the accessibility of seating in the Engine Shed; JB noted that accessible seating could be accommodated and was available upon request through the Duty Managers on shift. It was also noted that a Carers Scheme was in place for those with accessibility needs and was required in line with the evacuation procedures in place.
- BM expressed concerns surrounding the Arts Bridge, following an incident.
- AA queried whether keep left stickers would be placed on the railway bridge next to the Sarah Swift building; it was agreed that BM would contact the council through Simon Walters (SW) (Director Communities and Environment).

BM

2. Minutes of the last Executive Committee meeting held on 21<sup>st</sup> September

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

3. Matters Arising

- In HC's absence it was agreed that the Virtual Drop Ins would be raised at the next Executive Committee Sit Down.
- GP noted that she had worked alongside TA to promote events to Schools within the College of Social Science.
- It was agreed that GOATING updates would be provided within agenda point 7.

HC

### Agenda

- Following concerns surrounding lab times within the College of Science, it was noted that JE had contacted Libby John (LJ) (PVC); with GP awaiting an update regarding the Curriculum Working Group sub group.
4. Weekly Report
- LK queried the £2.49 variance noted at The Swan; JB noted that this was a result of app testing.
  - It was noted that the opening nights of both The Swan and Tower Bar had been a success; with Student Orders takings not listed within the weekly report.
  - JB provided the group with an overview of how student discount could be added as part of Student Orders; it was noted that a video would be created to promote this further.
  - It was agreed that the overall finances for September would be presented at the next Executive Committee. JB
5. Weekly Events
- It was agreed that events would be promoted as best possible; GP requested that should College Officers receive concerns surrounding Covid-19 safety measures then these be flagged to the SLs in the first instance.
  - BM noted that Black History Month events had commenced.
  - AB noted that feedback had been received in relation to the promotion of the fayre events.
6. SUGGESTIONS
- 'Future' SUGGESTIONS
- GP noted the following:
- Work on the University Library's app was ongoing.
- AA noted the following:
- Her assigned SUGGESTION had been completed and updated.
- LK noted the following:
- A proposal was due to be taken to the next Education and Student Life Committee.
- Future SUGGESTIONS:
- GP noted that SUGGESTIONS marked as 'Future' had been reviewed, with several considered to potentially re-open; the group agreed to review each and assign the following SLs:
    - Gender neutral toilets in all buildings – BM
    - Mental health training to students – AB
    - More vegetarian and vegan options in SU venues – LK
    - Module Evaluations – GP
    - Breakfast wraps all day – LK
    - More lecture recordings – GP

### Agenda

- Student Kitchen – LK
  - Fix the AAD lift – AA
  - Hot water in the Library – LK
  - Free language courses – AA
  - Cages in the sports centre – AB
  - Wider varieties on The Swan cocktail menu – GP
  - Temperature checks in the Library – BM
- JB noted that he would contact the Commercial team regarding a wider variety of cocktails at The Swan. JB
  - GP noted that she would assign these to each SL via SUMS. GP
  - The group agreed that once SUggestions were reassigned SLs would look into each of the submissions, contact authors as necessary, feedback on the website and complete as required. SLs
  - It was agreed that going forwards SLs would actively promote completed SUggestions on their social media pages.
7. GOATing Report
- 17th-30th September
  - GP, AB, BM and AA provided an overview of their assigned feedback.
  - The group provided an update of their action plans for the most recent assignments, with actions to be completed for the following Executive Committee. GP/AB/BM/AA
8. Black History Month funding
- BM provided the group with an overview of the Black History Month funding proposal; this was approved (5-0).
  - JB queried the film license and it was noted that this had been approved by Dom Wilson (DW) (Events and Hospitality Manager).
9. RAG Charity Partnerships
- AB presented the group with the shortlist.
  - It was noted that the finalist Student Minds was affiliated with the Students' Union; this conflict was noted and mitigated.
  - The shortlist was approved (5-0).
10. ISA Project Proposal
- AA presented the group with the proposed inclusions as part of the SU website.
  - LK noted that alterations were required in relation to the Campaigns Network and Wellbeing Network subsections.
  - TA noted that the colours may need alterations to accommodate those with accessibility issues; JB noted that the SU website had several programmes available to accommodate those with visual or auditory impairments; it was agreed that AA would discuss the matter further with Jenny Barnes (JBa) (Head of Student Voice and Insight). AA
  - The proposal was approved subject to the above changes (5-0).

## Agenda

### 11. Rep KPIs

- GP noted that the agenda point had been removed due to time restrictions, as well as the potential conflicts by sharing the papers with the College Officers.

