

UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, 2nd December 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 (<i>present from agenda point 4</i>)
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 agenda point 14</i>)
Samantha Brinded (SB)	College of Arts Officer

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

Declarations of Interest

- Document taken as read.

Health and Safety

- No items were raised for discussion.

2. Minutes of the last Executive Committee meeting held on 18th November 2019

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

3. Minutes of the last SMT meeting held on 25th November 2019

- GP queried progress in relation to the rebrand of The Platform; JB noted that work was ongoing with the name Engine Shed 2.0 agreed upon.

4. Matters Arising

- In EB's absence it was noted that the previous action in relation to the implementation of hot water within the University Library would be discussed in the next Executive Committee.
- HC noted that she had discussed the process in place for Activities charity fundraising with Jane Kilby (JK) (Employability and Campaigns Manager) with the procedure since solidified.
- GP noted that further to the previous meeting, university committees requiring representation had been appropriately reviewed with the relevant members of the Campaigns Network invited where necessary.

EB

Minutes

- It was noted that the co-opt's had been approved following the previous meeting.
- MB noted that the International trip had since been altered to London, however no tickets had been sold thus far. It was agreed that the SLs would promote this within their various networks.
- AB noted that the Psychology Society's President had been consulted in relation to the proposed Business Psychology Society and was happy for the group to go ahead. Therefore, it was agreed that the application would be approved.

SLs

5. Weekly Report

- It was noted that The Barge had been closed for a day due to inclement weather. JB noted that The Barge had also been discussed at depth during the most recent Limited Company Board meeting in order to improve logistics.

6. Week's Events

- AB noted that several Grace Millane memorial events had been arranged throughout the week, with SLs requested to attend where possible.
- EC noted the College of Social Science Quiz was taking place at The Swan on 4th December.
- It was noted that the International Buddies Social had been arranged for 4th December in Tower Bar.

7. SUGgestions

- It was agreed that the SUGgestions which had recently surpassed the threshold would be disseminated amongst the group, with the following submissions assigned to the relevant SL.
 - More plug sockets within lecture rooms – GP
 - Microwaves to be integrated within all University buildings – CC
 - A post-Quack night bus service – EB
 - Hot water available within all University buildings – CC
 - CPR training offered to students – EB (alongside JK)
- AB provided an update in reference to overhead nets, with the Sports Centre waiting until the end of the year to review budgets.
- It was agreed that SLs would update their assigned SUGgestions via SUMS.

8. GOATing Report

- 30th October – 20th November
- JBa presented the group with an overview of the GOATing report and noted that the feedback was generally positive.
- It was noted that Bethany Allen (BA) (Student Voice Manager) would review the report going forwards, to make suggestions for potential SUGgestion/CourseMate submissions.
- AB noted that the submission in relation to Sober Buddies could be linked to Look After Your Mate training in terms of signposting.
- HC queried whether the updated column would be updated prior to the report being presented to the Executive Committee; it was agreed that HC and JBa would discuss the matter outside the meeting.

HC

Minutes

9. Officer Reports

- **Volunteer Officer temporary breaks**
- The group discussed the potential for Volunteer Officers to take sabbatical leave during stressful periods. CC noted that there had been miscommunications regarding the matter, with no process solidified in line with governance.
- HC suggested that more support be offered to Volunteer Officers in terms of wellbeing, as opposed to permitted breaks due to the lack of mitigation.
- It was agreed that JB would discuss the matter further with JBa.
- CC noted that the process in place for Volunteer Officer of the Month required solidification; the group discussed the matter and it was agreed that the successful individual would receive a letter on behalf of the Executive Committee, alongside a £20 Odeon voucher.
- The group discussed the Volunteer Officer of the Month in reference to reports and the following individuals were nominated:
 - School Rep (Architecture and the Built Environment) - GP noted that the individual had worked exceedingly well with academics and students to improve relations within the School. It was also noted that the individual had assisted with a re-design of the studio layout further to student feedback.
 - LGBT+ Officer – EB noted that the individual had arranged and facilitated several brilliant events as part of Trans Day of Remembrance. As well as this, the individual had also worked upon flagging issues within the LGBT+ community.
- It was agreed that that the School Rep (Architecture and the Built Environment) would win Volunteer Officer of the Month for November.

