

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
Jack Eames (JE)	College of Science Officer
Katie Smith (KS)	College of Arts Officer
Ginevra Pucciarini (GPu)	LIBS Officer
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Shanna Limm (SL)	Union Administrator (note taking)

Part A

Action

1. Welcome & Opening Business

- Apologies for Absence
- No apologies were received.

• Declarations of Interest

- BM noted that two of her declarations were no longer applicable, with SLm to update as required.

• Health & Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 2nd November

- The group agreed that the minutes were an accurate recording of the previous meeting.

3. Matters Arising

- BM noted that Network Rail had approved for the 'Keep Left' stickers to be placed on the railway bridge opposite the Sarah Swift Building; JB suggested that the email thread be saved on file for reference.
- AA noted that she had completed her assigned SUGgestion in relation to free language courses.
- It was noted that SLs had promoted the SUGgestions platform via their respective social media pages, with several new submissions received as a result.
- Following the compilation of feedback regarding WiFi at student accommodation, it was noted that LK had contacted the University's ICT department and agreed to integrate tips into her wellbeing posts. It was agreed however that the matter would be discussed further at the next SL/ICT catch-up.

SLs

Agenda

- It was noted that TA had forwarded the necessary slides to JE since the previous meeting.
- Both AB and HC had met in order to discuss measures for sports and societies given further to the lockdown announcement.
- AB noted that due to high levels of engagement the Movember raffle was no longer due to take place.
- GP noted that blended learning had been discussed at the most recent Senior Rep Group (SRG), with feedback predominantly highlighting the want for online teaching as a result of safety concerns, as well as to make courses more consistent. It was added that the feedback received had been highlighted to Liz Mossop (LM) (Deputy Vice Chancellor) in the meantime.

4. Weekly Report

- JB noted that The Line-Up was due to be integrated onto Deliveroo, which was anticipated to increase sales.

5. Weekly Events

- BM noted that 20th November was the Trans Day of Remembrance, with SLs to promote via social media and also attend the 2-minute silence during the day itself.

6. SUGgestions

- GP noted that three new submissions had been received and would be assigned to the group once approved by herself and the Union Chair in line with governance.

GP noted the following:

- No update had been received from the University Library in relation to their upcoming app, therefore the SUGgestion was still ongoing.
- The assigned SUGgestions regarding Module Evaluations, lecture recordings and an increased range of cocktails on The Swan's menu had been marked as complete.

AB noted the following:

- The submission in relation to CPR/AED training was ongoing under the current circumstances.
- Look After Your Mate training sessions had been made available to the student body in order to increase mental health support and knowledge, this SUGgestion would therefore be marked as complete, with AB to contact the author to confirm this.

AB

LK noted the following:

- The hot water on campus proposal was ongoing, with a response awaited from LM; it was noted that in the meantime, LK would update her feedback.

LK

7. GOATing Report

- 28th October – 11th November
- It was noted that a high level of feedback had been received for the GOATing report, with feedback predominantly highlighting the want for all course sessions to take place online as opposed to in person.

Agenda

- LK queried the inclusion of dietary requirements in self-isolation food boxes; it was agreed that throughout the next two weeks all SLs would discuss the matter with students in order to highlight what was wanted in the packages. SLs
- The following feedback was assigned to SLs:
- AA:
 - 'Recorded lecturers would have been useful to me after missing some classes but it seems this is only meant for UG students and not PG.'
 - Did enrolment fee transfer and October from Nigeria and the University's finance department has still not received this. Payment invoice has been shown to student support but this has not helped in making things easier as have missed lecturers and need help to attend my classes AA
- BM:
 - 'Difficulties with group work and only having a few hours in at a time'
 - 'Student Orders app is not working for most students, keeps logging them out every time they use it, students don't know about adding their uni to the app or it takes it off the app, late delivering of food or food not turning up.'
 - 'the students orders app was advertised that you got 10% off if you added your institution but it never worked BM explained to her that it doesn't show the amount of discount at the end or on the menu it just puts the discounted prices on the menu so it might look like it is full price but it isn't.'
 - 'Student authenticator app doesn't work on android (for blackboard)'
 - 'For lockdown, students want to know what access to buildings like the library and the engine shed (student study)'
 - 'I understand the uni want to give us the best education they can provide and want us to be on campus, however they haven't asked us what we believe would be best for us. It's our education and our safety'
 - 'would we be able to publicise the sexual assault anonymous reporting form to students a bit more? I know a lot of students aren't aware of how/where to report but advertising it on the Women's account might be a bit like preaching to the choir - posting out on VPs Instagram/Lincoln SU social media'
 - 'had some comments about lecturers using incorrect pronouns for students especially on collaborate or teams, not sure how that can be improved though'
 - 'had a lot of feedback about no captions in lectures (on blackboard collaborate) as lecturers need to allow them to be turned on.'
 - 'some lecturers are calling students name out if they leave or come late to online lectures that can make students feel uncomfortable'BM
- LK:
 - 'Some students who are isolating had issues with food packages and with allergies too - even after they stated their allergies.'
 - 'With the new lockdown a lot of people want the option to work completely online instead of having to go in for a couple of hours and risking exposure.'
 - 'Many are very scared to come back onto campus and it's not been very clear what the options are.'
 - 'having to do groupwork with people you don't know/haven't met and now with lockdown you can't meet up to organise.'LK

