



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

3pm, 8th June 2020
via Microsoft Teams

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 (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
Sophia Liu (SLi)	LIBS Officer
Katie Smith (KS)	College of Arts Officer

Also in attendance:

Shanna Limm (SLM)	Union Administrator (note taking)
Bailey Marchant (BM)	Incoming Vice President Campaigns and Environment)
Amina Akugri (AA)	Incoming Vice President International
Lucy Krogdahl (LK)	Incoming Vice President Wellbeing and Community
Jennifer Barnes (JBa)	Head of Student Voice and Insight (present from points 8-11)

Item

Action

Part A

1. Apologies for absence

- Emma Calvert (EC), College of Social Science Officer
- James Bayliss (JaBa), College of Science Officer

Declarations of Interest

- No items were raised for discussion.

Health and Safety

- No items were raised for discussion.

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

- The minutes were approved as an accurate recording of the previous meeting.

3. Minutes of the last SMT meeting held on 1st June

- No items were raised for discussion.

4. Matters Arising

- It was noted that EB had presented on the Accessibility Report during the Inclusion Committee and that it had been well received. EB added that she had since been invited to a follow-up meeting with Student Wellbeing.

5. Weekly Report



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- CC queried the £16.67 which had been taken by Tower Bar, JB noted that this was an error as a result of a system demonstration to another Students' Union.
6. **Weekly Events**
- It was noted that the Blood Drive events were continuing going forwards.
7. **SUGGESTIONS**
- CC noted that a submission had been received in relation to Archery nets, which would likely need to be archived under the current circumstances.
 - MB noted that preparations for the PenPal scheme were underway.
 - MB queried the delivery of Look After Your Mate training to external groups, HC noted that she would discuss this with the Student Voice team directly. HC
8. **GOATING Report**
- 5th- 22nd May
 - GOATING policy
 - JBa noted that Emily Stow (ES) (Insight and Research Co-ordinator) was now leading on the creation of the GOATING report, with the report indicating a high volume of accommodation queries.
 - JBa provided the group with an overview of the proposed GOATING policy.
 - AB raised that Part Time Officers' involvement in GOATING was crucial for the upcoming academic year and that this should be integrated into the policy.
 - It was agreed that further information was required in relation to the integration of Part Time Officers, with the matter to be discussed at the next SMT Sit Down. HC
9. **Elected Officer Allocation:**
- University Committees
 - Internal Meetings
 - The group discussed attendees for both the Inclusion Committee and Academic Board and it was agreed that the matter would be deferred to the next SMT Sit Down. HC
 - The part-time Officers proposed to attend committees were confirmed by the group (5-0).
10. **Postgraduate Students' Association**
- The group agreed that the proposal was a positive step and anticipated that the platform would allow postgraduate students a certain sense of belonging.
 - The proposal was approved (5-0).
11. **Feedback Mechanisms**
- JBa noted that the proposal mirrored the GOATING policy in terms of the implementation of GOATING procedures amongst Part-Time Officers.
 - The mechanisms were approved by the group (5-0).
12. **Officer Reports**
- Both AB and GP noted that the Societies Officer and School Rep for Strategy and Enterprise had personal circumstances which mitigated their lack of Officer report.



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It was added that the pair were highly engaged and that the incidents were the first concerns.

- It was agreed that the remaining officers with outstanding reports would receive the relevant warnings.
- The group discussed the Volunteer Officer for the Month of May; it was agreed that the School Rep for Design would be awarded with Volunteer Officer of the Month, as a result of his well-articulated report and commendations from academics within the School of Design.

13. Co-opt

- GP provided the group with an overview of the co-opt; this was approved (5-0).

14. Wellbeing Network

- EB presented the group with the proposed Wellbeing Network structure, that she and HC had been working upon. The group commended EB for her hard work on the plan and agreed that the structure would be EB's legacy for the incoming Vice President Wellbeing and Community position.

15. Environmental Report

- EB noted that the report was a compilation of feedback and peer recommendations from the Enviro-Fayre event earlier in the year.
- It was agreed that EB would put the report forward to present at the Environment and Sustainability Committee.

EB

16. Para Sport Proposal

- AB provided the group with an overview of the project, which aimed to make more inclusive and social opportunities. The group agreed that the proposal would make a hugely positive impact; this was approved (5-0).

