



UNIVERSITY OF LINCOLN STUDENTS' UNION  
Executive Committee Meeting

10am, Monday 29<sup>th</sup> April 2019  
Chief Executive's Office, Students' Union

Minutes

Present:

Name	Job Title
Kudzai Muzangaza (KM)	Students' Union President (Chair)
Tommy George (TG)	Vice President Education
Sophia Liu (SLi)	Vice President International
Grace Corn (GC)	Vice President Welfare and Community
Cassie Coakley (CC)	Vice President Activities
James Brooks (JB)	Chief Executive

Also in attendance:

Shanna Limm (SLm)	Union Administrator (note taking)
Bevan Adams (BA)	Project Manager ( <i>present for point 9 only</i> )

Item

Action

Part A

1. Apologies for absence

- Hannah Coleman (HC), Deputy Chief Executive
- Glen Allison (GAI) College of Arts Officer
- Mikhail Belovol (MB), College of Business Officer
- Nial Francis (NF,) College of Social Science Officer
- James Bayliss (JaBa), College of Science Officer

Declarations of Interest

- No additional conflicts were raised amongst the group.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meetings held on 8<sup>th</sup> April 2019

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

3. Minutes of the last SMT meetings held on 15<sup>th</sup> April 2019

- GC queried the discussion point in relation to the proposed teracycle facilities; JB noted that the group had discussed the logistics of this within the venue. It was noted that this was ongoing, with the topic due to be discussed once more in the next SMT meeting.
- CC queried the changes to Student Leader SUMS access going forwards; JB noted that access for the incoming Student Leaders was to be built around their individual roles.

4. Matters Arising

- KM noted that he was yet to receive a response from the Health Centre in relation to the requested audit.

### Minutes

- In HC's absence it was noted that an update was needed in relation to the UN Champions Network telephone conversation. HC
  - It was noted that ByeLaws had been amended following discussions surrounding Honorary SU Membership; JB noted that these amendments were due to be taken to the next Board of Trustees, with work on the proposed process ongoing.
  - TG noted that University PG Week was now due to align the with the Students' Union's proposed dates.
  - In relation to the previous meeting's discussions regarding the SU's carbon target, JB noted that an environmental strategy would be incorporated within the next overall strategy review.
  - The group discussed a tribute to Grace Millane as part of the We Are Lincoln Awards, with the group suggesting a flyer upon each table with a collection open to contributions towards the appropriate foundation.
  - It was noted in HC's absence that the proposed Art History Society would not operate as an Academic Society and would therefore not be required to integrate within the History and Heritage Academic Society.
  - Further to this, it was noted that the proposed Nursing Society were no longer operating under the title "Nurses Together".
- 5. Weekly Report**
- JB noted that changes to VAT had directly affected the displayed figures.
- 6. Week's Events**
- It was agreed that the group would actively promote the Bongo's Bingo event to the student body. SLs
- 7. SUGgestions**
- TG provided an update in relation to the availability of charging lockers within the University Library; with the facilities ordered to be installed shortly.
  - It was noted that translating dictionaries had also been ordered for the University Library, with students able to collect the textbooks prior to exams. TG noted that Student Affairs were also looking into an accreditation process in relation to this.
- 8. Disciplinaries**
- No update was provided to the group.
- 9. Medical School Construction**
- BA presented the group with an overview of the proposed Medical School Building, following on from concerns raised over the green space available on campus.
  - The group noted that the proposal was positive, with the presentation enabling the group to answer any student queries received.
- 10. Alterline Mental Health Summary**
- The group discussed the findings presented within the summary and it was agreed that the paper would be presented at the next Education and Student Life Committee.

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- JB noted that the implementation of a focus upon mental health within Students' Unions had been discussed in the Higher Education sector.
- The group discussed a tighter framework within activities which would allow for a more structured approach with committee members.

#### 11. Annual Leave Requests:

- **President – 2nd & 9th May**
- **VPI – 9<sup>th</sup> May**
- **VPE – 9<sup>th</sup> May**
- **VPW&C – 9<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 30<sup>th</sup> May & 3<sup>rd</sup> June**
- KM delegated his position as Chair to TG in order for the group to discuss his proposed annual leave; this was approved (5-0).
- All annual leave requests were approved by the group (5-0).

