



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

3pm, 27th July 2020
via Microsoft Teams

Minutes

Present:

Name	Job Title
Georgia Petts (GP)	Vice President Education (Chair)
Abi Brown (AB)	Vice President Activities
Amina Akugri (AA)	Vice President International
Lucy Krogdahl (LK)	Vice President Wellbeing and Community
Bailey Marchant (BM)	Vice President Campaigns and Environment (<i>present from point 8</i>)
Hannah Coleman (HC)	Deputy Chief Executive
Talia Adams (TA)	College of Social Science Officer
Jack Eames (JE)	College of Science Officer
Katie Smith (KS)	College of Arts Officer (<i>present from point 8</i>)

Also in attendance:

Shanna Limm (SLM) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- James Brooks (JB), Chief Executive

Declarations of Interest

- AB noted that she and GP's Declarations of Interest required an update, due to change in their living arrangements.

Health and Safety

- HC noted works on the Engine Shed fire alarm system were underway, with PAT testing also taking place throughout the week.

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

- The minutes were approved as an accurate recording of the previous meeting.

3. Matters Arising

- LK noted that she had successfully contacted Chris Whaley (Catering Manager) regarding hot water points on the University campus and was awaiting a further response.
- In BM's absence, HC provided an update regarding recycling in external accommodation providers, with Amy Fairweather (AF) (External Residence Manager) assisting with the matter.
- It was agreed that BM's action regarding the 'Switch It Off' campaign would be rolled over to the next Executive Committee. **BM**
- It was noted that a GOATING proposal would be provided at the next Executive Committee.
- AB noted that she was awaiting a response from the proposed ENACTUS Society. **AB**



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4. Weekly Report

- No items were raised for discussion.

5. Weekly Events

- No items were raised for discussion.

6. SUggestions

- GP noted that no new SUggestions had been submitted.
- No updates were provided by the group.

7. GOATing Report

- 9th July – 22nd July
- HC provided an overview of the proposed changes to the GOATing process which was currently under review; it was added that the report intended to provide further analysis, recommendations and information for the attention of additional University departments.
- GOATing due its is context this month to be disseminated by GP to all DVCs.
- GP noted that she planned on presenting the updated report at the next Curriculum Working Group.
- It was agreed that a Category for 'Monthly GOATing Theme' would be added to the GOATing module.

8. Officer Reports

- Due to the conflicts of interest amongst the group, it was agreed that the College Officers would exit the Teams call during the discussion on the agenda point.
- It was noted that several positive reports were received.
- The group agreed to issue warnings to the three Volunteer Officers who failed to submit Officer Reports or submitted their reports passed the deadline, with GP to contact the students directly. GP
- It was agreed that GP would contact the Postgraduate Taught Officer to arrange a meeting regarding his report, as well as ongoing Postgraduate issues. GP
- The group agreed that the School Rep for Pharmacy would be awarded as Volunteer Officer of the Month for July, with commendations also going to the LGBT+ Officer and School Rep for Computer Science.
- Following the discussion, JE, TA and KS were invited back into the meeting.

9. Part-Time Officer Training Feedback

- The group discussed the Part-Time Officer feedback received following the first session.
- TA noted that feedback had been received noting that the training sessions had been informative and helpful, however several Officers had requested shorter, condensed sessions; both JE and KS noted that they had received similar feedback, with the inclusion of handouts.
- HC noted that induction packs could be implemented going forwards.

10. Community Map



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- LK presented the group with the proposed Community map; GP noted that the project was a positive way to implement student feedback.
- AB queried the reference in relation to hair salons for BAME students; it was agreed that LK would contact the BAME Officer and ACS in order to arrange a meeting and discuss the matter further. LK

11. Sunflower Lanyards

- Agenda item carried over to the next Executive Committee. SL

12. Activities Officer KPIs

- HC noted that the KPIs required slight alterations to the terminology used; it was agreed that AB and HC would discuss the matter outside the meeting. AB/HC

13. Student Leader Wins

- No items were raised for discussion.