17. Student Leader Wins

- AB had completed Mental Health with Sport online training through Mind.
- Further work had gone towards the Black Lives Matter movement, with GP and AB consulting students.
- Feedback on the Referendum was 95% positive.
- New Student Wellbeing resources were available to lecturers on supporting disabled students, based on the feedback from the SU.
- MB noted that some positive changes had been made at the Inclusion Committee, with his proposal for more international focussed discussions well received.
- The Black Lives Matter kneel had been arranged alongside the University and was well received.
- CC had successfully made it through two years at the SU, with a new coffee addiction.

18. Student Leader Verbal Updates:

- **President**

CC submitted the following:



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- It was her final week as SU President, with the session being her last Executive Committee.
- She had attended a LEAP meeting.
- JB's SPADA had been completed.
- She had presented at the final Board of Governors.
- She and the other SLs had attended the Black Lives Matter kneel event, alongside University staff.
- She had attended and presented at the first virtual ASM.
- Filming and co-presenting for the SU Awards was completed.

- **VP Education**

GP submitted the following:

- The final SRG of the year had been held, with feedback received from all Senior Reps about potential areas for concern, as well as a review of the year.
- She had attended many University Committee meetings such as: SROG, POG, Curriculum Working Group, the first Equality Advisory Group, Student Attendance and Engagement Group and the Student Complaints Review Panel.
- She and AB had been working alongside the University for the first virtual Open Day and are due to participate in a Facebook Live to update future students on the services available and answer queries.
- Feedback within Schools had been discussed alongside academics and students.
- Work was ongoing in relation to next year's Senior Rep meetings, with all incoming Officers invited.
- The Student Leader team had all participated in the kneel for Black Lives Matter and had been working alongside students and the BAME Officer to improve the experience of black students in Lincoln.

- **VP International**

MB submitted the following:

- He had attended the People and Culture sub-committee.
- The Inclusion Committee had done well.
- He had assisted CC with her Facebook Live.
- Catch-ups had taken place with LIBS and Mark Page (MP) (College Director of Operations – Science).
- He had participated in the Lincoln First Year project 2020.
- Handover presentations were completed.
- For his final update, he wished to thank all of the SU staff members who had supported him throughout the year.

- **VP Welfare and Community**

EB submitted the following:

- Her ASM motion had gone to Referendum.
- A lot of work had been prepared for Handover Week.
- All SLPs and Campaigns Groups had met to discuss the changing Standing Orders.
- The Accessibility Report had been taken to the Inclusion Committee, with a follow-up meeting since arranged with Julie Spencer (JS) (Head of Student Wellbeing).



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- She had participated in an interview with BBC Look North.

- **VP Activities**

AB submitted the following:

- Her Para-sport proposal had been taken to the Executive Committee.
- She had been responding to the Black Lives Matter Movement and working alongside Seun Alaba (Lincoln Student) to respond to his open letter.
- She had applied for a position on the BUCS Student Advisory Group.
- Both she and GP had been working alongside the University regarding virtual Open Days.
- Lincoln Sports Board had taken place.
- She had attended a meeting regarding the return to campus for the 2020/21 academic year.
- Emails were being drafted for outgoing and incoming Activities committees.
- She had been creating a welcome video with the Activities Officers for new committees.
- Throughout the week, she had been completing a Mental Health with Sport online training session.
- Student Leader handover week had now commenced.

19. Chief Executive Verbal Update

- Staffing changes were now complete.
- He and the SLs had been invited to several University Working Groups to discuss campus reintegration going forwards.
- Discussions had taken place regarding implementing a study space in the Engine Shed during social distancing measures. GP noted that ICT could be contacted to integrate spare computers into the space.
- Potential events at Riseholme were under review.

20. College Officer Verbal Updates

- SLi noted that she had been working on the LIBS College Officer handover and thanked the group for their support throughout the year.
- KS noted that she was continuing to find her feet in her position and had been keeping in regular contact with School Reps.

21. Any Other Business

- EB queried her Facebook live due later in the week; AB and GP noted that Facebook lives would be put on hold during handover week.
- CC commended the group on their work throughout the year on behalf of herself EB and MB.
- GP commended the outgoing SLs on their final Executive Committee meeting.

Part B

22. Standing Orders

- 1005 Electronic meetings



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- The standing order was approved (5-0).

23. Student Written Submissions

- The documents were taken as read.

Chair: Georgia Petts

Signed: