



UNIVERSITY OF LINCOLN STUDENTS' UNION  
BAME Student Working Group

12pm, 10<sup>th</sup> July 2020  
Microsoft Teams

Minutes

Present:

Name	Job Title
Georgia Petts (GP)	Vice President Education (Chair)
Abi Brown (AB)	Vice President Activities
Amina Akugri (AA)	Vice President International
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Gemma Smart (GS)	Assistant Marketing and Communications Manager
Simon Parkes (SP)	Deputy Vice Chancellor
Ben Anim (BA)	Interim Head of Equality, Diversity and Inclusion
Shanna Limm (SLm)	Union Administrator (note taking)

Item

Action

1. Opening Business

- Apologies for Absence
- None declared.

- Conflicts of Interest

- It was noted that SLm would compile the group's Declarations of Interest for the following BAME Student Working Group.

2. Terms of Reference

- SP queried the quoracy of the working group, in order to ensure that there was sufficient student involvement and a wider range; GP noted that there would be discussions regarding the additional student attendees, as well as attendees in relation to the focus groups.
- JB added that quoracy could be removed from the Terms of Reference due to the flexibility of the working group format.
- AB noted that feedback would be actively sought from the student body alongside the proposed focus groups, with various feedback methods to be utilised by Student Leaders and Elected Officers; GP requested that the 'Remit' heading within the terms of reference be amended to be reflective of this.

GP

3. Matters Arising

- It was noted that Matters Arising would be included as a standing agenda point and include actions compiled from focus groups, as well as the core BAME Student Working Group.

4. Five Commitments

a) BAME candidates for Student/Career staff positions to be guaranteed a preliminary interview

- SP noted that the action was a demonstration of positive change and queried if the matter had been clarified from a legal perspective; JB noted that legal advice had been sought and it had been confirmed that the matter was fair and permissible by law as



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long as it was structured as its own process and did not conflict with the recruitment procedures already in place.

- It was added that the interview process was optional and not compulsory for all BAME students.
- JB noted that the opportunity's purpose was to promote equity within the Students' Union's recruitment process and encourage individuals to apply for positions they may not have previously considered; it was added that the matter was raised as part of recent student feedback.
- It was noted that the recruitment's proposed procedure would be presented at the next BAME Student Working Group.

JB/HC

**b) Independent Complaints Officers to review any complaints with elements of racism; these volunteers are to be taken from Volunteers from the Black Lives Matter movement**

- The group discussed the inclusion of a voluntary Complaints Officer and whether multiple independent BAME Officers would be appropriate for each BAME category, dependent on the circumstances of complaints received.
- JB noted that over time there had been a small amount of complaints received in relation to racism which had been handled through the Complaints Policy; however, the independent positions would be available to review the Complaints Policy and ensure that the organisation has approached matters in the best way possible. As well as this, it was noted that the position may encourage further complainants to raise issues going forwards.
- The group discussed the inclusion of volunteers from the Black Lives Matter movement, however it was noted that several individuals had been approached and declined the position due to the role's voluntary nature.
- BA suggested that multiple Complaints Officers would be appropriate in order to differentiate the experiences of all BAME categories and ensure that the process is as inclusive as possible.
- AB suggested that the volunteer position(s) be appointed on an application basis, with one Officer to be initially appointed and further positions appointed as required; it was agreed that the position would be open to non-students (including student alumni) to ensure that matters were reviewed independently and confidentially.
- JB added that the position would act on an advisory basis for the Board of Trustees.
- It was agreed that a job description for the position would be composed and brought to the next BAME Student Working Group.

JB/HC

**c) Focus groups to be held with BAME students to see how services and activities can be improved; with the BAME Officer having a permanent voice**

- GP noted that the matter would be discussed as part of agenda point 6.

**d) The Chief Executive to recommend that the BAME Officer is a member of the Board of Trustees for a minimum of 12 months**

- It was noted that the matter was due to be taken to the next Board of Trustees meeting in October.



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e) **Compulsory Unconscious Bias and Race Equity training for all staff in the Students' Union, to ensure that there is more understanding of matters that may affect BAME students**

- JB noted that senior positions at the Students' Union had previously received Race Equity training which had been beneficial for all and positive feedback received; therefore, going forwards Race Equity training would be a compulsory part of staff inductions, with all current staff to be trained.
- SP noted that Unconscious Bias training would positively impact if invested in correctly; with student staff to potentially receive a limited version of this training.
- AB suggested that Student Leaders and all Elected Officer positions also receive Equity Training to broaden their understanding on the matter; GP agreed that this would be beneficial to include as part of training going forwards.
- HC noted that the training would encompass a broader cultural change, with diversity to be proactively promoted in all organisational endeavours, with feedback and change to be implemented.
- It was added that Unconscious Bias training was already compulsory to staff members involved in the recruitment process, however this would now be extended to all staff.
- BA noted that this was a positive step, with focus on the acknowledgment of lived experience.

5. **Process for appointing student attendees**

- AB noted that she had received communications from multiple students who had expressed their interest in the BAME Student Working Group, with the ACS President and incoming BAME Officer to be attendees of the group in line with the Terms of Reference.
- SP noted that the predominant aim of the BAME Student Working Group should be initially considered, with the group either tackling overarching BAME matters or issues raised subsequent to the Black Lives Matter movement.
- JB noted that the Working Group's title could be altered accordingly, however the listed commitments were in response to the Black Lives Matter movement; it was also added that the group intended to make wider change for all BAME students.
- GP suggested that further members could be sought from the Student Leaders' respective networks, for instance with the inclusion of the ISA Officer or representatives of the Chinese Students and Scholars Association (CSSA).
- AA agreed and noted that representatives from differing ethnic backgrounds would allow the BAME Students Working Group to gain differing experiences and promote One Community.
- AB suggested that the ISA Officer be invited to the BAME Students Working Group going forwards.

6. **Focus Groups**

- AB noted that further to the previous agenda point, the Focus Groups would be an inclusive space for students of all BAME backgrounds to discuss key ideas and themes; it was added that Student Leaders would attend these sessions and be reactive of these key ideas.



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**AB**

- It was agreed that AB would arrange the first session within the next two weeks, in order to feed back at the next BAME Students Working Group.
- AB presented the proposed agenda for the session; SP queried the items of business and suggested that these be altered to focus predominantly on areas of development across the University and Students' Union.
- GP added that the focus groups would be platforms to seek constructive criticism and gage areas of improvement.
- GS queried focus groups for each BAME category of those that expressed interest; it was noted that the first session would be all encompassing, with GP and AB to split into smaller groups as necessary.

**7. BAME Webpage**

- It was noted that an additional website on the Students' Union website would be beneficial to signpost and provide further information for BAME students.
- It was suggested that the matter be raised within the focus groups in order to distinguish what students would like to be included.
- BA suggested that a dedicated page to Inclusion would be beneficial in order to incorporate all marginalised groups within the community.
- JB noted that the Campaigns Network service included platforms for all groups, but noted that it would be beneficial for further information to be added to instil the representative function of the Campaigns Network and also proactively provide further support and resources.
- The group agreed that the 'BAME Webpage' would be included as a standing agenda point.

**8. Any Other Business**

- The group agreed that all the proposed focus groups would provide action points to discuss within the BAME Students Working Group, as well as across other networks.
- It was agreed that students would lead on the agenda for the first focus group in order to provide a platform for discussion and change going forwards.

**Date of Next Meeting: 11am, 11<sup>th</sup> September 2020**

Chair

Signed

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