



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

9.30am, 13th 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
Abi Brown (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive (<i>present from point 5 onwards</i>)
Sophia Liu (SLi)	LIBS Officer
Samantha Brinded (SB)	College of Arts Officer

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- James Bayliss (JaBa), College of Science Officer
- Emma Calvert (EC), College of Social Science Officer

Declarations of Interest

- Document taken as read.

Health and Safety

- No issues were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 16th December 2019

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

3. Matters Arising

- AB noted that due to the holiday period, she and HC were not able to discuss the Cheerleading issues regarding training in the Sports Centre. It was agreed that the matter would be discussed following the Executive Committee meeting. AB/HC
- In reference to the SUGgestion regarding hot water on campus, it was agreed that CC would discuss merging her newly assigned SUGgestion with EB's previous SUGgestion regarding hot water in the University Library. CC
- It was noted that the actions regarding the GOATing report, as well as the promotion of the Coursemate platform had been completed.
- GP noted that she had facilitated the International trip to London alongside EB, with positive feedback received from students who would not typically engage with the Students' Union.



UNIVERSITY OF LINCOLN STUDENTS' UNION Executive Committee Meeting

9.30am, 13th January 2020
Chief Executive's Office, Students' Union

Minutes

- AB noted that her actions regarding new society applications had been completed by Emily Baldwin (EmB) (Activities Manager), however an update could be provided at the following Executive Committee. AB
 - JB noted that the proposed changes to Quack had been discussed further and it had been agreed that Tower Bar would remain open.
 - In HC's absence, it was agreed that her actions regarding the Woodland Trust Initiative and noise complaints procedure would be taken forward to the next Executive Committee. HC
 - JB noted that Standing Order 5009 had been amended and posted on the SU website.
4. **Weekly Report**
- JB noted that the figures were good in comparison to the previous year.
5. **Week's Events**
- It was noted that numerous Refreshers' Week events were due to take place the following week.
 - GP requested that SLs attend the PG Coffee Morning at The Swan where possible.
6. **SUGgestions**
- CC noted that a meeting had been arranged with the Union Chair later in the day, to review all new submissions.
 - The group provided the following updates on their assigned SUGgestions:
 - GP noted that plug sockets in the University Library had been completed.
 - EB noted that she and HC had attended the PPG meeting last week and made progress in building partnership work with the SU and Health Service, which would link directly to Sexual Health Services.
 - EB also noted that she and the Women's Officer had been working collaboratively on street lights to improve safety on the streets.
 - It was agreed that CC would allocate SUGgestions on SUMS, further to the meeting. CC
7. **Annual Leave Requests:**
- VPE – 31st January 2020/
 - VPW&C – 20th-21st February 2020/15th-16th April 2020
 - The group approved GP and EB's requested annual leave (5-0).
8. **Rep Co-Opts**
- **Chair's Powers**
 - The submitted co-opt was approved (5-0).
9. **Plastic Free Lincoln**
- EB provided the group with an update on Plastic Free Lincoln, with the University no longer committing to the project, due to marketing concerns.
 - It was agreed that the Students' Union would continue as an ally of Plastic Free Lincoln to the aims of the project.
10. **Look After Your Mate**



UNIVERSITY OF LINCOLN STUDENTS' UNION Executive Committee Meeting

9.30am, 13th January 2020
Chief Executive's Office, Students' Union

Minutes

- EB provided the group with an overview of the project and noted that the requested funds totalled at £621.40.
- JB noted that beer mats were not integrated into SU venues, due to previous issues with maintenance.
- CC queried the date of the project; EB noted that the time period was the most available in diaries.
- The group discussed the involvement of Student Minds as an external source; it was agreed that the charity Mind would be the recommended external charity.
- Due to previous issues, JB requested that any floor stickers purchased be made from a removable material.
- The proposal was approved (5-0), subject to the requested recommendations.

11. Officer Reports

- GP raised concerns regarding the number of School Reps/ College Officers not submitting their Officer Reports within the given deadline. It was noted that five informal warnings and one formal warning were due to be sent following December's report deadline.
- The group discussed ways in which volunteer officers could be encouraged to submit their reports; JB suggested that more value be added to reports, with the submitted reports shared within Schools.
- It was agreed that further planning was required around the issue, with discussions to continue internally.
- The group discussed who would be put forward for Volunteer Officer of the Month; the group agreed that the Environmental Officer would be December's Officer of the Month.

