



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 7th October 2019
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 point 10 only</i>)

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- Sophia Liu (SLi), LIBS Officer
- James Bayliss (JaBa), College of Science Officer
- It was noted that no formal apologies were received from JaBa.

Declarations of Interest

- The group noted that they required updates on the following:
 - GP – Personal friendship with the College of Arts Officer
 - EC – Personal relationship with a student within School of Law
 - EB – Tenant with Greenley Properties
 - MB – Member of K-Wave, Table Tennis and e-Sports societies
- It was noted that these would be updated by SLM.

Health and Safety

- JB noted that there had been issues regarding the fire strategy implemented by the University, with the University Registrar to be contacted in due course. It was added that a constructive meeting had taken place regarding changes going forwards, however.
- EC noted she had tripped outside the LPAC during the following week; JB requested that this be reported as a near-miss.

2. Minutes of the last Executive Committee meeting held on 23rd September 2019

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

3. Minutes of the last SMT meeting held on 30th September 2019

- Document taken as read.

4. Matters Arising



UNIVERSITY OF LINCOLN STUDENTS' UNION Executive Committee Meeting

9.30am, Monday 7th October 2019
Chief Executive's Office, Students' Union

Minutes

- AB noted that she had forwarded the relevant Executive Committee minutes to the proposed Extinction Rebellion society; it was added that no response had since been received.
 - It was noted that AB and GP had met with Chris Headleand (CH) (Associate Professor/ Programme Leader) in order to mitigate any potential issues within the School of Computer Science; the pair noted that the meeting had been helpful and constructive.
 - The group discussed the potential for CC to share the NSS Analysis Report with Mary Stuart (MS) (Vice Chancellor); it was agreed that the report should be shared with College Leads in recurrent catch-ups as an alternative. JB noted that he had received regular correspondence from Liz Mossop (LM) (Deputy Vice Chancellor) in relation to concerns within Schools, in order to proactively note any concerns.
 - JB noted that issues with Engine Shed bookings has been looked into, with various societies contacting the incorrect email address. Further to this, it was noted that the response rate via OS Tickets was 48 hours.
 - CC noted that she had approved the Inclusivity Campaign budget as per Chair's Powers.
 - It was noted that a complaint had been received from a student following an article on drink spiking in Lincolnshire Live. JB noted that the matter was being looked into internally.
- 5. Weekly Report**
- JB noted that the Engine Shed's financials were positive, despite the rearrangement of Jimmy Carr.
 - It was noted that The Barge had been closed over several days due to inclement weather.
- 6. Week's Events**
- AB queried the date of Tower Bar's weekly quiz, in order for it to be implemented within the Events Sheet.
 - GP requested that SLs attend PG Week events where possible.
- 7. SUGgestions**
- The group agreed to discuss all ongoing SUGgestions with actions of the following:
 - Phone Chargers in venues – Marked as complete
 - More charging ports in University Library – Assigned to GP
 - Water fountains in DCB – Assigned to EB
 - Module Evaluations following exams – Assigned to GP
 - More parking on campus – Assigned to CC
 - Sign Language classes – Marked as complete
 - Turning off lights in University Library – Assigned to CC
 - It was agreed that CC would meet with Jenny Barnes (JBa) (Head of Student Voice and Insight) to discuss a group session regarding the SUGgestions module.

CC

8. GOATing Hours



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 7th October 2019
Chief Executive's Office, Students' Union

Minutes

- The group were provided with a document which presented all ongoing feedback, it was agreed that these would be discussed during the recurrent meetings with College Leads.
9. Annual Leave Requests:
- President – 24th September, 10th-11th October
 - VPE – 18th October, 14th- 17th January
 - Due to the conflict of interest, CC rescinded her position as Chair to GP in order for her proposed annual leave to be ratified; this was approved by the group (4-0) and CC reinstated as Chair.
 - GP provided the group with an overview of her annual leave; this was approved (4-0).
10. Ratification of ASM on 31st October, 4pm-6pm
- The group discussed the proposed date for the All Student Members Meeting and this was ratified by the group.
 - It was noted that AB would only be available for part of the meeting.
11. Access and Participation Plan 2020-21
- JB presented the group with the approved Access and Participation Plan; it was agreed that the document would be included as part of Student Leader training going forwards.
12. Loneliness Campaign
- CC provided the group with an overview of the proposed campaign and it was suggested that the campaign be expanded and linked to further issues.
 - The group agreed that the theme of loneliness could also be associated with the impact of Brexit, with further education given regarding wellbeing and reporting hate crime.
 - It was agreed that CC would amend the proposal with reference to an alternate name, a focus on Brexit and the inclusion of student services. Due to timeframes, it was agreed that the group would discuss the matter outside the meeting with the proposal brought forward to the next Executive Committee.
13. New Honorary Award for SU Awards
- The group discussed the proposed honorary award to be presented during the SU Awards going forwards; with the group agreeing that the proposal was positive.
 - It was agreed that JB would discuss the award with the proposed individual following the WonkHE Conference on 4th November.
14. Volunteer Officer Reports
- It was noted that no report had been received by the School Rep for Accountancy and Finance; the group discussed how this should be approached in terms of accountability and agreed that GP would give the individual an informal warning.
 - EB noted that concerns had been raised regarding the BAME Officer, who was out of office for several weeks over October. It was noted that several of the events

CC/SLs

JB

GP



UNIVERSITY OF LINCOLN STUDENTS' UNION Executive Committee Meeting

9.30am, Monday 7th October 2019
Chief Executive's Office, Students' Union

Minutes

approved by the Executive Committee for Black History Month had not been arranged or facilitated which was disappointing.

- The group discussed the issue and agreed to support and promote Black History Month in the BAME Officer's absence alongside ACS; it was also agreed that a review take place immediately after the month.
- It was agreed that the Disabilities Officer would be awarded with Volunteer Officer of the Month.

SLs

15. Student Leader Verbal Updates:

- **President**

CC submitted the following:

- She had attended and presented to the Board of Governors during the previous week.
- Student Leaders had attended various taster sessions.
- Work towards 179 High Street was ongoing and she had attended a Town Hall meeting to answer any questions.
- She had given a speech at the Medical School Opening event, which had gone well.
- The Education and Student Life Committee had been interesting.
- On 3rd October, she had attended the WonkHE 2040 Project Conference in London.

- **VP Education**

GP submitted the following:

- PG Week had now commenced and had been positively received.
- She had the other Student Leaders had participated in "Sponge a Sabb" facilitated by the Guide Dogs Student-Led Project.
- Throughout the week, she and Liz Smy (LS) had facilitated elections to fill rep vacancies.
- Staff from OfS had visited during the previous week, with Student Leaders attending a workshop to discuss student engagement.
- Discussions had taken place regarding the LEAP Project where decisions were made regarding the actions of the SU and research opportunities.

- **VP International**

MB submitted the following:

- All Student Leaders had attended the Education and Student Life Committee.
- He had been looking into issues surrounding Tier 4 Visa extensions, as they were not applicable to current students.
- Work was ongoing towards the trip to Manchester.
- He had attended taster sessions with K-Wave and Japanese Society, with plans created for the year on how they could be supported.
- He had assisted with Global Week.
- Work alongside the ISA Officer had taken place.
- The International Party had been well received.

- **VP Welfare and Community**

EB submitted the following:

Minutes

- During GOATing hours, a lot of feedback was received regarding lack of accessibility on campus.
- She had attended the "Green Your Youth Work" Event, and learnt lots about alternative methods of environmental activism (i.e. Art as a vehicle for change).
- She had met with Officers and SLP Leads regarding their plans for the year.
- A lot of work had gone towards the Inclusivity Campaign alongside AB.
- "Students as Leaders of Sustainability" had gone well, with lots of positive feedback.
- She had attended the Sincil Bank Residents Meeting and discussed river and community organising.
- 7 individuals had signed up for Three Peaks and 12 for Kilimanjaro.
- She had been supported students had 179 High Street.

- **VP Activities**

AB submitted the following:

- She had attended over 50 taster sessions for sports and societies.
- The first month of HUBs had been well received and successful in terms of discussions and feedback.
- Cycling and Rounders were awarded with Competitive Grant funding.
- Plans for the Inclusivity Campaigns were positive with finances approved and marketing briefed.
- BUCS Play training was complete.
- She had chaired her first Sport Lincoln meeting.

16. Chief Executive Verbal Update

- No verbal update was received.

17. College Officer Verbal Updates

- No verbal update was received.

18. Any Other Business

- HC presented the group with an affiliation for Archery; this was approved (5-0).
- MB's proposed annual leave for 18th October was approved (4-0).
- EB noted that she had submitted annual leave for 4th -6th December; due to the dates being during term-time JB noted that he would present this at the next Board of Trustees.

JB

Part B

19. Student Leader Time Analysis:

- 18th-24th September
- 25th September -1st October
- Documents were taken as read.

20. New Society Applications:

- Fandom Society



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 7th October 2019
Chief Executive's Office, Students' Union

Minutes

- Cocktail Society
 - Pokemon Go Society
 - Graphic Design Society
 - Darts Society
- It was noted that in the Graphic Design Society proposal the President and Treasurer positions were filled by the same individual; it was agreed that AB would contact the proposed group.
- All other applications were approved by the group (5-0).

AB

21. ESLC Debrief Notes

- Document taken as read.

22. International Welcome Party (Chair's Powers)

- Document taken as read.

23. LFA Affiliation – Football and Futsal (Chair's Powers)

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

24. BAFA Affiliation – American Football

- This was approved (5-0).

25. Date of Next Meeting: 10am, 21st October 2019

Chair

C. Coakley

Signed

.....