

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

12pm, 30th March 2020
via Microsoft Teams

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 |
| James Bayliss (JaBa) | College of Science Officer |
| Sophia Liu (SLi) | LIBS Officer |

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- Samantha Brinded (SB), College of Arts Officer
- It was noted that formal apologies had not been received from SB; the group agreed that CC would contact SB regarding the matter from a wellbeing perspective.

CC

Declarations of Interest

- Document taken as read.

Health and Safety

- JB noted that an NHS Blood Drive was due to take place in the Engine Shed on 2nd April, with a large number of attendees anticipated. It was added that extra measures were to be implemented as a result of COVID-19, with all risks mitigated via risk assessment.

2. Minutes of the last Executive Committee meeting held on 4th March 2020

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

3. Minutes of the last SMT meeting

- No items were raised for discussion.

4. Matters Arising

- EB noted that work towards gender-neutrals accessible toilets were on hold for the foreseeable, with the project to be passed on to the incoming Vice President Wellbeing and Community.

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- GP noted that feedback regarding officer reports had been raised to all volunteer officers, with future training to be altered to emphasise expectations.
 - It was noted that crème eggs had been purchased for EB's Big White Wall feedback campaign, with the remaining products since offered to visitors from the SU Reception or Advice Centre.
 - MB noted that he had contacted Liz Mossop (LM) (Deputy Vice Chancellor) in relation to inclusivity feedback prior to the change in circumstances with COVID-19, with a response not received. It was noted however, that MB had subsequently been invited to future LEAP Meetings.
 - The SLs noted that they had actively promoted the Suggestions platform.
 - EB noted that she had raised the fast-tracked Suggestion referencing Tower Bar's disabled toilet to Holly Millar (HM) (Executive Assistant), however the submission was yet to be updated on the Students' Union website. It was raised that there had been an issue with the assignment of the submission, with EB and CC to review further to the meeting. EB/CC
 - GP noted that students had now been invited to College EDI meetings going forwards.
 - It was noted that CC would contact Andy Beggan (ABe) (Dean of Digital Education) in relation to her assigned Suggestion which would enable students to be able to view their time spent University Library. CC
 - EB noted that she would contact the chair of the PPG to discuss recommendations for sexual health testing on campus. EB
 - Further to the previous Executive Committee, EB noted that the Women's Officer had received an informal warning for her previous officer report.
 - AB noted that she had produced a proposal for sport and society applications going forwards, however she and HC were due to review the document prior to Executive Committee approval. AB/HC
 - As well as this, AB noted that she had contacted the authors of the most recent society applications to inform them of the delay in approval until the following academic year.
- 5. Weekly Report**
- JB noted that a financial forecast was due to be produced to indicate the level of financial trauma that the organisation would undertake over the upcoming months.
- 6. Weekly Events**
- It was noted that Men's Rugby Union had hosted an online quiz which over 60 teams had participated in, which was positive to see.
 - MB noted that the ISA Forum on 6th April would be facilitated online, with all SLs to be invited.
- 7. SUggestions**
- CC provided the group with an overview of Suggestions, with feasible submissions to be worked on where possible and SLs to continue updating their assigned submissions.

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- AB noted that her assigned Suggestion for a pitch at Riseholme had been completed.

8. Policies to Approve:

- ULSU Staff Protocol
- Election of Student Volunteers
- JB noted that the Staff Protocol policy had been created to align with the Code of Conduct which outlines behavioural expectations for all student members.
- The two policies were approved by the group (5-0).

9. Student Leader Verbal Updates:

- **President**

CC noted the following:

- She had attended the virtual Board of Governors meeting during the previous week.
- Work on Suggestions was ongoing.
- The SLs had all conducted Facebook Live Q&As.
- She had Chaired Board of Trustees.

- **VP Education**

GP noted the following:

- There had been a focus on reviewing representation as an online function, with the most recent SRG being the most engaged it had ever been.
- Logistics for Rep Forum and PG Forum were under review.
- She had been in communication with the University to discuss developments regarding extenuating circumstances and resits, with student feedback being pushed.

- **VP International**

MB noted the following:

- He had been working alongside Jenny Barnes (JBa) (Head of Student Voice and Insight) in relation to ISA.
- Several gaming links were now online for students.
- An International student survey was now online.
- He had been invited to LIBS catch-up sessions on Tuesdays and Thursdays.

