



UNIVERSITY OF LINCOLN STUDENTS' UNION Executive Committee Meeting

12pm, 6th April 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 (present until point 10 only)
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
James Bayliss (JaBa)	College of Science Officer
Sophia Liu (SLi)	LIBS Officer

Also in attendance:

Shanna Limm (SLM)	Union Administrator (note taking)
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for points 8 & 10</i>)
Alan Bage (ABg)	IT and Data Manager (<i>present for point 10 only</i>)
Joe Boccock (JoBo)	Software Developer (<i>present for point 10 only</i>)

Item

Action

Part A

1. Apologies for absence

- Emma Calvert (EC), College of Social Science Officer
- Samantha Brinded (SB), College of Arts Officer
- It was noted that apologies had not been received by SB for the second occasion, with CC noting that she had contacted SB from a welfare perspective. JB noted that in terms of governance, if apologies were not received for two consecutive weeks then his could be considered as automatic resignation, however under the circumstances there could be mitigating factors. It was agreed that the discussion would be continued as part of agenda point 4.

Declarations of Interest

- Document taken as read.

Health and Safety

- It was noted that HC had sustained an injury whilst self-isolating at home.

2. Minutes of the last Executive Committee meeting held on 30th March 2020

- The group agreed that the minutes were an accurate recording of the meeting.

3. Minutes of the last SMT meeting held on 30th March 2020

- No items were raised for discussion.

4. Matters Arising



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- It was noted that the fast-tracked SUGgestion in relation to the Tower Bar disabled toilets had since been assigned to EB.
- EB noted that she had contacted the Chair of PPG regarding sexual health testing on campus and had received a contact within LiSH; it was noted that EB would provide an update on this in the next Executive Committee. EB
- AB noted that she and HC had discussed AB's sports and society application proposal, with Emily Baldwin (EmB) (Activities Manager) to alter standing orders where necessary. It was added that the proposal would be brought to an Executive Committee in the near future.
- AB provided the group with an overview of the ideas discussed regarding acknowledgement for Vic Langer (VL) (Deputy Chair, Board of Trustees), it was agreed that HC and JB would contact former Trustees to assist with the matter. JB/HC
- It was noted that AB had contacted the author of the proposed Kinball application.
- HC noted that she and EmB had reviewed outstanding purchase orders and affiliations, with the matter since resolved.

5. Weekly Report

- JB noted that the Advice Centre had a large amount of footfall over the previous week.
- Further to the recent national circumstances, it was noted that the SUMS team had been training staff at other Students' Unions on the platform.

6. Weekly Events

- No items were raised for discussion.

7. SUGgestions

- CC noted that she had met with the Union Chair during the previous week, to discuss submissions being voted upon, with three surpassing the set threshold.
- The group agreed to provide updates on their assigned Suggestions.

AB noted the following:

- Overhead nets were on hold due to them being a matter of budgets for the following financial year.

GP noted the following:

- The submission regarding lecture recordings was due to be marked as complete, with learning materials now available online
- As a result of the current circumstances, her other two Suggestions would be placed on hold until the next academic year, with an update to be provided to both authors in the meantime. GP

EB noted the following:

- The fast-tracked submission regarding the Tower Bar toilet door had since been reported.
- Businesses in Lincolnshire were not able to facilitate the creation of ECO bricks, as a result of this the submission would be marked as not feasible.
- She and HC were looking to reevaluate ideas for CPR training given the changes in staffing.

CC noted the following:



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- She had received a response in relation to visible Library times, with the matter to be reviewed in the upcoming year.

8. GOATing Report

- 3rd -25th March
- JBa provided the group with an overview of the document, noting that a lot of feedback had been received from Media students regarding contact hours. It was noted that JBa and GP had had subsequently contacted Gyles Lingwood (GL) (College Director of Education) and would provide an update at the following Executive Committee.

GP

9. Officer Reports

- The group discussed the list of Volunteer Officers had had not submitted their report within the deadline, with some having previously received formal warnings. It was agreed that GP would discuss the arrangements of an Accountability Forum in line with governance.
- It was also noted that other individuals within the list would be given the relevant warning by GP.
- The group agreed that the RAG Officer would be awarded with Officer of the Month for the month of March, due to his work at the commencement of his role. It was agreed that he would be awarded with a letter on behalf of the Executive Committee and free Quack entry to an event later in the year.

GP

GP

10. Incident Reporting

- JoBo provided the group with a demo of how the internal system would operate with the platform to be integrated to the SUMS website and member dashboard.
- The group noted that the system was hugely beneficial and would make a positive impact following issues with the previous system.

