



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

10am, 24th February 2020
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Cassie Coakley (CC)	Students' Union President (Chair)
Mohit Bulchandani (MB)	Vice President International
Emma Blackburn (EB)	Vice President Welfare and Community
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Emma Calvert (EC)	College of Social Science Officer
Samantha Brinded (SB)	College of Arts Officer
Sophia Liu (SLi)	LIBS Officer

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
Bethany Allen (BA)	Student Voice Manager (<i>present for agenda point 8 only</i>)

Item

Action

Part A

1. Apologies for absence

- Georgia Petts (GP), Vice President Education
- Abi Brown (AB), Vice President Activities
- James Bayliss (JaBa), College of Science Officer
- It was noted that JaBa had submitted a collective apology for the term, due to the Executive Committee conflicting with a scheduled lecture. The group agreed that GP would contact JaBa, in order to gain an update or feedback to bring to the group on a regular basis going forwards.

GP

Declarations of Interest

- Document taken as read.

Health and Safety

- JB noted that further to Mark Wood (MW) (former Health and Safety Advisor) leaving the organisation, Holly Millar (HM) (Executive Assistant) would be taking a lead on internal health and safety, with further administrative support required.
- EB queried a health and safety concern which had previously been raised to JB; it was agreed that the pair would discuss the matter further to the Executive Committee.

JB/EB

2. Minutes of the last Executive Committee meeting held on 10th February 2020

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

3. Minutes of the last SMT meeting held on 17th February 2020

- CC queried the discussion regarding Quack variances; JB noted that there had been discrepancies with the submission of figures during the end of night cashing up, with Dave Andrews (DA) (Head of Commercial Operations) reviewing the matter.



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4. Matters Arising

- It was agreed that GP's action in regards to the PG Applicant Day at The Swan would be rolled over. GP
- In AB's absence, HC noted that a meeting had taken place with the Jewish Society in relation to Kosher foods on campus, with a further meeting arranged with Richard Merryweather (RM) (Director of Sport and Campus Services) to discuss the implementation of this.
- EB noted that she was due to discuss designs for gender-neutral, accessible toilets with Marketing following the Executive Committee. EB
- The group noted that the PG Coffee morning on 19th February had been added to SL diaries, however the event itself was cancelled closer to the date.
- CC noted that she was awaiting a response from the University's Health and Safety department in relation to the implementation of hot water on campus; it was noted that contact had been made to collate ideas in order to mitigate the aforementioned risks. CC
- CC also noted that the University Library had been contacted regarding a campus-wide Turn It Off campaign as part of Green Week, the SUGgestion itself however had not been marked as completed, due to the campaign having yet to take place.
- EB noted that she was awaiting a response from Terrance Higgins Trust in reference to sexual health testing at Quack; it was noted that the matter would be discussed further as part of agenda point 7 (SUGgestions). AS well as this, EB noted that she would discuss the matter with Gemma Smart (GS) (Assistant Marketing and Communications Manager) when she returned to office, to query alternative contacts in the Trust.
- The group noted that they had received GOATing feedback from several students, however this heavily focussed upon wellbeing as opposed to NUS spending.
- It was agreed that EB and MB would update the Attendance Panel log as soon as they were able. EB/MB
- The group discussed the submission of Officer Reports and agreed that more of an incentive was required for the completion of these. JB suggested that more comms go into the matter, as well as more education in terms of governance. In GP's absence it was agreed that the matter would be discussed in the next Executive Committee. GP
- Following the previous Executive Committee, it was noted that Internal Communications emails in reference to the Corona Virus had become less frequent. HC noted that any concerns raised should be referred to the Advice Centre in the first instance.
- CC noted that she, JB and Judith Carey (JC) (Director of Student Affairs) had met and discussed the increase in drug taking amongst students. It was noted that the matters had been discussed thoroughly, with potential plans in place, as well as a proposed educational campaign. HC added that she and EB were due to meet with Rebecca Courtaux (RC) (Head of Student Support) to discuss the matter further.
- HC noted that the Dash for Cash proposal had been reviewed and was due to be taken to SMT.
- It was noted that both the Anatomical and GP Society had been approved via Chair's Powers and were noted in Part B.

5. Weekly Report



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- It was noted that The Swan was down on figures, however the group agreed that this was not a cause for concern, as no negative comments had been received.
- JB noted that the Engine Shed had had a busy week, with ongoing work for comedy shows proving to be a success.
- It was noted that there had been an issue regarding entry to the Boxing viewing in Tower Bar due to licensing provisions and last entry times.

6. Weekly Events

- JB noted that it was national 'I Hate Coriander' Day on 24th February.
- MB noted that LIBS were hosting Global Week on w/c 2nd March, SLi noted that there had been little promotion of the event within the College. It was agreed that MB would add the events to SL diaries in the meantime. **MB**
- EB noted that an OfS feedback session was booked for 26th February and requested SLs attend where possible.
- CC added that a Hate Crime Working Group had been booked on 28th February, with a Strategy Workshop also booked into SL diaries.