JB/SLs

12. ISA Event Application

- MB presented the group with the proposal in place for the ISA Officer's Lunar New Year event, with the Hub booked for crafting activities.
- The group noted that the submitted risk assessment did not provide sufficient detail of the event and reflected a lack of diligence. It was agreed that Bethany Allen (BA) (Student Voice Manager) would be spoken to, with a meeting arranged with EmB to discuss the creation of risk assessments going forwards.
- MB noted that discussions had taken place regarding CSSA's upcoming Chinese New Year event which was being arranged in collaboration with the International department and LIBS.
- Funding for the event was approved (5-0), subject to the creation of a new risk assessment.

HC

13. Student Leader Verbal Updates:

- **President**

CC noted the following:

- She and JB had been away on the WonkHE tour. Although the trip had been an excellent networking opportunity, the organisation of the trip had been disappointing, with a lack of structure.

- **VP Education**

Minutes

GP noted the following:

- She had been working on the elections grid and arranging meetings for 20/21 positions.
- Rep Forum's format had been altered in order to make it more interactive and engaging.
- She had attended the International Trip alongside EB, with a good turnout and positive feedback from attendees.
- The second PG Coffee Morning had a higher number of attendees.
- She had attended the Portfolio Oversight Group before the Christmas break, as well as the Academic Offences Committee, which had enabled her to further understand the different disciplines across the University.

- **VP International**

MB noted the following:

- Work towards Lunar New Year alongside the ISA Officer had begun.
- He had attended Medical School interviews for international students during the previous week.

- **VP Welfare and Community**

EB noted the following:

- The previous week's PPG meeting had gone well, with partnership alongside the Health Centre looking positive.
- She had been in contact with an individual with connections to the Sincil Bank Neighbourhood Plan and local mental health services.
- A meeting alongside staff members from Estates had taken place, with recommendations made in relation to the Engine She'd energy consumption.
- She and HC had worked together on Wellbeing Champions.
- Work was ongoing towards RAG Conference.

- **VP Activities**

AB noted the following:

- She had been on annual leave over the previous week.
- Before Christmas she had been finalising the Varsity grid.
- Work was ongoing in order to allow the Rugby team to train at Riseholme as opposed to Market Rasen, which would benefit the group financially.
- Feedback on the 24-hour gym questionnaire was being compiled.

14. Chief Executive Verbal Update

- Following reports of a new virus in the Wuhan province of China, the University had communicated with students who could potentially be impacted by travel restrictions.
- He and HC were due to view alternative spaces in Lincoln due to spacing issues in the main SU Office; it was noted that this would align with the incoming strategy.
- The WonkHE trip to other HE institutions had been disappointing overall, due to poor delivery of the programme.
- During the next SMT/SL meeting, the group were due to review PDR360 reports, as well as notes.

Minutes

- Structural changes had been proposed for The Barge, in order to improve the venue's ability to open. It was noted that the recently implemented changes were looking positive thus far.
- Changes were due to take place regarding the staff structure.

15. College Officer Verbal Updates

- SLi noted that she had met with Craig Marsh (CM) (PVC / Director of Lincoln International Business School) before Christmas and was also looking forward to Rep Forum.
- SB noted that she had no matters to raise for discussion.

16. Any Other Business

- No items were raised for discussion.

Part B

17. Time Analysis

- 11th-17th December 2019
- Document taken as read.

18. Standing Order 1003 and Supporting Processes

- Cover Sheet
- Standing Order 1003
- Warnings and removal for Academic Reps
- Warnings and removals for Sports, Societies and Academic Society committees
- Warnings and removal for ISA
- Warnings and removal of Cluster Reps
- HC queried whether the Campaigns Network process had been submitted; it was noted that HC would discuss the matter with Jenny Barnes (JBa) (Head of Student Voice and Insight). HC
- MB queried his ability to hold a vote for appeal during ISA Forums; it was agreed that MB would discuss the function and facilitation of ISA Forums with BA. MB
- The presented documents were approved (5-0).

19. SU Awards Proposal (Chair's Powers)

- Cover Sheet
- Awards Proposal
- Amendments and Chair's Powers
- Document taken as read.

20. Member Insight Package

- Summary and Recommendations
- Member Insight Package October/November
- Document taken as read.

21. Funding Applications (Chair's Powers)



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, 13th January 2020
Chief Executive's Office, Students' Union

Minutes

- Document taken as read.

22. Funding Requests:

- International Quiz
- International Welcome Party
- These were approved by the group (5-0).

Date of Next Meeting: 10am, 27th January 2020

Chair Cassie Coakley

Signed



C. Coakley