11. Honorary Life Membership

- The group discussed proposed Honorary Life Membership for Jane Kilby (JK) (former Employability and Campaigns Manager); this was approved by the group (5-0).

12. Co-opt - Women's Officer and Community Officer

- EB noted that further to the previous Officers standing down from their positions incoming Officers were willing to start early and receive training for their roles. This was approved by the group (5-0).

13. Student Leader Wins

- Following EB's petition in relation to accommodation charges for students, companies iQ, Student Castle and Mezzino released that they would either not be charging their student tenants or reducing fees.
- EB's petition also received 2,900 signatures.
- The Reclaim the Night video received a lot of positive social media attention.
- AB had been working alongside Jess Skill (JS) (Activities Co-ordinator) on Activities training with positive progress made.
- AB had also started weekly Taskmaster challenges with Volunteer Officers.



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- As well as this, AB had completed the BUCS Funding and Allocations processes, which had been started in November 2019.
- GP had hosted the online Senior Rep Group and had utilised online tools to help support students and Volunteer Officers.

14. Student Leader Verbal Updates:

- **President**

CC submitted the following:

- She had attended Academic Board, LEAP and Limited Company Board meetings.
- Her Facebook live had been successful.
- She had taken some annual leave.

- **VP Education**

GP submitted the following:

- She and CC had attended Academic Board and had learnt that the Safety Net Policy was being enacted.
- She had been working alongside Liz Mossop (LM) (Deputy Vice Chancellor) in communicating student feedback on online learning.
- Social media platforms had been utilised to communicate out the changes in assessment formats.
- Both she and JBa had been working collaboratively in order for GP to support students as best possible.
- She had attended the Portfolio and Oversight Group.
- Work towards the planning of social media posts had commenced with questions and points of communicate listed, in order to make communications as best possible.

- **VP International**

MB submitted the following:

- He had been working alongside EB and Abi on Lincoln Together.
- He had been signposting students to the Student Support Centre regarding hardship funds.
- Alongside JBa and the other SLs, MV had started researching his petition for a Tier 4 post study work via extension.

- **VP Welfare and Community**

EB submitted the following:

- As a result of her petition, student housing provider iQ released that they would not be charging rent for the upcoming term.
- She had attended a NaSFA Committee meeting.
- Over the past week she had received a lot of accommodation queries from students.
- She had attended the Swannys shortlisting meeting.
- Work alongside BGSU regarding accommodation had taken place.
- Look North had interviewed EB in relation to accommodation.

- **VP Activities**

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AB submitted the following:

- She had been participating in WonkHE online seminars which included: student awards and how the SU sector is responding to the current circumstances.
- Three full days had been spent to complete Activities training on Google Slides alongside JS.
- Swannys shortlisting had been completed.
- A student officers catch-up had taken place, with the group discussing 8/10 Swans and Taskmaster.
- BUCS Regs changes had been submitted to BUCS.
- She would now be taking part in weekly Facebook lives and the promotion of them.
- The Virtual Community Group had been arranged to mark the SLs online presence.
- Work towards the MedSoc structure had begun, with a meeting arranged for later in the week.
- She had been working on Lincoln Together workshops for October.
- BUCS Funding and Space allocations had been reviewed.

15. Chief Executive Verbal Update

- No items were raised for discussion.

16. College Officer Verbal Updates

- JaBa noted that there had been no update to provide.
- SLi noted that several exams had since been confirmed within LIBS.

17. Any Other Business

- AB noted that the governance surrounding the election of Cluster Reps dictated that the individuals would be elected during Hubs, which had since been cancelled. The group agreed that the Cluster Rep positions would be elected in the first Hubs of the 2020/21 academic year.
- It was noted that during the meeting, CC had received correspondence from SB stating that she wished to stand down from her position as an elected officer. The group discussed the potential to co-opt and induct the College of Arts Officer 2020/21 and it was agreed that GP would contact the individual on the possibility of this, with an update to be provided at the following Executive Committee.
- It was also agreed that a handover would be arranged between SB and the incoming College of Arts Officer.

GP

Part B

18. School Action Day Feedback:

- Department of Management
- Marketing and Tourism
- Pharmacy
- Sport and Exercise Science
- Document taken as read.

19. OfS Consultation



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- Document taken as read.

20. ECO Society - name change request

- EB raised concerns over the society's suggested name change and the University committee of the same name, with a lot of cross over with the Environmental Officer position also.
- Further to this, JB noted that the suggested name was also formal for a society, despite their link to the committee.
- The group agreed that the ECO Society's name would not alter, with AB to feed back to the group.

AB

Date of Next Meeting: 12pm, 13th April 2020

Chair

Cassie Coakley

Signed