Agenda

- 'University offering a 'COVID safe' environment then expecting students to isolate – many cannot risk exposure as stated by Natasha due to needing to work.'
- 'a lot of people being worried about being told quite late they have to isolate a week after being in or not being told someone has symptoms only that someone was positive and they have to isolate'
- 'Would we be able to promote Claire's Law to students to be able to check if your partner has had a history of domestic violence like in emails or on social media?'

AB:

- 'Posts, some students don't know where posts are officially coming from on Facebook, some students think that important posts from the SU should be going straight to their inbox and not other because they don't actually read other on their emails.'

AB

8. Rep Co-opts

- GP provided the group with the list of Course Rep co-opts which were the result of failed elections; these were approved (5-0).

9. Volunteer Officer Absence Procedure

- It was noted that the document had been created to support extenuating circumstances for Volunteer Officers in their roles.
- BM queried more timely requests and it was noted that Chair's powers could be used in urgent circumstances.
- The group noted that it wasn't anticipated for the procedure do be used on a frequent basis due to representatives needing to fulfil their role and duties on behalf of their constituents.
- JB noted that it was the SLs duty to ensure that welfare support and oversight was in place in each of their relevant areas.
- The document was approved (5-0).

10. Activities Funding Proposal - Kahoot

- AB provided the group with an over of the Kahoot platform, with feedback from Hubs highlighting the want for access to the platform; it was added that it would be beneficial to create an account for use given the integration to online events during the lockdown.
- The group discussed the most appropriate arrangement in line with student feedback and availability to all groups.
- It was agreed that an account would be purchased through the SL budget and used as a trial to note engagement with the platform, with further accounts to be purchased dependent on this outcome.

GP/AB

11. Taskmaster

- AB noted that the Taskmaster challenge had once again been renewed, with activities open to the entire student body.
- The budget for prizes was approved via the SL budget (5-0).

12. Christmas Card Proposal

- LK presented the group with her proposed plan for Christmas cards.

Agenda

- The group discussed the matter from a time and COVID secure perspective and agreed that candy canes with a QR code sticker and stamp from the SU would be more appropriate.
- TA noted that the gesture would be well received, with cards unable to convey a personal message.
- It was agreed that LK would source prices for candy canes and also speak to the Marketing department regarding sticker/stamp designs.

LK

13. Celebration Day Proposal

- BM and AA provided an overview of the proposed celebration days which would be included on the screens of University network computers.
- JE noted that a similar project had been undertaken within the College of Science.
- The list was approved (5-0) with BM/AA to put the proposal forward to CDM.

BM/AA

14. ISA Grant Application

- AA noted that the application was in relation to a virtual quiz and the proposed incentives for participants; this was approved (5-0).
- It was noted that HC and JB would discuss the required budgets outside the meeting.

15. Student Leader verbal updates/wins:

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

GP noted the following:

- She had met most of the Course Reps through the 'Meet your VPE' events and also answered queries regarding blended learning, isolation and how to be a representative during the pandemic.
- Alongside AA, a Diwali Facebook live had taken place with two students to raise more awareness of Diwali and what it celebrates.
- The first Rep Forum of the year had taken place which was well received.
- She and LM had been meeting on a weekly basis to discuss student feedback.
- Four new Volunteer Officers had been trained, with the Senior Rep Group almost complete.
- The College Officers hosted their first coffee catch-up for Movember, with GP attending for support.
- Academic Board had gone well.

