

## 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
Ginevra Pucciarini (GPu)	LIBS Officer ( <i>present from agenda point 7</i> )
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Shanna Limm (SLm)	Union Administrator (note taking)

Action

### Part A

1. **Welcome & Opening Business**
  - **Apologies for Absence**
  - With all individuals present, no apologies were received.
  - **Declarations of Interest**
  - No items were raised for discussion.
  - **Health & Safety**
  - No items were raised for discussion.
2. **Minutes of the last Executive Committee meetings held on:**
  - **11<sup>th</sup> January**
  - **13<sup>th</sup> January**
  - The minutes were agreed to be an accurate recording of both meetings.
3. **Minutes of the last SMT held on 18<sup>th</sup> January**
  - No items were raised for discussion.
4. **Matters Arising**
  - It was noted that all actions had been appropriately completed.
5. **Weekly Report**
  - Document taken as read.
6. **Weekly Events**

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- AB noted that the Taskmaster opportunity was being implemented on the main SU page, with all Volunteer Officers able to participate; AB requested that individuals contact herself in the first instance should they be interested.

### 7. SUggestions

- GP noted that her assigned SUggestion regarding Library times was ongoing.
- Following a meeting with the student author, GP presented the group with artwork which would be used to increase course rep visibility; it was added that badges were also under review. GP noted that she would update the submission via the SUMS platform and mark as complete once the artwork had been disseminated. GP
- BM noted that she had met with the student author regarding name changes for lectures and seminars, with the relevant resources shared and due to be promoted via social media; the action had since been marked as complete.
- LK noted that she was awaiting a response from Liz Mossop (LM) (Deputy Vice Chancellor) in relation to hot water on campus; it was agreed that LK would arrange a meeting during the following week should no communication be received. LK
- GP requested that all SLs produce a monthly review of their planned activities in order to share in the next Student Leader catch-up on 1<sup>st</sup> February; it was noted that during this meeting potential campaigns and opportunities would be discussed. SLs

### 8. GOATing Report

- 7<sup>th</sup> - 20<sup>th</sup> January
- It was noted that feedback received predominantly linked to academic concerns such as the safety net policy and additional support from academic staff.
- Feedback was assigned to both GP and LK due to the relevance to their respective areas; it was added that in GP's case in particular feedback could be shared with the Senior Rep Group. GP/LK
- Due to the submissions received in relation to the Wellbeing service, it was agreed that more promotion and resources were required to set expectations on the services provided. It was agreed that LK would share the relevant details with GP who would disseminate to the Senior Rep Group, as well as the central Officer page. GP/LK

### 9. Officer Reports

- Due to the conflict of interest, it was agreed that all College Officers would leave the meeting throughout agenda point 9; therefore, TA, GPu, KS and JE temporarily left the meeting.
- The group discussed who would receive Volunteer Officer of the Month for January, with recommendations for the Societies Officer, School Rep for Architecture and the Built Environment and School Rep for Chemistry.
- The group agreed that the Societies Officer would be awarded as Volunteer Officer of the Month due to their work on the Blue Monday campaign, as well as collaborative work with the Peace of Mind Society.

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- All Officer Reports were approved by the group (5-0).

### 10. Resignation from post – Psychology School Rep

- GP noted that the School Rep for Psychology had stepped down from their position as a result of personal commitments.
- Due to the time of year and the lack of failed election, the group agreed that a Bye-Election would be the most appropriate action in line with Bye-Law 5. This was approved (5-0).

### 11. Community Officer

- LK provided the group with an overview of the proposal to enact an informal warning in line with Bye-Law 5 and standing orders 5008 and 5014, against the Community Officer; this was due to a lack of attendance for role related commitments, as well as lack engagement with the duties of the role.
- AB queried whether the Officer had been previously contacted; LK confirmed that conversations had taken place regarding the lack of attendance and formal apologies, alongside a wellbeing check.
- BM suggested that a meeting be arranged to give emphasis on the governance in place for all Volunteer Officers regarding their duties.
- The group agreed for LK and HC to meet with the Officer in the upcoming week to discuss expectations and the governance surrounding Officer positions.

LK/HC

### 12. Virtual Drop-ins

- TA provided the group with an overview of the proposed format for virtual drop-ins which would be arranged on a consistent basis and encourage an open, safe space for students to ask questions.
- It was added that all Volunteer Officers would be invited to attend the drop-ins to answer queries as best possible; the group also agreed that it would be useful for Student Leader involvement where possible.
- The group commended TA and the College Officers on the proposal and agreed that it would be an appropriate measure to implement.
- It was agreed that an FAQs list would be updated and provided to Officers for signposting references.
- JB suggested that the drop-ins directly link to GOATing feedback, in order to highlight further areas of discussion; due to technical restrictions it was agreed that the SL present at drop-ins would submit the feedback onto the module in the first instance.
- It was agreed that SLm, GP and the College Officers would meet in order to discuss the matter further.

