

UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, 27<sup>th</sup> January 2020  
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
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Emma Calvert (EC)	College of Social Science Officer
Samantha Brinded (SB)	College of Arts Officer

**Also in attendance:**

Shanna Limm (SLm)	Union Administrator (note taking)
Bethany Allen (BA)	Student Voice Manager ( <i>present for agenda point 8 only</i> )

**Item**

**Action**

**Part A**

**1. Apologies for absence**

- James Bayliss (JaBa), College of Science Officer
- Abi Brown (AB), Vice President Activities
- Sophia Liu (SLi), LIBS Officer

**Declarations of Interest**

- CC noted that her membership in the American Football Flag Football was not included within the Executive Committee papers; it was noted that this would be amended for the following meeting.
- EB noted that she had a conflict of interest in relation to agenda point 21, should the matter be discussed.

**Health and Safety**

- GP noted that there had been ongoing issues with the LPAC door, however the matter had since been resolved.
- MB raised that he had recognised a trip hazard in the outside area of Tower Bar; JB noted that health and safety was the responsibility of all staff members, with issues to be reported as soon as individuals identify a risk. It was agreed that MB would report the matter to the SU Reception desk.

**MB**

**2. Minutes of the last Executive Committee meeting held on 13th January 2020**

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

**3. Minutes of the last SMT meeting held on 20<sup>th</sup> January 2020**

- CC queried the integration of Sheffield Hallam Students' Union onto the SUMS platform; JB noted that the matter was ongoing, with the group looking to potentially acquire the services at a later date.

## Minutes

- The group discussed the implications of a centralised 'Jailbreak' activity and it was noted that the activity would be logistically difficult when ensuring that all risks were appropriately reviewed; with the reputational risk of the activity being high.

### 4. Matters Arising

- HC noted that she and AB had resolved the issue regarding mats in the Sports Centre.
- CC noted that the SUGgestions module was unable to combine two ongoing submissions, ie the two submissions in relation to hot water on campus.
- HC noted that her action regarding the Woodland Trust Initiative was ongoing, with further work required around the facilitation of the project. HC
- It was noted that the Noise Complaint Procedure had been confirmed, with the document since circulated to the group.
- GP noted that she and Jenny Barnes (JBa) (Head of Student Voice and Insight) had met in order to discuss the circulation of Officer Reports within the relevant Schools. EC suggested that the voting system be reviewed due to its limitations.
- The group agreed that the incentive for Officer Report of the Month would be altered over a trial period, with one winner decided upon by the Executive Committee and the second voted by students, with each to receive a £10 gift voucher.
- It was agreed that further promotion was required to highlight the prizes available to Officers; JB added that communications around the matter were crucial.
- MB noted that he had discussed the ISA Forum amendments with JBa and noted that the standing order would be appropriately altered. MB

### 5. Weekly Report

- Document taken as read.

### 6. Week's Events

- EB noted that she had not received any information regarding the LGBT+ History Month; it was agreed that EB would contact Jane Kilby (JK) (Employability and Campaigns Manager) to clarify the programme in place. EB
- MB requested that SLs attend the International Quiz on 4<sup>th</sup> February where possible; it was agreed that MB would forward a meeting request to all SL diaries. MB
- The group discussed the PG Applicant Day taking place at The Swan; it was agreed that GP would query the matter with Farhan Ahmed (FA) (Associate Professor / Dean of Postgraduate Education). GP
- EB requested that SLs attend the Enviro-Fayre if available.

### 7. SUGgestions

- JB noted that there was a technical issue with the SUGgestions platform, which affected the group's ability to update, assign and respond to submissions. It was noted that SUGgestions were crucial in line with governance and enacting the feedback of the student body; JB noted that he would discuss the matter with JBa in order to ensure that the bug was resolved as soon as possible. JB
- It was agreed that CC would cross reference each submission beyond the threshold and appropriately assign the submissions as appropriately agreed in previous Executive Committees. CC

## Minutes

- JB added that more oversight was required from the SLs, with each to adequately update the authors of each submission in a timely, regular manner going forwards.

SLs

### 8. GOATing Report

- 12th December – 21st January
- BA provided the group with an overview of submissions, noting that there had been a small amount of feedback received following New Year.
- The group were prompted to close feedback loops where possible.

### 9. 24-Hour Gym

- In AB's absence, HC provided the group with an overview noting that feedback was also received from students who did not partake in sports, to highlight the needs of a wider demographic. It was noted that the collated information was entirely evidence based.
- HC noted that the findings were due to be presented at the next Lincoln Sports Board.
- CC commended AB for the survey as a whole.

### 10. Street Lights

- EB presented the group with the drafted proposal in relation to street lights and their impact of student safety, which would form as part of a wider campaign in affiliation with the Women's Officer and local Councillor. It was noted that evidence was due to be compiled as part of the proposal, from varying sources such as the Lincoln Girl Gang Facebook Group and reports of different people's experiences with the lack of street lighting.
- JB commended EB for her proposal and noted that the compilation of the evidence was timely in order to get the campaign prepared for March.
- The proposal was approved by the group (4-0).

### 11. International Week Proposal

- MB provided the group with a breakdown of the proposed International Week which would predominantly focus upon breaking stereotypes and highlighting discrimination.
- The group noted that the project was positive, with the Risk Assessment being particularly comprehensive.
- HC requested that MB cross reference the project alongside the campaigns calendar and add each individual session to SL diaries.
- MB noted that he would bring the funding proposal to the next Executive Committee.

MB

MB

### 12. Student Leader Verbal Updates:

- President

CC submitted the following:

- She had completed JB's SPADA.
- Discussions had taken place with AB regarding BUCS funding.
- Numerous attendance panels had taken place throughout the week.
- She had attended a UV Sport session alongside the other SLs.
- Several meetings had taken place regarding the upcoming elections and the promotion for them.