- **VP Welfare and Community**

EB noted the following:

- She had been working alongside Student Voice to create an online town hall meeting regarding safety in the city, with a video to also be released on Friday.
- She, AB and MB were reviewing the Lincoln Together campaign.
- Following the previous week, she had received a lot of queries regarding student accommodation. Support had also been given to students in order for landlords to be directly contacted.

- **VP Activities**

AB noted the following:

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- She had attended internal MIT meetings, as well as a working group regarding online learning.
- Both she and the Activities department had been working collaboratively on the space allocation and BUCS funding processes.
- Work was ongoing in order to make Activities training more interactive.
- She was working collaboratively with Marketing in relation to social media.
- She and Jess Skill (JS) (Activities Co-ordinator) had been developing a structure for the Medical Society.

10. Chief Executive Verbal Update

- The majority of the previous week had been spent on the facilitation of furloughing full-time staff in light of the current climate, with those furloughed over the upcoming months taking the matter positively. Commendations were given to HC on her work towards this.
- As well as this, there had been issues regarding new starters due to them missing the PAYE deadline, this had been looked into and since resolved.
- Following information from the government, student staff were now eligible to receive an average salary which was incredibly positive, with JB and HC communicating directly with a lot of student staff members.
- The staff survey results had been received and were incredibly positive and scored highly in comparison to other Students' Unions; it was noted that a further breakdown was due to be received in the meantime.
- A ULSU Staff Facebook group had been created to promote wellness and continued communication amongst the staff team.
- Progress had been made in relation to Trustee recruitment, with a candidate recommended and due to be placed on the SU website in line with guidance.
- It was agreed that SLs would discuss acknowledgement for Vic Langer (VL) (Deputy Chair of Board of Trustees) prior to her term concluding.
- Jane Kilby (JK) (former Employability and Campaigns Manager) had resigned from her position further to recent developments, with a handover since completed.

SLs

11. College Officer Verbal Updates

- JaBa noted that he had received several queries in relation to upcoming exams. He noted that a College meeting had taken place during the previous week, with feedback awaited from Schools. Queries had also been raised in relation to a safety net for students, in line with other Universities.
- GP noted that an email was due to be sent to all reps in order to update them on developments. It was agreed that GP would send this to HC, JB, JBa and Yvonne Thompson (YT) (Marketing and Communications Manager) beforehand for reference.
- EC noted that more communications from the university had been requested by students, specifically in relation to accommodation.
- EB provided an overview of the Students' Union's petition regarding housing companies, with EB to chase companies who are yet to send a response. It was added that the possibility for payment plans and extended contracts would also be raised to these companies.

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- SLi noted that feedback in relation to exams and assessments had been requested, with exams remaining unconfirmed. As well as this, international students had noted that the format for online teaching had been flexible.
- SLi queried the procedure for individuals who had borrowed books from the University Library following its closure; EB noted that no fines were being imposed.

12. Any Other Business

- EB noted that the Women's Officer had resigned from her positions, with the incoming Women's Officer to be contacted to arrange a potential co-opt.
- GP presented the group with a potential rep co-opt within the postgraduate cohort; this was approved (5-0).
- MB raised concerns in relation to international student employability in line with Tier 4 visa expiration dates. It was noted that MB had a conflict of interest with the matter, which was taken into account by the group. The group discussed the matter and it was agreed that due to the uncertainty of the times more mandate was required from the student body to pursue the matter. SLi suggested that more of a welfare focus go towards international students in the upcoming months.

Part B

13. Time Analysis

- 26th Feb – 3rd March 2020
- 4th – 10th March 2020
- Documents were taken as read.

14. New Society Applications:

- Kinball
- Further to the previous Executive Committee, it was noted that the Kinball application would be put on hold until the following academic year, with AB to communicate this to the author of the application.

AB

15. School Action Day Feedback

- Documents were taken as read.

16. Chair's Powers – Cycling and Karate Affiliations

- AB queried the purchase orders and affiliations submitted prior to the closure of the SU building; it was noted that HC would discuss the matter with Emily Baldwin (EmB) (Activities Manager).

HC

17. Honorary Lifetime Membership

- It was noted that EB, GP and AB had a conflict in relation to the list of nominees, these were mitigated during the discussion. The group agreed upon the winner of the honorary lifetime membership (3-0).

Date of Next Meeting: 12pm, 6th April 2020



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Chair Cassie Coakley

Signed

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