14. Student Leader Verbal Updates:

- **VP Education**

GP noted the following:

- She and Liz Mossop (LM) (Deputy Vice Chancellor) had been in contact to discuss letters regarding blended learning to the student body; GP provided the group with an overview of these letters and how to respond to any feedback.
- She had met with staff members from the School of Law to discuss the attainment gap alongside AA and the BAME Officer.
- The Postgraduate Dean had been contacted regarding the Postgraduate Students Association.
- She had been assisting the University Library with plans and the promotion of their re-opening, with a click and collect service currently trialled.

- **VP Activities**

AB noted the following:

- She had been working on an online workshop.
- A meeting had taken place with the LGBT+ Officer and LGBT+ Gender Rep regarding gender neutral changing rooms.
- The Transgender Policy document for Activities was now live on the SU website.
- She had been attended multiple feedback sessions with activities groups and answered a lot of questions regarding the upcoming year.
- She had been assisting the Activities Officers with their KPIs.
- Handovers and the completion of risk assessments were ongoing.

- **VP International**

AA noted the following:

- She had met with the ISA Committee to discuss alternations to the SU website.
- Ops Plans were underway.
- Since she had gained access to social media accounts, she intended to increase engagement.



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- She had met with Student Support and the International Office in order to discuss International Arrivals.
- Earlier that day she had met with an external auditor in relation to the University's ISRIC Committee and how feedback is implemented via the committee.

- **VP Wellbeing and Community**

LK noted the following:

- Student Staff training for the Ask Angela scheme had been created.
- Several Accreditation Scheme focus groups had been facilitated to gather student feedback for the upcoming project.
- She had been reviewing SHAG packs and how they can be implemented.

- **VP Campaigns and Environment**

BM noted the following:

- Work was ongoing for lobbying recycling facilities within external accommodation providers.
- Filming for the proposed vlog was due to be underway.
- The Eco Award was ongoing.
- She and Tracey Turton (TT) (Sustainability Projects Officer) had taken a walk around the University campus to discuss green spaces and planned sustainability projects which had been impacted by Covid-19.
- She had met with Campaigns Network Officers to discuss KPIs.

15. Deputy Chief Executive Verbal Update

- HC noted that JB was due back in work the following week.

16. College Officer Verbal Updates

- JE noted that work was ongoing in relation to the Women in Science campaign. He also planned to meet with Libby John (LJ) (Head of College of Science/PVC) and Andy Evenden (AE) (College Director of Education, Science) to discuss projects.
- KS noted that she had been regularly contacting School Reps and formed a group chat in improve communications.
- TA noted that she had met with School Reps and discussed tips for the upcoming year and who to contact in terms of academics. It was also noted that a Soc Pol event was planned.

17. Any Other Business

- It was agreed that GP would share the Women in Science campaign information to the remaining Student Leaders.
- AB presented the group with an application for Korfbal; this was approved (5-0).

GP

Part B

18. Chair's Powers - Executive Committee Sit Down

- Document taken as read.

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19. Time Analysis:

- 8th July - 14th July
- 15th July - 21st July
- It was noted that in the recorded Time Analysis from 15th -21st July, both BM and LK had not recorded their accounted hours; BM and LK noted that they had forgotten to update their diaries within the deadline.
- This was acknowledged by the group.

20. Debrief notes - University Committees:

- College International Committee - 8th July
- Digital Education Sub-Group - 16th July
- Equality Advisory Group - 14th July
- Ethics Committee - 15th July
- ISRIC SLT Sub-Group - 7th July
- ISRIC SLT Sub-Group - 14th July
- LALT Academy Board - 8th July
- Documents taken as read.

21. New Society Application - Illustration

- No items were raised for discussion.

22. Affiliations:

- Men's Football
- Shotokan Karate
- The affiliations were approved (5-0).

23. Society trip application:

- Snowsports
- HC provided the group with an overview of the Snowsports application and how restrictions were anticipated to impact the proposed trip. It was agreed that risks would be discussed with the group in line with due diligence.

HC

Date of Next Meeting: 3pm, 10th August 2020

Chair Georgia Petts

Signed