## Minutes

- The Refreshers' Fayre had gone well, with work going towards the Respect Chart alongside the University's HR department.
- She had attended Graduation ceremonies as a Student Governor.
- She had been away on annual leave on 24<sup>th</sup> January.

- **VP Education**

GP submitted the following:

- She had met with the Dean of PGT/PGR in order to discuss the ongoing plans for the next PG Week and Fayre.
- There had been several meetings with students in relation to elections and the various positions available.
- The Senior Reps had been prepared for the NSS Survey and how they should appropriately promote this to students.
- She had met with the History and Heritage Society to assist with plans for their end of year Ball, that she had agreed to host.
- Work was ongoing alongside AB, in relation to Academic Societies and how unique identities could be developed and tailored.
- She had attended the Accountability and Insight Sub-Committee, which had provided much 'food for thought' on how to continue working towards KPIs for the remainder of the year.

- **VP International**

MB submitted the following:

- He had assisted with the Lincoln Minster School visit to the University, by providing the group with details on the Students' Union's services and how they could enhance their own student experiences.
- Work was ongoing for International Week and the International Day alongside the ISA Officer. The LIBS International department had also agreed to assist with the projects.
- He had given a welcome talk to the latest cohort of Study Group students.
- A lot of work was ongoing in relation to the Respect Charter, with promotion of the survey ongoing.
- Both he and EB had drop-ins to discuss community related issues,.
- He had participated in badminton and squash social sports events.
- A meeting had taken place alongside Sociology students who wanted to arrange an international Sports Day.
- 40 students attended the Lunar New Year event.

- **VP Welfare and Community**

EB submitted the following:

- Preparations were underway in relation to the Wellbeing Network and Campaigns Network and how they would align with the new Sabbatical Officer positions.
- She had put a lot of work towards the Streetlight motion with the Women's Officer.
- She had attended a Peer-to-Peer Workshop meeting.
- A meeting had taken place in relation to wheelchair accessibility on campus.
- Several 50:50 meetings had taken place over the week.
- Both she and MB had attended student community drop-ins.

## Minutes

- The OfS Consultation on Harassment and Sexual Misconduct had taken place.
- Work was ongoing for a collaborative SHAG Card project with the University Health Centre/PPG.
- Various Campaigns Network campaigns and events were due to take place in the upcoming week.

### 13. Chief Executive Verbal Update

- He had been approached in relation to the Holocaust Memorial Day in reference to the Jewish Society and supporting societies with events further. The group noted that they had received no direct communication from members of the society.
- The group discussed the implementation of Kosher foods on campus and it was agreed that the Jewish Society would be approached on the matter to gather feedback.
- A response was awaited in reference to the office space in The Gateway.
- Following interviews, progress had been made in relation to SUMS recruitment with a prospective Senior Web Developer due for a follow-up meeting.

AB

### 14. College Officer Verbal Updates

- SB noted that work was ongoing and positive within the College of Arts.

### 15. Any Other Business

- Further to an action from a previous Executive Committee, GP presented the group with the proposed student attendees for various College Health and Safety Committees; these were approved by the group (4-0).
- EB presented the group with the drafted design for gender-neutral, accessible toilets which were due to be completed by the Marketing department following Exec approval; these were approved by the group (4-0).
- HC noted that the designs were brilliant, with JB requesting that the once completed EB forward the designs to Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) alongside an overview of their purpose.

EB

## Part B

### 16. Time Analysis

- 8<sup>th</sup>-14<sup>th</sup> January 2020
- 15<sup>th</sup>-22<sup>nd</sup> January 2020
- . Document taken as read.

### 17. ULSU Complaints Procedure

- Procedure taken as read.

### 18. Website Proposal and Appendix

- Proposal
- Accessibility Statement
- Timeline for improvements
- Web Support Assist JD
- EB queried the draft design and when the changes would be implemented; JB noted that the website required an immediate update, with feedback to be taken into

### Minutes

consideration following these changes. It was added that the SUGgestions page was to be more accessible to students and readily available via the homepage.

- It was noted that Recite Me had been implemented into the platform in order for the content to be read in different dialects; as the programme was new, JB added that further testing was required.
- MB requested that links to Student Support services be more readily available; with GP adding that further promotion was required regarding Academic Societies.

#### 19. Procedure governing Volunteer Officer Authorised Absence

- CC noted that the document contained no reference to informing University staff members, should a Volunteer Officer stand down from their position.
- It was agreed that alterations were required in reference to stress, it was agreed that this would be fed back to JBa.

JB/HC

#### 20. Procedure for Emerging Sports Clubs or Societies

- Document taken as read.

#### 21. LUGS Affiliation - SSAGO

- This was approved by the group (3-0), with EB's conflict of interest taken into consideration.

#### 22. New Society Applications:

- Emergency Care
- Green Party
- Occupational Therapy
- All three new society applications were approved by the group (4-0).

#### 23. Physiotherapy Elections

- The proposal was approved by the group (4-0).

#### 24. Kit exemption – Dance Society

- The kit exemption was approved by the group (4-0).

#### 25. Campaigns Network Funding Applications (Chair's Powers)

- BAME
- LGBT+
- No items were raised for discussion.

#### 26. Standing Order 1003 and Supporting Processes (Chair's Powers)

- Campaigns Network
- No items were raised for discussion.

Date of Next Meeting: 10am, 10<sup>th</sup> February 2020



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, 27<sup>th</sup> January 2020  
Chief Executive's Office, Students' Union

Minutes

Chair     Cassie Coakley

Signed

DRAFT