10. Woodland Trust Initiative

- CC noted that the Marketing department had proposed the project to the SLs further to correspondence received. The group agreed that the project was worthwhile, however the issue of space was noted.
- It was agreed that the proposal would be taken to the next SMT, and if approved taken discussed further with Tracey Turton (TT) (Environment and Energy Projects Officer) and SLs.

HC/SLs

11. All Student Members Meeting

- The group discussed the potential to hold an All Student Members Meeting/ Town Hall meeting to discuss funds usage following NUS disaffiliation. It was agreed that a Town Hall meeting would be more approachable in terms of peer-to-peer feedback.
- It was noted that discussions had taken place regarding tensions with Hong Kong and China; the group agreed that the Students' Union would remain neutral and inclusive and provide political support where necessary.
- It was agreed that the All Students Members Meeting would be arranged for 23rd January, 5pm-7pm.

12. Annual Leave Request:

- **VPW&C – 10th February 2020**
- This was approved by the group (5-0).

Minutes

13. October Accounts

- JB provided the group with an overview of the October Accounts with JB noting that the figures were positive overall.
- It was noted that the Tech and Hospitality budgets were down as a result of the consistent events prohibiting the departments from hiring equipment.

14. Complaints Procedure

- It was noted that the Complaints Procedure had been amended due to time implications, with Holly Millar (HM) (Executive Assistant) to raise urgent issues with JB going forwards.
- The document was approved (5-0).

15. Awards Proposal

- HC provided the group with an overview of the proposed changes to the previous We Are Lincoln Awards, with the inclusion of other groups with the SU community such as the Campaigns Network and ISA.
- It was agreed that the wine at the awards would be rose and white, as opposed to white and red.
- The group agreed to promote the new awards to their respective areas.
- The group discussed the voting process for the awards and it was agreed that students would nominate individuals/groups, the Executive Committee would shortlist and an independent panel would be called to agree upon winners.
- It was agreed that an International Inclusion Award would be added as part of the ISA committee's involvement.

SLs

16. Noise Complaints

- The group agreed a structure was required for University Accommodation noise complaints in order to set a precedent within the student community. It was agreed however that the presented policy was required to align with University regulations and not stand alone.
- HC suggested that she contact Rebecca Courtaux (RC) (Head of Student Support) in order to clarify governance; the group agreed to be supportive of the procedure subject to this.

HC

17. Rep Co-Opts

- The presented list was approved (5-0).

18. International Vid Your Family

- MB provided the group with an overview of the proposed campaign and requested further budget to implement the project.
- The group requested that MB create a proposal for the group to review and approve at the following Executive Committee.

MB

19. Student Leader Verbal Updates:

- **President**

CC submitted the following:

- She had Chaired the Board of Trustees meeting on 19th November.

Minutes

- Both she and JB had visited different SU institutions for strategic purposes.
- She had lead on the Money Matters campaign.
- The SLs had travelled to London to join the launch of the publication 'The Permeable University'.
- The Board of Governors meeting had taken place, alongside two of its sub-committees.
- Referendum drop-ins had gone well.
- She had introduced the Hustings events in the Engine Shed for the general election.
- The SLs and SU staff had attended anti-Semitism training.

- **VP Education**

GP submitted the following:

- She had lead on a Confidence Workshop during Rep Forum and whilst there were areas for improvement, the feedback cards highlighted that the session was popular.
- She had chaired the most recent Education and Student Life Committee and gathered a lot of feedback regarding Coursemate and how different demographics are receiving the platform.
- Referendum drop-ins had been useful, with several students discussing their experience with NUS and the referendum.
- Money Matters happened during the previous week and was a lot of fun. Students that attended asked for tips to be more money conscious, with a several money themed board games also played.
- The MTS Winter Showcase had been brilliant.