GP/College  
Officers

### 13. REC Letter of Support

- GP noted that she had received communications requesting Students' Union involvement with the proposed statement; it was added that BM would lead on the matter, with GP to contact LM to communicate this.
- It was requested that BM also consult with JB and HC on the matter.

GP/BM

BM/JB/HC

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

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

GP noted the following:

- She and LM had been working on a Safety Net policy, which was due to be discussed at SRG; it was added that Judith Carey (JC) (Academic Registrar) had also agreed to attend the session.
- One-to-one meetings with students had taken place to answer questions.
- The most recent Student Engagement Forum had been well received, with relationships with the SU and Schools being developed further.

AB noted the following:

- Plans for collaborative sport with Bishop Grosseteste were underway.
- Taskmaster was due to be extended on a broader scale, with AB due to present the first SL session.

AA noted the following:

- The plans for the Holocaust memorial event were underway and looked promising.
- LIBS agreed to maintain the previous Whatsapp group aimed at the February cohort of students.
- She had interacted with students who needed support and signposting.
- Lunar New Year, MFC and ISA/BAME collaborative meetings had taken place.
- She had support a student to get in touch with 4 PG International students from different nationalities as part of a dissertation interview.
- Following discussions with the International Office, a recorded video with Student Life had been translated.

LK noted the following:

- She was working alongside Student Wellbeing and the Wellbeing Champions on sexual misconduct which may become an eventual campaign.
- A successful meeting had taken place with the PCC about street safety, with monthly meeting since arranged.
- She had been supporting her officers with their planned campaigns.
- Work was ongoing with housing rebates, alongside responding to questions and emails.
- Website content was being reviewed alongside the Wellbeing Leads.
- Elections conversations had taken place.

BM noted the following:

- Two people had successfully completed the ECO Award thus far.
- A Campaigns Network review had taken place in order to consider recommendations and make meetings more engaging.

### 15. Chief Executive Verbal Update

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- As noted within an Internal Communications email, new COVID testing procedures had been proposed by the government which the University were due to encourage.
- It was anticipated that lockdown measures were anticipated to be prolonged, with an internal review of the Trading Company to be conducted in the meantime.

#### 16. College Officer Updates

- JE noted that he had been promoting the purchase of an additional statistical platform which would benefit College of Science students.
- Following the completion of exams, it had been proposed for a STEM focal lecture series take place in February.
- KS noted that she had been receiving feedback from School Reps in relation to extensions. It was also added that a Why Arts Matter campaign had been placed on hold. The group agreed that the campaign could be facilitated through the Students' Union if required.
- GPu noted that she had been working alongside Elaine Clarke (EC) (College Director of Education, LIBS) on a study abroad programme for the following year.
- TA noted that she had been communicating with Mark F Smith (MFS) (College Director of Education, Social Science) on a weekly basis with discussions taking place regarding a careers-based campaign. HC noted that she and GP could support TA in contacting the relevant staff in the Careers and Employability team.
- It was added that concerns had been received in relation to extensions and dissertations.
- A College of Social Science rep event was due to take place in February.

#### 17. Any Other Business

- LK presented the group with the proposal for Wellbeing Week; the group agreed that the opportunity was positive and agreed to collaborate as best possible.
- AB provided the group with a list of clubs which had not successfully hit the membership threshold in the new semester; it was added that those listed had been contacted on numerous occasions.
- JB noted that it was crucial for Sports Clubs to reach a threshold of 15 in line with HMRC requirements.
- It was agreed that the clubs listed would be disbanded.

### Part B

#### 18. Rep Co-opts

- The presented co-opts were approved (5-0).

#### 19. New Society Applications:

- Education

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- **Skate**
  - The applications were approved by the group (5-0).
20. Committee notes:
- Academic Affairs
  - LALT Academy Board
  - Lincoln Medical School
  - Documents taken as read.
21. Hubs Minutes:
- Activities
  - Sports
  - Societies
  - Academic Societies
  - Documents taken as read.
22. Campaigns Network Minutes
- No items were raised for discussion.
23. SRG Minutes
- No items were raised for discussion.

**Date of Next Meeting: 3pm, 8<sup>th</sup> February 2021**

Chair Georgia Petts

Signed

