



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, 10th February 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
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>)
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>)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for agenda point 13 only</i>)

Item

Action

Part A

1. Apologies for absence

- James Bayliss (JaBa), College of Science Officer
- Sophia Liu (SLi), LIBS Officer
- The group discussed apologies for the meeting, with JB noting that in line with governance, should apologies not be submitted for two consecutive meetings then this is classified as a resignation.

Declarations of Interest

- Document taken as read.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 27th January 2020

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

3. Minutes of the last SMT meeting held on 3rd February 2020

- Document taken as read.

4. Matters Arising

- MB noted that he had since reported the identified trip hazard to the SU Reception.
- HC noted that the Woodland Trust Initiative had been discussed during the previous SMT, with the group agreeing that the project was not feasible due to campus space.
- It was noted that MB and JBa had discussed amendments to ISA forum in accordance with the standing order.



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- EB noted that she had received information regarding LGBT+ History Month, with the sessions since added to SL diaries.
 - GP noted she had not received a response in relation to the PG Applicant Day at The Swan and she was agreed that the matter would be followed up. GP
 - The group discussed the technical issue on the SUGgestions platform, with CC noting that the matter had since been resolved, with herself and BA cross referencing and assigning all submissions which had hit the threshold.
 - It was noted that each assigned SUGgestion had been updated via the comment section.
 - AB noted that she was awaiting a response from the Jewish Society in relation to the implementation of Kosher foods on campus. AB
 - Both JB and HC noted that the necessary alterations had been made to the Procedure governing Volunteer Officer Authorised Absence.
 - EB noted that the draft design for gender-neutral, accessible toilets had been submitted to the Marketing department, with alternative designs awaited. EB
5. **Weekly Report**
- JB noted that there had been an issue regarding the water supply on The Barge over the weekend, which had subsequently impacted sales. Danielle Marsden (DM) (The Swan Manager) was also commended for her ongoing work at the venue.
6. **Weekly Events**
- MB requested that SLs attend the International Party where possible.
 - CC noted that she was co-hosting the Dance Society's 'Take Me Outta Here' event on 12th February.
 - GP noted that she was unable to host the PG Coffee morning on 19th February; it was agreed that the event would be forwarded to the remaining SLs, with individuals to attend where possible. GP
7. **SUGgestions**
- The group agreed to provide an update on each of their assigned SUGgestions.
- CC noted the following
- Correspondence had been received, noting that the submitted SUGgestion regarding hot water on campus was a potential health and safety risk. It was agreed that CC would contact the University's Health and Safety department in order to collate ideas to mitigate the aforementioned risk. CC
 - She had been assigned the ongoing SUGgestion regarding turning off lights in the University Library. The group discussed the matter and agreed that the submission could be integrated as part of Green Week, under a campus-wide Turn It Off campaign. The group agreed that the matter could fall under the incoming strategy. CC
- It was agreed that in the meantime, CC would contact Ian Snowley (IS) (Dean of Student Learning Development and University Librarian) to make him aware of the upcoming campaign.
- GP noted the following:



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- A phone conversation had been arranged with Grant Anderson (GA) (Head of Space Strategy, Planning & Sustainability) to discuss the implementation of more plug sockets across University buildings.
- The SUGgestion regarding microwaves on campus was ongoing, with the issue of housekeeping recurrently being raised.

EB noted the following:

- Work was ongoing regarding the integration of a recycling centre on campus, with the integration of recycling on student accommodation being the more predominant focus.
- Following research into sexual health testing on campus, it was noted that Student Wellbeing were collaboratively working alongside LiSH to host a weekly drop-in clinic on campus; the group agreed that further promotion was needed of this. EB noted that LiSH had also been contacted to attend Quack for sexual health testing, in line with the submission; it was suggested that EB contact the Terrance Higgins Trust who previously attended Quack sessions. **EB**
- A meeting was in place with the author of the Student Bus Service, in order to potentially link the project with the Street Lights campaign, as both linked directly to student safety in the community. It was agreed that EB would also arrange a meeting with StageCoach to discuss the potential for a service. **EB**
- She was awaiting a response in relation to an ECO Brick drop-off point at the SU.
- Work was ongoing for CPR/AED training being available to students; HC added that Jane Kilby (JK) (Employability and Campaigns Manager) had been looking into accredited courses to deliver the training.