### 12. Student Leader verbal updates/wins:

- VP Education
- VP Activities
- VP International
- VP Wellbeing and Community
- VP Campaigns and Environment

#### GP noted the following:

- Positions for PGR, PGT and LIBS College Officer positions were live, with nominations due to open shortly.
- The third Teaching and Learning Experience Panel had gone well, with TA agreeing to chair the sessions going forwards.
- She had attended the University's SLT meeting to contribute to the University's run through of the first weeks.
- A building walk around had taken place.
- MIT meetings were taking place regularly to ensure that student concerns were consistently fed back.
- She had chaired the first Board of Trustees AGM of the year.
- Several training sessions had taken place, alongside SLs and Student Trustees in order to cohesively form as a team.
- The PGT Officer Senior Rep handover had been completed.
- Welcome Week events had begun, with SLs engaging where possible.

#### AB noted the following:

- She had been working on IVOD Videos for the International Office.
- Throughout the past weeks she had been supporting sports teams with Sports Centre allocation, event applications and risk assessments, with feedback given as best possible.
- Work was underway alongside the Sports Centre regarding recent government guidance and BUCS update, to ensure that the best services were available.
- Training had taken place with Jim Dickinson and Steve Coole.
- 100 separate activities had attended an online session update.
- GOATing had been focussed upon accessibility on campus.
- Freshers' events had started.

#### AA noted the following:

- She had been working on FAQs for international students in relation to personal details etc.
- GOATing had been taking place over WeChat and Whatsapp, with students signposted to the relevant areas.
- She was due to give input to Global Opportunities in relation to the creation of a language exchange session scheme.

### Agenda

• International Buddy Scheme training had been created for students to access.  
LK noted the following:

- She had been collating feedback for the Community Map, with 107 recommendations received.
- She had started a monthly blog aimed at giving tips and tricks in relation to stress and wellbeing.
- Sunflower lanyards were being finalised with cards ordered.

BM noted the following:

- The Environmental Officer position had been elected.
- More promotional work was taking place to increase the Campaigns Network's visibility.
- She had been sending communications to third party accommodation providers regarding their recycling facilities.
- Research had been taking place for potential sustainability strategy themes.
- Walking tours were arranged for incoming students.
- The Campaigns Network meetings were going well.
- She had been assisting the BAME Officer with Black History Month plans.
- She had attended a University Live Lounge on behalf of the SU.

#### 13. Chief Executive Verbal Update

- Following changes to staff working schedules, the Facilities team had been temporarily placed on furlough, which had been approved by the Commercial Services team.
- A contingency plan was being prepared should a second lockdown take place.
- It had been requested for the Engine Shed to become Lincoln's venue for local election operations following the closure of the Drill Hall. LK queried whether this would be a conflict for the Charity; JB noted that this was through Lincoln Students Union Trading and not the charity and the vote counts to be neutral.
- Plans for Freshers' had been well received, with JB confident in the team to deliver the programme.
- There had been confusion in terms of the University's tipis, with students believing that these were facilitated by the Students' Union.
- Lincolnshire Fire Services had conducted a review of the SU building which had been received positively.

#### 14. College Officer Updates

KS noted the following:

- She had met with the Head of College of Arts who she would be meeting on a monthly basis.
- A meeting had also taken place with Gyles Lingwood (GL) (Director of Education, College of Arts).

TA noted the following:

- Social media had been utilised to promote events.
- A video was being created to increase Rep visibility.
- *\*JB and AB exited the meeting\**

### Agenda

#### 15. Any Other Business

- LK presented a minor alteration in the costing of Sunflower Lanyards; these were approved (4-0).
- GP provided the group with an overview of a co-opt within LIBS; this was approved (4-0).
- A list of dashboard exemptions were presented by the group; these were approved (4-0).
- The group discussed dashboard access and whether a review was required in relation to access to this.

#### Part B

#### 16. Chair's Powers - Executive Committee Sit Down

- The group approved this plan as presented.

#### 17. Time Analysis

- 23<sup>rd</sup>-29<sup>th</sup> September
- The document was taken as read.

#### 18. Committee meeting notes:

- ISRIC – 23<sup>rd</sup> September
- LEAP Meeting – 23<sup>rd</sup> September
- The documents were taken as read.

#### 19. Chair's Powers – Officer Reports

- No items were raised for discussion.

Date of Next Meeting: 3pm, 19<sup>th</sup> October 2020

Chair Georgia Petts

Signed