#### 12. Student Leader Verbal Updates:

- **President**

KM noted the following:

- The Board of Trustees meeting which had taken place during the previous week had gone well.
- Less Stress More Success would be taking place throughout the week.
- He had met with Kevin Jacques (KJ) (Deputy Head of School of Computer Science) and Mark Page (MP) (College Director of Operations (Science)) in order to discuss changes to the attendance panel process; it was noted that the amendments looked positive.
- He had also met with Duncan French (DF) (Pro Vice Chancellor / Head of College of Social Science) and Jacqueline Mayer (JM) (Head of Student Services and Deputy Director of Student Affairs) in order to discuss a complaint received.
- A meeting had taken place with Lincoln BIG with the group discussing future collaborative projects.

- **VP Education**

TG noted the following:

- He had attended the Sports Tour alongside CC during the previous week.
- LALT Academic Board had been interesting with the group discussing HEA accreditations and how these could potentially be integrated within Academic Society workshops.
- During the previous week he had shadowed within the University's International department, with the experience being insightful and interesting.
- It was noted that the recruitment portfolios used by the International Office for prospective international students did not contain marketing material for the Students' Union; it was agreed that SLi would discuss the matter in her next meeting with Peng Isitt (PI), (Director of International).

SLi

- **VP International**

SLi noted the following:

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- Following the NUS conference, she had hosted an International Quiz at The Swan with 30 students in attendance.
- The trip to Blackpool had taken place on 27<sup>th</sup> April, with the day affected by bad weather conditions.
- She had met with Craig Marsh (CM) (PVC / Director of Lincoln International Business School) and discussed future collaborative projects.
- Her Board of Trustees mentor meeting had taken place with Liz Mossop (LM) (Deputy Vice Chancellor).
- Promotional filming was ongoing for the You Are Not Alone campaign.

- **VP Welfare and Community**

GC noted the following:

- The Environmental Act panel event had been confirmed for 16<sup>th</sup> May, with Karen Lee (KL) (MP for Lincoln) unable to attend. It was noted that representatives from the city council and member of the Lincoln Wildlife Trust would be in attendance, with a networking event to follow the panel.
- It was noted that positive feedback had been received in relation to the event.

- **VP Activities**

CC noted the following:

- The Sports Tour to Croatia had been great with positive feedback received.
- We Are Lincoln awards was due to take place on Friday.
- She was due to host the Mind, LGBT+ Drag event on 2<sup>nd</sup> May.
- BUCS funding results had been relayed back to teams, with the outcomes well-received.

### 13. Officer Reports

- In the absence of all Volunteer Officers, no verbal update was received.

### 14. Chief Executive Verbal Update

JB noted the following:

- The SU Activator role had been recently amended with the group operating within the Marketing department and focussing upon Student Leader projects as a whole.
- Issues raised in relation to the Engine Shed trademark had since been resolved.
- He had been contacted by Network Rail in relation to the ongoing bridge construction, with the request from the group being politely declined.
- He and HC had been asked to speak regarding Grace Millane and student support following the death of a student.
- The SMT Residential which had taken place during the previous week had gone well.
- Work on The Barge was on track.
- A Marketing Away Day was taking place on 29<sup>th</sup> April.

### 15. Any Other Business

- KM noted that he had been contacted by the Students' Union President of Bishop Grosseteste University, who had expressed disappointment regarding the level of service from Totum and had subsequently requested a collaborative letter from both



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Students' Unions to be sent to the NEC. The group discussed the letter and it was agreed that this was an appropriate course of action subject to some minor amendments within the document.

- KM presented the group with the proposed Lincoln Equality of Attainment Projects (LEAP) documentations; this was taken as read by the group.

**Part B**

**16. Student Leader Time Analysis:**

- 3<sup>rd</sup>-9<sup>th</sup> April
- Document taken as read.

**17. The Swan Food Hygiene Inspection**

- Document taken as read.

**18. We Are Lincoln Awards Procedure**

- It was noted that no changes had taken place in relation to the procedure.
- The group discussed how conflicts would be resolved within the shortlisting panel.

**19. New Society Application:**

- **Lincoln University Officer Training**
- JB noted that the name of the proposed society would need to be changed due to the lack of reference to the Army in the title; this was agreed by the group.
- The group approved the application, subject to the change of name.

CC

**20. Policies for approval:**

- **Safe Space Policy**
- **Volunteer Policy**
- **Political Activity Policy**
- These policies were approved by the group (5-0).

**21. Date of Next Meeting: 2.30pm, 13<sup>th</sup> May 2019**

Chair

Signed