AB noted the following:

- The SUGgestion in reference to a 4G pitch was agreed to be a long-term goal, however in the meantime, a green space at Riseholme had been marked for bookings, which were free to sports teams.

8. GOATing Report

- **22nd January – 4th February**
- BA noted that GOATing feedback had predominantly revolved around wellbeing and the PG Forum, with several notes since resolved. It was added that many of the submissions were positive due to SLs already working upon projects.
- HC raised that several of the notes had not been forwarded to herself; BA noted that the log had been forwarded to the relevant staff.
- JB noted that the report was crucial in terms of reporting immediate or ongoing issues to the University and requested that SLs actively seek further feedback going forwards. **SLs**
- The group agreed that feedback should be prompted over particular themes, which would be agreed at each Executive Committee. In line with the Town Hall meeting, the group agreed to collect feedback regarding NUS spending. **SLs**

9. Academic Offences Processes and Regulations

- It was noted that the agenda point would be discussed at a later Executive Committee, as a result of Lisa Baker's (LB) (Deputy University Secretary and Head of Governance) absence.

10. Attendance Panels



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- JB noted that there had been a lack of consistency in School's approaches to attendance panels, which had been discussed and purportedly resolved over previous years; as a result of this, an internal flowchart had been created to provide guidance on the correct process in place.
- SLM provided a group with an overview of the internal procedure, with immediate issues to be reported to SLM in the first instance in order for the matter to be effectively resolved.
- In order for matters to be effectively logged, it was requested that SLs submit feedback on the given log for all attendance panels going forwards; this feedback would then be collated as part of a termly report.

SLs

11. Officer Reports

- The group discussed the submitted reports and who would be put forward as Volunteer Officer of the Month; the group agreed that the Community Officer would be awarded as January's Officer of the Month.
- GP noted that she would discuss the next stages of governance, in reference to reports that had not been received.

GP

12. Sunflower Lanyards

- EB provided the group with an overview of the proposed costings of scheme which would be offered to the student body on a long-term basis. It was noted that positive feedback had been received on the project thus far.
- The proposal was approved (5-0).

13. KEF Proposal

- JBa provided the group with an overview of the framework, which should become focal over the following months.
- The group agreed to note any ongoing discussions from any committee meetings regarding the topic, with matters to then be reported to JBa.

14. Student Leader Verbal Updates:

- **President**

CC noted the following:

- She had attended an Offer Holder Day, which was interesting due to more focus on student life as a whole and the inclusion of societies.
- The Student Leader/SMT Residential had taken place.
- She had sat on various attendance panels.
- The LGBT+ Film Night had been positively and well attended.

- **VP Education**

GP noted the following:

- Multiple attendance panels had taken place.
- Both she and AB had been working alongside one another on Academic Societies for the following year, with prospects looking good.
- There had been several meetings with students regarding elections.
- She had GOATed with various sports and societies in order to gain feedback, with comments received being particularly productive.



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- She had attended a Look After Your Mate training session.
- Filming had taken place for a Virtual Open Day alongside Liz Mossop (LM) (Deputy Vice Chancellor).
- The Enviro-Fayre had been great, with GP also assisting the Environmental Officer with packaging books for another project.
- She and the SLs had attended the Santander event on campus.

- **VP International**

MB noted the following:

- He had met with Subash Chellaiah (SC) (Multi-Faith Chaplaincy Co-Ordinator) in order to discuss the Holi event.
- During the previous week he had visited the Qatar Embassy in London to discuss supporting international students.
- He had met with Chris Hoskins (CH) (Residential Wardens Manager) and received useful feedback.
- The International Quiz had gone well.