7. SUGgestions

- EB noted the following updates: **EB**
 - Her assigned SUGgestion in relation to bamboo cups had been marked as complete, as the noted cups were not in fact made of bamboo. It was agreed that EB would contact the author of the submission to update them on the matter.
 - She had met with the author of the Student Bus Service SUGgestion to discuss the project, with a response awaited from Stage Coach.
 - Responses from Terrence Higgins and LiSH were awaited in relation to sexual health testing at Quack.
 - A response was also awaited in relation to the SU being an ECO brick collection point.
 - She had met with the author of the Ask Angela SUGgestion, with an alternative proposal formed in reference to 'Engine Shed Angels'; it was noted that the proposal would be forwarded to JB in the meantime. **EB**
 - She had discussed the implementation of CPR and AED training with Jane Kilby (JK) (Employability and Campaigns Manager), who had expressed support for the project. It was noted that the matter would be discussed in a catch-up between JK and HC.
- CC queried assigning SUGgestions to SLs prior to Executive Committees; JB noted that in line with governance this was required, with CC to also contact the author of the submission for further information.
- It was noted that CC and the Deputy Union Chair were due to meet following the Executive Committee to discuss the most recent submissions.
- EB queried the submissions assigned to 'Future' within the SUGgestions platform and it was agreed that CC would review the website and assign and update where possible. **CC**

8. GOATing Report

- 5th February – 18th February



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- BA noted that GOATing feedback numbers had increased and commended the group, with much of the feedback to be used as thematic discussion for the Student Matters report.
 - It was noted that there were recurrent issues raised with the School of Design, with the Head of School since contacted.
 - EC queried whether posts from Linconfess were included in the GOATing report; it was noted that they hadn't previously, however this could be integrated going forwards.
 - CC noted that there had been an issue within Schools of students writing joint statements and forwarding matter to their Heads of School as a form of complaint; HC requested that any issues such as this should be referred to the Advice Centre who could assist with the submission of a formal complaint as per procedure.
 - It was requested that feedback be discussed at Hubs or taken further in order to complete the dissemination of feedback.
9. **Annual Leave Requests:**
- VPW&C – 20th February
 - EB noted that the submitted annual leave had since been cancelled.
10. **Rep Elections**
- The group discussed student feedback in relation to the impact of NSS results.
 - In GP's absence, it was agreed that the agenda point would be taken to the next Executive Committee.
11. **Big White Wall Research**
- EB presented the group with an overview of her proposed project, which focused upon collating student feedback on the Big White Wall service.
 - It was noted that the session would fall over one day, with SLs in attendance outside the Minerva Building; it was added that feedback would be gathered in a quick, easy process, with students given a free crème egg in return.
 - JB noted that the initiative was positive given the development of mental health services on campus and suggested that the proposed number of incentives be increased to 2,000 as opposed to 200; it was agreed that the purchase would be increased and costed to the Student Leader budget.
 - It was agreed that EB would discuss the matter with DA, who could then purchase the crème eggs from a wholesaler.
12. **Student Leader Wins**
- JB noted that following staff and student feedback more communications were required in relation to Student Leader wins; it was added that this would be a recurrent agenda point going forwards. It was also noted that CC would deliver an overview of the Executive Committee to camera, which would then go on social media.
 - CC noted the following:
 - Further to the most recent Attendance Panels, more support plans were in place to assist students with their academic studies going forwards.
 - Work for paperless registers was ongoing within the ICT department.

EB



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- Following student feedback, computers across campus would automatically turn off after 20-minutes to assist with the University's work on the environment.
- Feedback was positive at the most recent Town Hall meeting, with feedback predominantly linking to mental wellbeing and more green space on campus.
- MB noted the following:
 - Following a meeting at the Qatar Embassy, their relationship with the University had improved, with more Qatar students to be anticipated in the upcoming years.
 - 84 students attended the International party.
 - He had met with Mark Stow (MSt) (Head of Careers & Employability) in relation to the Student Circus website, which is aimed at International students in terms of employment. Following the meeting, it was agreed that several amendments would be made to the website, with sponsorships correctly listed and errors amended.
 - He had participated in a radio interview for LSJ News, in which xenophobia and Corona Virus were discussed with awareness raised.
 - Further to an Inclusivity Conference hosted by the Eleanor Glanville Centre, MB had noted feedback in terms of making the event more inclusive.
- EB noted the following:
 - She and the Disabilities Officer had worked together on an Accessibility report for the University campus, with a lot of student feedback implemented.
 - The Accreditation Scheme was under review following discussions with the university with the project to become more student focussed.

13. Student Leader Verbal Updates:

- **President**

CC noted the following:

- The majority of the previous week had been spent planning Green Week and student focus groups on strategy.
- She and MB had attended the VC's First Year Student Supper.
- With elections underway, she had opened and attended Candidate Question Time.
- She had attended over 20 attendance panels.
- Both she and MB had attended an Offer Holder Day.
- A lot of work had gone towards SUGgestions.
- During the previous week she had chaired Board of Trustees.
- She had hosted the Dance Society's Take Me Outta Here event.

