



**UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting**

9.30am, Monday 23rd September 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
Abi Brown (AB)	Vice President Activities
James Brooks (JB)	Chief Executive
Hannah Coleman (HC)	Deputy Chief Executive
James Bayliss (JaBa)	College of Science Officer
Emma Calvert (EC)	College of Social Science Officer
Jenny Barnes (JBa)	Head of Student Voice and Insight (<i>present for points 9-11 only</i>)
Bethany Allen (BA)	Student Voice Manager (<i>present for point 9 only</i>)

Also in attendance:

Shanna Limm (SLm) Union Administrator (note taking)

Item

Action

Part A

1. Apologies for absence

- Sophia Liu (SLi), LIBS Officer

Declarations of Interest

- CC noted that her conflicts required an update as she was now a tenant within the Capital Group; it was noted that this would be updated on the centralised document.

Health and Safety

- JB noted that the Engine Shed toilet floor had effectively been replaced, with no issues since reported.

2. Minutes of the last Executive Committee meeting held on 9th September 2019

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

3. Minutes of the last SMT meeting held on 16th September 2019

- Document taken as read.

4. Matters Arising

- AB noted that further to correspondence with the proposed Extinction Rebellion Society, the minutes of the previous Executive Committee would be shared with the group in order to highlight the discussion which had taken place.
- As well as this, AB noted that she had received no further response in relation to the proposed Minecraft Society. JB suggested that AB and GP both meet with Chris Headleand (CH) (Associate Professor / Programme Leader) in order to discuss and mitigate any potential issues faced within the School of Computer Science.

AB

AB/GP



UNIVERSITY OF LINCOLN STUDENTS' UNION
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9.30am, Monday 23rd September 2019
Chief Executive's Office, Students' Union

Minutes

- MB noted that he and HC had met and discussed the International Welcome Party, with MB awaiting a response from Dave Andrews (DA) (Head of Commercial Operations) regarding the facilitation of the venue. **MB**
 - EB noted that her email in relation to the promotion of the Climate Strike had been sent; it was added that a meeting was due to take place with the University's Environmental team to discuss projects going forwards.
 - CC noted that she and Yvonne Thompson (YT) (Marketing and Communications Manager) were due to meet in order to draft a statement in reference to Direct Cars. It was added that once confirmed the piece would be shared of social media platforms.
 - AB noted that physical business cards had been ordered for the group following the prior meeting.
- 5. Weekly Report**
- JB noted that the recorded figures were positive, with the overall income surpassing the previous year.
- 6. Week's Events**
- It was requested that MB add the International Welcome Party to all SL diaries for reference. **MB**
 - HC provided the group with an overview of the Medical School event on 2nd October, with the SLs anticipated to attend.
- 7. SUGgestions**
- It was noted that SUGgestions would be discussed in agenda point 9 with BA and JBa both present.
- 8. GOATing Hours**
- EB noted that she had received feedback from multiple students in private accommodation who had not been provided with adequate recycling facilities; it was noted that this would be raised in the proposed meeting with the University's Environmental team.
 - CC noted that more educational pieces were required in relation to the Engine Shed's reusable cups scheme, with a post to be released in due course. It was added that the scheme was not in place to create revenue and that this should be emphasised to the student body.
 - MB noted that he had received feedback from international students who had issues with logging in to the SU's website. It was noted that this was in relation to the University's Admin team and the input of data on the system.
- 9. Coursemate Process**
- BA provided the group with an overview of the report regarding the proposed changes to the Coursemate scheme; the group agreed that the changes would positively impact the representation system, as well as the Students' Union's ability to facilitate recurrent issues.



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Minutes

- CC queried the involvement of University staff within the programme and it was noted that BA and the Student Voice team would liaise from a staff perspective.
- JBa presented the group with a spreadsheet of amalgamated feedback gathered from Coursemate, alongside the suggested resolutions for each comment. It was noted that this would be presented to the Executive Committee on a monthly basis.
- The group agreed that the format of the document would effectively enable the SLs and College Officers to tackle issues on behalf of students further.
- It was agreed that the document was super positive in highlighting recurrent issues and areas for improvement within Schools.

10. NSS Analysis

- JBa provided the group with an overview of the NSS Analysis and how effective change could be implemented across Schools throughout the next academic year.
- The group agreed that the findings were positive and reinforced the proposed amendments to the Coursemate programme; it was agreed that further to this, School Actions Days would be crucial, as well as additional support for College and School Officers.
- It was proposed that both CC and GP present the findings in their catch-ups with Mary Stuart (MS) (Vice Chancellor) and Liz Mossop (LM) (Deputy Vice Chancellor) respectively.

CC/GP

11. Assessment Charter

- The group discussed the current Assessment Charter as displayed on the University's website.
- In line with continuous improvement, the group agreed that as the charter was relatively new a review date be proposed to LM prior to the second semester of the academic year.
- GP suggested that the rubric displayed on Turnitin also be reviewed amongst Schools in line with the Charter. EC noted that positive feedback had been received by the School of law in relation to their work towards this; it was agreed that Reps would be requested to look further into the matter.

12. Second Hand Book Sale

- CC presented the group with her proposal for a second hand book sale in the upcoming weeks; the group agreed that the event would be useful at the beginning of the year.
- The was approved by the group (5-0).

