



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 15th July 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 (ABb)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive

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
- Sophia Liu (SLi), LIBS Officer
- Emma Calvert (EC), College of Social Science Officer

Declarations of Interest

- The group listed the necessary changes to their Declarations of Interest, with the document to be updated for the following meeting.

Health and Safety

- JB provided the group with an update in relation to an ongoing investigation with a sports club, with the group agreeing that the incident should be addressed as a case study to all activities going forwards.

2. Minutes of the last Executive Committee meeting held on 1st July 2019

- EB noted that her requested annual leave for 5th and 6th September had also been approved and that this be included in the minutes.

3. Minutes of the last SMT meeting held on 8th July 2019

- Document taken as read.

4. Matters Arising

- CC noted that she was unable to reassign SUGgestions via the SUMS module due to a technical fault. It was noted that these would be updated once the issue was resolved.
- Further to this, CC noted that she had contacted the Union Chair in order to arrange a discussion on the most recent submissions that had reached the threshold.

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- It was noted that the proposed nomination in relation to the Student Impact Award had been completed by CC.
- 5. Weekly Report**
- CC queried sports screenings over the weekend and it was noted that Tower Bar had been closed due to reduced hours.
 - It was noted that GP, MB and AbB had still been experiencing issues with the Weekly Report, with a follow-up support ticket to be submitted.
- 6. Week's Events**
- Document taken as read.
- 7. SUGgestions**
- No topics were raised for discussion.
- 8. GOATing Hours**
- The group discussed feedback received during the previous week's Open Days, with the following topics raised by current and prospective students:
 - More activity demonstrations during Open Days
 - Previous voluntary hours being added to the Skillslog
 - The Students' Union's disaffiliation with NUS
- 9. Connect Sport – Mental Health**
- AbB provided the group with an overview of the potential association with Connect Sport's Mental Health scheme, with mental health training to be incorporated within sports and societies.
 - The group agreed for AbB to sign-up to the project for further information, with an update to be provided at the next Executive Committee.
- 10. Annual Leave requests:**
- **President – 23rd August, 18th October**
 - **VPI – 4th-10th September**
 - Due to the conflict of interest, CC temporarily deferred her position as Chair to GP; the group approved CC's annual leave (4-0).
 - MB provided an overview of his proposed annual leave; this was approved (4-0).
- 11. Engine Shed – Single Use Plastic**
- JB presented the group with a video outlining the proposed changes to The Engine Shed; the group agreed that the proposal was positive and in line with the changing culture in relation to the climate emergency.
 - This was approved by the group (5-0), with JB to raise several queries with Dan Stocks (DS) (Engine Shed Manager).

AbB

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- Following feedback received from former Sabbatical Officers, EB suggested that the Viking House Hall Rep positions be removed, with the issues raised during the previous academic year now resolved from a Students' Union perspective.
- The group agreed that the positions were no longer required, with the framework to be noted should any further incidents take place.
- In line with governance, it was noted that EB would discuss the matter with Liz Smy (LS) (Representation and Governance Co-ordinator) who could appropriately update the standing orders. It was agreed that these would then be brought to the next Executive Committee for approval.

EB

13. PG Week Events

- GP presented the group with an overview of the proposed PG Week events, with student feedback reviewed and implemented into the dates as best possible.
- JB requested that the events be facilitated by the Student Voice department, with the Marketing department to support through the creation of comms.
- MB suggested that more interactive activities be incorporated within the week, alongside more non-drinking events.

14. Student Leader Verbal Updates:

- **President**

CC submitted the following:

- On 10th July, she had met Ian Coates, Director of the Department of Education.
- Higher Education and the Augar Review had been discussed at the WonkHE conference
- Going forwards more collaborative work was due to take place with University staff.
- Open Days had now commenced.
- During the previous week she had been a member of the interview panel for Student Voice Manager

- **VP Education**

GP submitted the following:

- Both she and EB had met with Garry Wilson (GW) (Principal Lecturer/ Senior Tutor School of Psychology) to discuss a new tutorial project that could possibly include involvement from the Students' Union.
- The WonkHE Conference in London had been informative in relation to the Augar review, University finance and the difficulties students would face should the system change.
- She had met with Dave Prichard (DP) (Head of Administrative Support Lincoln Academy of Learning and Teaching) to discuss LALT and subject committees and how they can work most effectively with the inclusion of reps.
- She had been working on her KPIs.

- **VP International**

MB submitted the following:



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- He and Amy O'Sullivan (AOS) (Student Insight Co-ordinator) had been working together regarding study group and how it could be improved. As a result, a meeting with Suada Revolledo (SR) (Professional Services Manager) had been arranged.
- The College of Social Science Away Day had been informative.
- Both he and CC had met with Judy Turner (JT) (International and Employability Manager) and Ricky Botham (RB) (International Student Support Officer) to discuss plans for the year.
- The Student Leaders had all attended a University Open Day on 5th July.

- **VP Welfare and Community**

EB submitted the following:

- She and CC attended the PPG meeting, with actions noted regarding condoms and researching mental health.
- A meeting regarding climate change had taken place with members of the University Events team, with EB to contact the ECO Society for their involvement.
- She was due to meet with members of the University Library to discuss Black History Month.
- A meeting with the Student Wellbeing team had been productive.

- **VP Activities**

ABb submitted the following:

- From 9th-11th July, she attended the BUCS Conference in Bristol, with the theme aligning with their celebrations of '100 years of university sport' discussions also focussed upon mental health, grey words and loneliness.
- She and HC had been reviewing her proposed KPIs, in line with discussions on mental health from BUCS Conference.
- Several Student Leader training sessions had taken place throughout the previous two weeks.
- Staff carousels had been a great opportunity to meet Students' Union staff across the departments.
- She had enjoyed her first University Open Day, which had been a great opportunity to GOAT with students.
- During the University Open Day she had also given a speech at the beginning of a Welcome Talk provided by Matthew Cragoe (MC) (Pro Vice Chancellor / Head of College of Arts).

15. Chief Executive Verbal Update

- The Advice Centre had been requested to complete training in relation to HMO (house in multiple-occupation) reporting, in order to support students and proactively combat issues with unregistered landlords.
- The proposed SUMS update was now live.
- He was awaiting a response from HMRC in relation to events tax.
- The SUMS platform was looking to expand into interactive activities and gaming.
- Meetings had been booked into Student Leader diaries, in order for each individual to receive feedback on their proposed Ops Plans.



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16. College Officer Verbal Updates

- No items were raised for discussion.

17. Any Other Business

- It was agreed that all SLs would partake in the Lincoln Award throughout the year.
- JB presented the group with comments from the most recent NSS Survey, with further communications required to the student body in particular areas.
- MB noted that he had been requested to participate in the B-Global peer mentoring scheme within the Lincoln International Business School, with a bursary also offered. The group agreed that the bursary could not be accepted in line with MB's position as Trustee.
- It was agreed that MB would contact Caroline Lowish (CL) (Lecturer, Marketing and Tourism) and note that he could support the scheme, but not participate in his role as VPI, with a meeting to be booked if necessary.

MB

Part B

18. Student Leader Time Analysis:

- 3rd-9th July
- Document taken as read.

19. New Society Application:

- Students In The Arts
- The application was approved by the group (5-0).

20. Updated Campaigns Network Policies and Procedures:

- Swan's Den
- Student-Led Projects
- RAG
- CN Events Grant
- RAG Charity Application Form
- CN Campaign Grant
- EB noted that the RAG Charity Application form required an amendment due to the inclusion of an incorrect date.
- The documents were approved (5-0), subject to the proposed change.

21. Outreach Ambassadors Review

- Document taken as read.

22. Student Reviewers Review

- Document taken as read.

23. Student Recruiters Review

- Document taken as read.

24. Global Opportunities Review



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- Document taken as read.

25. NCFM Proposal

- Document taken as read.

26. Date of Next Meeting: 10am, 12th August 2019

Chair

C. Coakley
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Signed

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