- **VP International**

MB noted the following:

- He had attended a staff/student committee at the Study Group. As well as this, he had attended the Study Group's International Mother Language day.
- The Town Hall meeting had gone well.
- He had met with the University's Advice Service to discuss scams that international students are facing.
- His meeting with MSt about careers services for international students had gone well, with improvements noted.
- Following the recent Inclusivity Conference, it was agreed that MB would discuss feedback with Simon Parkes (SP) (Deputy Vice Chancellor) in the first instance.

MB



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- Both he and CC had visited Viking House to gather student feedback.
- He had conducted ICTP cultural workshop alongside LIBS.
- An interview with a Journalism student about xenophobia had taken place, with specific reference to the Corona Virus.
- The Student Supper with first year students had gone well.
- He had had a great meeting with the BAME Officer in order to collaborate more with International Week.
- He and CC had attended an Offer Holder Day.

- **VP Welfare and Community**

EB noted the following:

- On 20th February, she had travelled to De Montfort University, to attend a Trans* in Sport event, with a Sport Focus Group also facilitated.
- She had attended the Sincil Bank Neighbourhood Board.
- There had been a lot of attendance panels.
- She had sat on the interview panel for Entertainments Manager.
- Work was ongoing for the Accessibility Report, with a focus group and walk around taking place and a Health and Safety report conduct.
- A meeting with the University Registrar had taken place in relation to the Accreditation Scheme.
- Plans had begun for Women's History Month.
- She was now assisting with an LGBT+ History Month closing event.
- Several meetings with students had taken place regarding SUGgestions, including discussions on 'Engine Shed Angels'.
- She had been preparing and inviting students to the OfS Harrassment Consultation.
- 50:50s had been altered to GOATing reviews.

14. Chief Executive Verbal Update

- An Entertainments Manager had been recruited following recent interviews.
- Alternative office space options had been viewed following increased staffing numbers and in line with the incoming strategy.

15. College Officer Verbal Updates

- SL noted that she had met with Amy O'Sullivan (Student Voice Co-ordinator) in relation to the Enterprise and Strategy School Action Day and the logistics of this.
- Both SB and EC noted that they had no issues for discussion.
- The College Officers noted that they had not received information in relation to the upcoming Academic Board meeting; with was agreed that SLm would raise the matter with the Student Voice department.

16. Any Other Business

- EB noted that concerns had been raised in relation to the conduct of a Campaigns Group, from another group within the Campaigns Network. The group discussed the matter and it was agreed that EB would contact the individual raising concerns and refer them to the Complaints Procedure.

EB

Minutes

- It was noted that the RAG Officer had stood down from her position due to increased workload during the previous week. Further to this, EB noted that an issue had been raised in relation to Rugby Union's fundraising event, in with the group were told that they would be reimbursed for equipment despite a lack of funding application. The group agreed that the event itself had been positive, with the funding to be reimbursed via RAG.
- The group agreed that a review was required for the Campaigns Network, with more of a representation focus, as opposed to events.
- Further to stricter regulations regarding parking on campus, it was noted that AB had received correspondence in relation to coaches having to pay for parking. The group discussed the matter and it was noted that parking was an issue for all including students and staff. The group agreed that the most appropriate course of action would be for AB to raise the matter in the next Sports Board meeting. AB
- JB presented the group with the proposal in relation to the upcoming London Campus; the group agreed that this would be presented to Mary Stuart (MS) (Vice Chancellor) at the next catch-up meeting. JB/CC
- CC noted that she had a retrospective annual leave request which had not been brought forward to the group; JB suggested following changes to the internal process, that he and CC discuss the matter with Vic Langer (VL) (Deputy Chair, Board of Trustees) in their next catch-up, as changes to the SL process were required. JB/CC

Part B

17. Time Analysis
 - 5th-11th February
 - 12th-18th February
 - Document taken as read.
18. 5012 – ISA Forum Standing Order
 - No issues were raised for discussion.
19. SU Awards Procedure
 - Document taken as read.
20. Study Group Student Council meeting
 - Document taken as read.
21. Study Group School Action Day Feedback
 - Document taken as read.
22. OfS Student Engagement Strategy
 - The document was taken as read by the group (3-0).
23. Respect Charter Analysis
 - No items were raised for discussion.
24. Activities Funding Application Overview

Minutes

- The applications were approved by the group (3-0).
25. Campaigns Network Funding Applications:
- CATS
 - STAR
 - CC queried the arrangement of a bake sale by the CATS SLP, EB noted that this was the group's first planned event.
 - Both applications were approved by the group (3-0).
26. OfS EC's Consultation
- Document taken as read.
27. Chair's Powers – Academic Society Applications:
- Anatomical
 - GP
 - No items were raised for discussion.
28. Student-Led Project Proposal - WAMS
- The proposal was approved by the group (3-0).
29. New Society Applications:
- Hindu
 - Medico-Legal
 - Steampunk
 - The applications were approved by the group (3-0).

Date of Next Meeting: 11.30am, 4th March 2020

Chair Cassie Coakley

Signed