AB noted the following:

- Thus far, the total for Movember was £8,945!
- Taskmaster 2.0 had now commenced.
- She had attended catch-ups with her Volunteer Officers.
- She and the other SLs had assisted with the delivery of food parcels to isolating students.
- During the previous week's Academic Board, she had read the SU report.

Agenda

- The first Sports Board meeting of the academic year had taken place.
- Sports and societies had been supported in order to meet the threshold.
- She had attended School of Sport and Exercise Science Scholarship interviews.

AA noted the following:

- The student-led Diwali talk had gone well.
- She had created an ISA Hub report and also an International Student experience in isolation document which had been shared with University SLT.
- Activities were being arranged for international students staying over Christmas.

LK noted the following:

- A meeting with the community had been arranged to create a buddy scheme to combat loneliness.
- She and the Wellbeing Champions had been working on content raising awareness of the advent calendar and isolation tips.
- The Twilight Cafes were being reviewed from an alternative perspective.
- She had written a letter regarding safety of students at night which was aimed at the Police and Crime Commissioner.
- The November blog post was being created.

BM noted the following:

- She had been working on the online module for the Eco Award and had liaised with academics to include more research.
- A virtual conference was planned for the Campaigns Network.
- She was supporting the Environmental Officer in planning the Big Student Christmas Market.
- Planning for stickers on the railway bridge was underway.
- She had been working alongside Estates to support their for their Lockdown in Nature campaign.
- The days of celebration had been shortlisted.

16. Chief Executive Verbal Update

- Most meetings taking place were alongside the University in relation to recent development, with the potential involvement of the Engine Shed as a usable space.
- Financial planning was dynamic and ongoing following the announcement of the second lockdown.
- He and HC were planning to discuss operations further to lockdown and how facilities were to be returned to the 'normal' working environment.

17. College Officer Updates

JE noted the following:

- He had met with the Head of Pharmacy to discuss Inclusion leads for students.
- Meetings with Libby John (LJ) (PVC – College of Science) who had expressed her excitement to be working further with the Students' Union.

TA noted the following:

- The College Officer catch-up had gone well, with many questions received.
- Her Officer Instagram account had received an influx of followers.

Agenda

- She was continuing to work alongside Mark F Smith (MFS) (College Director of Education, Social Science).

KS noted the following:

- The campaign she had been working on alongside Gyles Lingwood (GL) (College Director of Education, Arts) was on hold but ongoing.

GPu noted the following:

- As she was new to her position, invites were received for University committees going forwards.
- She had also been supporting students whose studying abroad modules had been impacted by COVID-19, with help from Craig Marsh (CM) (PVC - LIBS).

18. Any Other Business

- LK noted that charges would be incurred for the Community Map should the page receive over 200,000 views; it was agreed that this would be approved (5-0) given the little likelihood that the amount of views would be surpassed.
- AB noted that concerns had been raised in relation to a charity which was due to be supported from fundraising within two societies. Given the details of these concerns it was agreed that AB would meet with both societies to discuss the matter further and suggest alternative options. AB
- HC presented the group with an affiliation request for the Athletics Club; this was approved (5-0).
- JB queried whether there was a centralised list of all affiliations; HC confirmed that this was stored by the Activities department.
- HC noted that the Snowsports Trip had been postponed as a result of COVID-19 and presented the group with the proposed new date. It was added that the trip was based in France, which was currently noted as high risk for terrorist activities; the group agreed to approve the proposal under the condition that the government website be checked closer to the relevant time, with the potential to postpone the trip once more.
- The group commended AB in her support of Sports and Societies, with 168 groups out of 180 hitting the necessary member threshold.
- JB noted that there had been a notable water leak at The Swan with areas of the land to be dug up in order to source the cause.
- It was noted that a significant amount of queries had been received in relation to membership refunds within Activities and what the process was for this. It was agreed that the matter would be discussed at the following Executive Committee, with a structured timeframe created for reference. AB/HC/JB
- As well as this, BUCS fees and plans were agreed to be discussed at the following meeting.

Part B

19. Associate Membership Procedure

- The group approved the procedure (5-0).

20. Activities Hub Minutes

- Document taken as read.

Agenda

21. Affiliation – Black Feminist Society

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

22. ISA Hub Report

- Document taken as read.

23. Debrief Notes:

- POG
- Faith Advisory Committee
- Academic Board
- Documents were taken as read.

Date of Next Meeting: 2.30pm, 30th November 2020

Chair

Georgia Petts

Signed