- **VP Welfare and Community**

EB noted the following:

- Preparations for Green Week were ongoing.
- Elections for Campaigns Network Officer positions were looking positive.
- She and AB were working on more trans inclusive policies, with a working group due to take place in the week.
- She and HC had met with the Disabilities Officer to collate feedback regarding accessibility on campus.
- Work for SHAG packs was ongoing.
- A working group in relation to peer-to-peer mental health support had taken place, with feedback being particularly positive.
- She was due to meet with a student in relation to the integration of the Ask Angela campaign in venues, with alternative projects to be suggested.

- **VP Activities**

AB noted the following:

- Rhino had attended the most recent Hubs, with overall feedback being positive.
- Wheelchair Basketball had been confirmed, with the event added to SL diaries.
- 298 individuals were confirmed for I Love Tour, with 14 free spaces available.
- Sports Board had been positive, with gender neutral changing rooms discussed, as well as the extension of the Sport Centre's Gym timings.
- Dance's first competition had been confirmed for March.
- The Varsity Video had been released.
- BUCSplay now displayed the league tables.

15. Chief Executive Verbal Update

- It was agreed that JB would feedback to the University regarding Corona Virus communications, further to student feedback. It was agreed that communication emails should be less frequent and only sent under the circumstance of any

JB

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developments. The group agreed that more focus for One Community would be useful.

- Following an event in the Engine Shed on 8th February, concerns had been raised in reference to drug taking in the venue further to three reported incidents. It was noted that the matters were handled appropriately by staff with all procedures followed, however more proactive measure were required. As a result, a meeting had been proposed alongside the police.
- The group discussed the Students' Union's approach to drug taking, with JB noting that all venues upheld a zero tolerance approach, however students were often unaware of the consequences of drug taking in relation to their position at University. It was agreed that further education was required, with the potential for Drugs Awareness sessions. Both JB and CC agreed to discuss the matter with Judith Carey (JC) (Director of Student Affairs) in their next catch-ups.
- Student Leader verbal updates would now be included in the CEO Update as part of internal communications.
- Following complaints received in relation to Picturematic, the matter had been reviewed and the contract subsequently terminated. It was noted that that reports received were not befitting of any affiliation with the organisation and the content of the complaints would not be tolerated.
- Several other organisations had recently been undertaken by the SUMS platform, which would result in the department being significantly busier, alongside recruitment.
- MFA had now been integrated as part of SUMS.
- The group were due to meet Jonathan Hamblett (JH) (Head of Student Accommodation Services) during the week in order to discuss the Accreditation Scheme.

JB/CC

16. College Officer Verbal Updates

- SB noted that she was working within her College for the Festival of Creativity.
- As part of the One Community, the Schools of History and Media were due to collaborate as part of a podcast.

17. Any Other Business

- HC noted that a 'Dash for Cash' event had been proposed as part of Make a Difference Week, as a more inclusive fundraising event for RAG. The group agreed that the event should focus more on participation as opposed to fundraising. Due to the timing of the event, it was agreed that 28th March would be considered as a potential date.
- GP suggested that gifts be provided to participants at the end of the 'Dash for Cash' event, it was agreed that this would be reviewed in line with SL budget.

GP

Part B

18. Time Analysis

- 22nd-28th January 2020
- 29th January – 4th February 2020
- Document taken as read.

19. School Action Day Feedback – Maths and Physics

Minutes

- Document taken as read.

20. International Week Funding

- The document was approved by the group (5-0).

21. Standing Down from post - Community Officer

- No matters were raised for discussion.

22. New Society Applications:

- Alternative
- Anatomical
- Debate
- Geography
- GP
- Korfball
- Litter Pick
- Marvel
- Streetwear
- The group discussed the submitted applications and it was agreed that further discussions were required for both GP and Anatomical Societies due to the link to the Nottingham Medical School. It was agreed (3-0) that the applications would be deferred to the next meeting, following a meeting with JB and HC.
- It was noted that societies should remain inclusive to all courses, with no particular Schools to be siloed.
- EB noted that the social aspect of the proposed Litter Pick society categorised it as a society, as opposed to a student-led project; this was approved (3-0).
- The remaining applications were approved (3-0).

JB/HC

Date of Next Meeting: 10am, 24th February 2020

Chair

Cassie Coakley

Signed