13. International Welcome Party

- MB noted that a proposal had been presented to the group with budgeting to be confirmed; it was agreed that this would be discussed following the Committee meeting and approved by Chair's Powers.

MB/CC

14. Cycling Kit Exemption

Minutes

- AB provided the group with an overview of the Cycling team's proposed kit exemption; it was noted that the exemption would be in relation to competitive kit only due to the quality of the garments.
- The group approved the exemption (5-0) on the basis that the designs follow brand guidelines and all other club kit be purchased via Rhino.

15. Sport and Societies Officer Plans For The Year

- A document was presented to the group, highlighting both the Sports and Societies Officers' plans for the year.
- JB noted that the Societies Officer's proposal to integrate an online booking system for SU venues was unfeasible, due to the licenses of each space and the requirements for each session necessitating staff approval.
- AB noted that she had received feedback regarding the booking of Engine Shed from various societies. It was agreed that JB would discuss the matter with DA.

DA/JB

16. Student Leader Verbal Updates:

- **President**

CC submitted the following:

- During the week commencing 9th September, she attended Graduation ceremonies as part of the academic procession.
- She and the SLs attended and hosted multiple Freshers' Week events, with the highlight being the Quiz.
- BBC Look North had interviewed her over Freshers' Week.

- **VP Education**

GP submitted the following:

- She and Liz Smy (LS) (Representation and Governance Co-ordinator) had attended course rep elections for vacant positions.
- The Medical School induction talk had been well-received, with 21 individuals putting themselves forward for Rep positions.
- Freshers' Week had been incredibly busy.
- She had attended the One Community meeting arranged by MS and had planned what were recognisable successes through the student and staff community.

- **VP International**

MB submitted the following:

- He had sat on the interview panel for Assistant Advice Centre Manager.
- Both he and the English Language Centre had been working collaboratively for the International Arrivals Lounge.
- Work was ongoing for the International Welcome Party.
- The ISA Officer had been promoting the International Students' Association committee positions alongside him.
- He had attended his first attendance panel.
- Multiple Freshers' events had taken place throughout the week which he had assisted with.



UNIVERSITY OF LINCOLN STUDENTS' UNION
Executive Committee Meeting

9.30am, Monday 23rd September 2019
Chief Executive's Office, Students' Union

Minutes

- He and the ISA Officer had met on several occasions to discuss events and plans for the year.
- The past two weeks had been brilliant and given him a great opportunity to meet international students.

- **VP Welfare and Community**

EB submitted the following:

- Work was ongoing alongside Viking House tenants.
- Talks regarding Three Peaks and Kilimanjaro were due to take place during the week.
- The Carholme Gala went well, however negative feedback was received regarding students' behaviour in the West End.
- She had been working towards a Campaigns Network Awareness Campaign for October, for which t-shirts had been designed.
- Positive feedback had been received from Campaigns Network Officers and Student-Led Project Leads regarding training, with Ops Plans constructed and the group keen to tackle issues within their demographics.

- **VP Activities**

AB submitted the following:

- Freshers' Week had been great with huge levels of engagement in the Sports and Societies Fayres.
- Multiple Rhino kit meetings had taken place throughout the week.
- The Officer Networking event had been a great opportunity to meet officers from various areas.
- She and the Sports and Societies Officers had discussed plans for the year.
- During Freshers' Week she had assisted with students during their move-in.
- Work was ongoing for the Take a Stand Campaign.

17. Chief Executive Verbal Update

- Freshers' Week had been the predominant focus of the previous weeks.

18. College Officer Verbal Updates

- It was agreed that no update was required.

19. Any Other Business

- It was agreed that the proposed Fandom Society would be discussed at the next Executive Committee.
- AB noted that the location for the Sports Tour would be Croatia.
- The group were presented with EB's proposed annual leave for 24th September; this was approved by the group (4-0).
- HC provided the group of an overview of the suggested Wellbeing Champion role in relation to OfS funding. It was noted that several staff members would be trained to give Look After Your Mate training to Cluster Reps, School/College Officers and Campaigns Network Officers respectively. A conflict was raised in relation to the College Officers presents; this was mitigated. The proposal was approved by the group (5-0).



UNIVERSITY OF LINCOLN STUDENTS' UNION
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- AB presented the group with a financial breakdown for the proposed Inclusivity campaign; it was agreed that due to time constraints this would be discussed outside of the Executive Committee, with CC to approve budget request. **AB/EB/CC**

Part B

20. Student Leader Time Analysis:

- 4th-10th September
- 11th-17th September
- Documents were taken as read.

21. Standing Orders:

- Sports Clubs (3002)
- Hall Representatives (5010)
- These were approved by the group (5-0).

22. Lacrosse Affiliation

- This was approved by the group (5-0).

23. New Society Application:

- Make Up Society
- The society application was approved (5-0).

24. Cheerleading Kit Design

- The proposed alterations were approved (5-0).

25. Chair's Powers – Mountaineering Kit Design

- No queries were raised by the group.

26. Budget Request – VP W&C

- The budget request was approved (5-0).

27. Date of Next Meeting: 10am, 7th October 2019

Chair

Signed

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