- **VP International**

MB submitted the following:

- He had attended a lot of attendance panel meetings and supported students.
- The Trans Day of Remembrance had gone well.
- He had attended the Global certificate event and mentioned the events and trips hosted by the SU.
- The SLs assisted with the WhatUni stand to get more individuals returning feedback.
- He and HC had met with Chris Hoskins (CH) (Residential Warden Manager), to finalise ideas Christmas meal.
- The Welcome Talk for the Study Group Quiz was great.

- **VP Welfare and Community**

EB submitted the following:

- Both the Ready to Rent campaign and Housing Fayre were well-received
- Lots of meetings had taken place in relation to peer-to-peer mental health support.
- She had started work towards a Wellbeing Plan.
- One-to-ones with Jacqueline Mayer (JM) (Head of Student Services and Deputy Director of Student Affairs) were going well, with a lot to work towards.
- A meeting had been arranged with a local councillor regarding street lights.
- 50:50 meetings were going well, with the Power of Listening Campaign and You Matter Campaign supported.
- GOATing in reference to Registering to Vote had gone well.

Minutes

- She had attended an Accommodation Facebook Live.
- Referendum drop-ins had been useful for discussion topics.
- The internal Environmental Champions meeting was positive.

- **VP Activities**

AB submitted the following:

- Signups to ILOVETOUR was now at 294.
- Over £5,200 had been raised for Movember overall.
- NUS Referendum drop-ins had gone well.
- She had attended Sport Lincoln and Lincoln Sports Board.
- Money Matters had gone well.
- She had visited Hull SU in order to discuss Varsity.
- The SLs had travelled to the House of Lords for Mary Stuart's (MS) (Vice Chancellor) manifesto release.
- She had attended a huge amount of attendance panels.
- Discussions were taking place around Academic Societies.
- The Business School's Drag event was brilliant.
- GOATing had taken place for the Housing Fayre.

20. Chief Executive Verbal Update

- The fire services were visiting the Students' Union on 2nd December to review the building.
- Staff members from De Montfort Students' Union were also due to visit on 2nd December to discuss best practice.
- He was due to meet with the University on 3rd December in relation to health and safety.

21. College Officer Verbal Updates

- EC requested further training opportunities for Course Reps in relation to spotting mental health or wellbeing concerns; it was noted that Look After Your Mate training was in the development stages.

22. Any Other Business

- HC presented the group with feedback following the Housing Fayre and noted that the majority of this was positive.
- AB noted that two staff spaces were available on the Sports Tour for SLs; it was agreed that EB and GP would discuss the matter outside the meeting.

EB/GP

Part B

23. Student Leader Time Analysis:

- 13th-19th November
- 20th- 26th November
- Documents taken as read.

24. New Society Applications:

- Criminology

Minutes

- Emergency Care
 - Italian
 - Kofukan Karate
 - Physiotherapy
 - School of Design
- It was agreed that the Emergency Care application would be rejected, due to similarities with the St John's Ambulance Society, as well as Health and Social Care.
 - The remaining applications were approved (5-0).
25. Kit Exemptions:
- Cheerleading
 - Sailing
- The kit exemptions were approved (5-0).
26. Trip Applications:
- Disney Society – Disneyland
 - I'm Bored Society - Croatia
- The group discussed the timing of the I'm Bored Society's trip to Croatia, due to the dates coinciding with Sports Tour; it was agreed that AB would look further into the matter.
27. Student-Led Project Application:
- KiSS (Kiddies Support Scheme)
- The document was approved (5-0).
28. School Action Day Feedback:
- MAPS
 - Maths and Physics
 - Health and Social Care
- Documents were taken as read.
29. Campaigns Network Applications
- These were ratified (5-0).
30. Development Grant Applications
- The applications were ratified (5-0).

AB

Date of Next Meeting: 9.30am, 16th December 2019

Chair Cassie Coakley

Signed

